



St John's Hall, Hertford Churchfields SG13 8AE

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Hall's standard conditions of hire.

SC1:

The Hirer will be responsible for ensuring those attending their activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Hall, in particular using the hand sanitiser supplied when entering the Hall and after using tissues.

SC2:

The Hirer undertakes to comply with the actions identified in the Hall Risk Assessment, of which the Hirer has been provided with a copy.

SC3:

The Hirer will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire **before** other members of the group or organisation arrive and to keep the Hall clean through regular cleaning of surfaces during the period of hire, paying particular attention to wash hand basins and sinks which are used, using either the products supplied (which will be in a clearly accessible location) or the hirer's own ordinary domestic products. The Hirer will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

The Hirer will make sure that everyone likely to attend their activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the Hall they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact and notify us without delay by calling the Vicar on 01992 584899.

SC5:

The Hirer will keep the Hall well ventilated throughout the period of hire, with windows and doors open as far as convenient. The Hirer will be responsible for ensuring they are all securely closed on leaving.

SC6:

The Hirer will ensure that everyone attending maintains 2m social distancing while in the Hall and as far as possible observes social distancing of 1m plus mitigation



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measures when using more confined areas (e.g. the corridor and stairs and when moving and stowing equipment) which should be kept as brief as possible. At all times the limits shown on notices for particular areas (e.g. toilets, corridors etc) must be observed.

SC7:

The Hirer will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

The Hirer will position furniture or the arrangement of the Hall as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, the Hirer will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC9:

The Hirer is required to keep a record of the name and contact telephone number or email or address of all those who attend an event at the Hall for a period of 3 weeks after the event. The hirer must make a copy of the list available to the Hall Manager immediately after the period of hire (a good photograph of the list via mobile phone, with the contact details of the hirer clearly identified on the list will suffice) and make arrangements for it to be available to Track & Trace immediately on request.

SC10:

The Hirer will be responsible for the disposal of all rubbish created during the hire, including tissues and cleaning cloths, in the rubbish bags provided which are to be either taken away by the Hirer for disposal or placed by the Hirer in an appropriate wheelie bin at the Hall.

SC11:

The Hirer will encourage users to bring their own drinks as the kitchen will not be available. The Kitchen is not to be used. The only time the kitchen is to be entered is to use the external door as an additional emergency exit.



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SC12:

We will have the right to close the Hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the Hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by the Hirer or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform the Hirer promptly and the Hirer will not be charged for this hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hall the Hirer should remove them to the designated safe area which is the grassy area to the North west of the Hall. The Hirer should check contact details of others in the group & then ensure that they leave the Hall without delay, observing the usual hand sanitizing & social distancing precautions. They should be advised to launder their clothes when home. The Hirer should immediately inform the Vicar on 01992 584899.

SC14: Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason the Hirer must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.