

Supplementary COVID Rules for all Hall Users

Tolpuddle Village Hall Post 15th December 2021 Procedures

Entry to the Hall

- The main door into the hall lobby is to be used as the entrance.
- Scan the QR code as a preference – no longer need to register on paper

Use of the Hall

Hirers are advised that the new government COVID rules implemented from 15th December 2021, require limited management within Village Halls. Therefore, we require the following to all hirers of the hall:

- It is the hirers responsibility to manage the people attending their activity and where possible to ensure the best methods to minimise possible COVID infections. This includes:
 - Use of Masks in the Hall
 - Maintaining some social distancing
 - Cleaning up after the session is complete
 - Use hand gel provided and wash hands regularly
 - Encourage users to use the QR code to register themselves when in the hall
 - Windows can be opened during the use of the hall, but must be closed when leaving

Exit from the Hall

- Exit from the hall to be done using the new main entrance
- Sanitisers are provided at the exit to enable user to sanitise their hands when leaving

Use of Kitchen

- Full use of the kitchen is available to hires as per the normal hiring conditions

Use of Toilets

- The toilets can be used but care we would encourage the occupied signs to be used

Store Cupboards

- The only store cupboard to be used is the one containing tables and floor brushes

At the End of the Session Prior to Leaving

- The floors must be swept and rubbish from this placed in the black plastic bags provided and placed in the internal bin in the main hall
- Tables should be wiped down after use and before placing them back in the Cupboard
- The doors into the hall (old and new) must be closed (into the lobby and kitchen)
- All chairs used must be stacked as found, and wiped clean where practical
- All external doors must be locked