



Following government instruction Southrepps Village Hall closed in March 2020 to assist in reducing the spread of Covid-19. As of June 2020, restrictions in England started to be eased. It was announced that community buildings including village halls could reopen from Saturday 4<sup>th</sup> July 2020.

Following an increase in Covid-19 transmissions within the UK the Government reintroduced some restrictions that impact upon how Southrepps Village Hall operates. The Covid-19 Reopening Policy for Southrepps Village Hall has been updated to continue to promote a safe environment for people to visit.

**Importantly, Government guidance states ‘COVID-secure community facilities are permitted to hold social groups, clubs and activities in groups of no more than 6. Community facilities can host multiple groups of 6, subject to capacity, but groups must not mix socially or form larger groups’.**

All details in this policy should be adhered to, however, subsequent government advice that becomes available will supersede details of this policy and take precedence. In the event of temporary local restrictions coming into force, this policy shall be superseded by the demands of restrictions.

The opening of Southrepps Village Hall will be gradual and cautious. All users of the Village Hall are reminded they do so at their own risk and they maintain responsibility for their own health and safety.

All hall users will be expected to adhere to the below guidance to make their visit to Southrepps Village Hall as safe as possible. As such this policy will be brought to the attention of all people booking the hall until we are in a position for the hall to open without the need for restriction.

**IF YOU FEEL UNWELL YOU MUST NOT ENTER THE VILLAGE HALL. STAY HOME AND CONSULT GOVERNMENT GUIDANCE TO ASCERTAIN IF YOU ARE REQUIRED TO ISOLATE OR GET TESTED**

#### **Village Hall Use**

- Face coverings must be worn within the hall
- Village Hall bookings will continue to be limited to a maximum of 2 bookings per week. A 72-hour period between bookings will be enforced wherever possible, this is to encourage natural decontamination of surfaces within the hall
- All hall users should continue to respect and maintain a 2 metre distance between themselves and other users wherever possible. This may be reduced to 1 metre with other mitigations in place (i.e. wearing a mask)

- The maximum capacity of the hall will be limited to 25 people at any one time. However, groups of no more than 6 are permitted. This means individual groups must not mix socially or form a larger group (unless all from the same household or social bubble).
- Payments are requested to be completed in a contactless format (card/transfer etc.)
- To assist with distancing the Village Hall Committee will place a 2 metre length of tape at the entrance to the hall to exemplify the distance
- Signage will be placed within the hall reminding users to socially distance

### **Face Coverings**

- Recent changes mean by law face coverings must be worn within community centres, youth centres and social clubs. As such there is an expectation that face coverings will be worn from the time you enter the hall to the time you leave unless there is a reasonable excuse for not doing so.
- Face coverings should cover the nose and mouth at all times (face masks, face shields etc. are suitable)
- Reasonable excuses may include medical exclusion or disability, eating, taking part in certain activities, aged under 11 years (Please note that unless a medical exclusion exists, face coverings should be worn at all times between eating/exercise – i.e. moving around the hall to go to the toilet). Full exemptions can be found on the government website.
- It is the responsibility of individuals and hirers to ensure attendees comply with face covering law – face coverings will not be provided
- Southrepps Village Hall Committee will place signage within the hall to encourage compliance

### **Test and Trace**

- Visitors to the hall are encouraged to download the NHS Covid-19 App and scan Southrepps Village Hall's QR code displayed in the hall.
- Hirers of the hall will be expected to obtain details of individuals who attend their event at the Village Hall to support the test and trace system or where necessary create their own QR code which is compatible with the NHS Covid-19 App. Southrepps Village Hall Committee will not be responsible for obtaining these details and will only have details of the main hirer.
- Details should consist of at least a name and contact number
- Hirers should ensure they keep personal data secure at all times and the details should be retained for 21 days

### **Larger Gatherings**

- Charities and businesses can now carry out gatherings with more than 30 people. However, due to the size of Southrepps Village Hall the capacity will remain at a maximum of 25 people
- Wedding receptions – sit down wedding receptions may now take place in the hall, however, these are restricted to 15 people
- Other celebrations are not able to take place in the hall at this time. This includes funeral wakes, baptism and anniversary teas and children's or adult's birthday celebrations.

- Recorded music may be played within the hall; however, it must be kept at such a volume that attendees are not required to raise their voices to speak over the music
- Attendees of larger gatherings are reminded to maintain social distancing amongst those outside or their household or 'social bubble'

### **Other Activities**

- Current guidance prevent indoor sporting events from taking place for over 18s (exemptions exist for activities organised for those with disabilities)
- Exercise activities may continue within the hall at this time, however, organisers are reminded to strictly enforce social distancing throughout. These should abide by guidance provided by their sport's governing body and government guidance in relation to operating during Covid-19
- Those taking part in musical rehearsals within the hall should abide by guidance provided by professional musical organisations and government performing arts guidance in relation to operating during Covid-19. It should be noted that as of 28 September community facilities must not allow singing in groups of more than 6 during performances.
- Those hosting charitable support groups should abide by guidance provided by their individual charity and government advice in relation to operating during Covid-19, ensuring any relevant vulnerabilities of service users are considered and risk assessed. Please note that current government guidance allows for 15 people to meet in a support group.
- Instructor/hosts of exercise classes or other activities are encouraged to ensure at least 2 metres distance is maintained between participants at all times (this may mean the maximum capacity of the hall is reduced – i.e. less than 25 people are likely to be able to take part in some activities where equipment is required and takes up excess space).
- No dancing may take place during performances.
- There are exemptions for activities/sports/exercise classes organised for under 18s in an outside of school setting.
- Participants in sport and exercise are encouraged to arrive to their classes in their kit or desired clothing to reduce requirements to change in limited space. There are no shower facilities at the hall and as such participants should also return home to wash/change
- It is highly recommended to open doors and windows during exercise to increase ventilation within the hall (please ensure all are secured prior to leaving)
- Whilst some activities may be exempt from the wearing of face coverings, participants must wear masks at all times when not taking part in the activity itself (i.e. walking to the toilets, entering/leaving the hall).

### **Kitchen Use**

- Due to its smaller size a maximum of 3 people should be in the kitchen area at any one time
- Users in the kitchen should continue to maintain a 2 metre distance from each other wherever possible
- Use of the dishwasher is recommended and use of hand/tea towels is discouraged
- Face coverings should be worn within the kitchen area

### **Toilets**

- Due to the small size of both the female and male toilets only one person should enter the toilets at any one time
- Those waiting to use the toilets should wait outside in the main corridor. 'Queue Here' stickers on the floor will demonstrate an appropriate distance to wait
- The disabled toilet is separate and only allows one person to enter (unless assistance from a carer/helper is required)
- Signage within the toilets will be installed reminding users to wash their hands thoroughly
- Face coverings should be worn within and whilst moving to the toilet

### **Corridor**

- The corridor is narrow compared with the size of the hall. Users are advised to walk on the left hand side of the corridor to maintain a suitable distance if another person is walking in the opposite direction
- If individuals are waiting in the corridor for the toilets, those using the corridor to enter or leave the hall will need to use common sense and distance themselves from these individuals. This may mean waiting in the main hall/outside the hall to allow others to pass through if space is limited

### **Meeting Room/Store Cupboard**

- Due to their compact size and to reduce cleaning requirements, hall users are asked not to enter these rooms unless necessary (i.e. to retrieve a broom/mop). Signage will be installed to denote rooms that should not be entered
- Should anyone fall ill with Covid-19 symptoms, they should be isolated in the meeting room immediately, this room has access to hand washing facilities. Transport home should be arranged. All tissues/wipes/masks the person has used should be placed in a bin bag and sealed. It should then be left in the meeting room for 72 hours before being disposed. If this occurs please ensure the booking clerk is made aware at the earliest opportunity.

### **Hygiene**

- Hall users are recommended to wash their hands regularly and especially after using the toilet, coughing, sneezing etc.
- Signage encouraging hand washing will be placed in toilets and kitchen areas.
- There are limited washbasins available within the hall, as such hand sanitizer will be made available to hall users. Users should use hand sanitizer when proper facilities are not accessible (it is also recommended to use sanitizer after leaving the toilet, having washed hands thoroughly).
- Hand sanitizer will be available next to the main entrance/exit, in the corridor and at the main hall doors
- Disinfectant spray and tissue or disinfectant wipes will be available in the kitchen and should be used to wipe down kitchen surfaces.
- Disinfectant spray and tissue or disinfectant wipes will be available in the main hall and all tables and chairs should be wiped down prior to being returned to their storage position. This ensures they are available and safe for the next user.
- Only a responsible adult should use the disinfectant supplied
- Signage will be installed to remind users to wipe surfaces, tables and chairs

- Hall users are advised to follow government advice and 'catch' any coughs and sneezes in a tissue. Extra bins will be placed throughout the hall to ensure and encourage correct disposal of tissues and disinfectant wipes

### **Doors and Windows**

- Users are recommended (weather permitting) to open all available windows and doors when the hall is in use and weather permits to improve ventilation within the hall
- Users are responsible for ensuring all windows and doors are closed and secured prior to leaving the hall
- It is recommended (weather permitting) that the two main doors of the building are left open when the hall is in use. This will assist with ventilation, prevent the handles being regularly used and encourage users to walk only on the left-hand side of the corridor
- Hall users may consider operating their own one way system with the hall utilising the patio doors in the main hall as an alternative exit/entrance point.
- Consideration should be given to keeping interior doors open to prevent contamination of handles, however this will not always be possible (i.e. doors to the toilets)

### **Cleaning**

- We continue to ask hall users to leave the hall in the condition they found it and remove the waste when they leave.
- Bins are provided in the toilets and extra bins will be placed in the hall, these are intended for the disposal of hand towels, used tissues and disinfectant wipes - not for general waste. Any general waste (i.e. food waste, craft materials etc.) need to be removed by the hall user.
- The hall bins and toilet bins will be emptied by the hall cleaner following each event at the hall
- Cleaning of the hall will be increased to take place following each use of the hall
- Special attention shall be given to areas of high use, including door handles, sanitizer pumps, taps, toilet flushers, draw handles etc.
- Hall users are asked to use the disinfectant spray and tissue supplied to clean tables, chairs and surfaces (worktops, handles, taps etc.) after use

### **Personal Protective Equipment (PPE)**

- Hall users are recommended to follow government advice regarding the PPE they use
- If hall users wish to wear disposable gloves they are reminded these need to be changed regularly to ensure they are effective (i.e. if you enter the main hall wearing gloves and then enter the kitchen you should change your gloves to prevent cross-contamination). It is preferable for hall users to wash their hands regularly and/or use the sanitizer stations
- Hall users will be expected to provide their own PPE if they choose to/are directed by government to wear it

### SOUTHREPPS VILLAGE HALL - PERMITTED ACTIVITIES

RULE OF 6: MORE THAN 6 PEOPLE CAN ATTEND THE HALL, HOWEVER, THEY MUST ONLY SOCIALISE IN GROUPS OF UP TO 6 PEOPLE. THERE MUST BE NO MINGLING WITH ANOTHER GROUP OF 6 OR SWAPPING OF PEOPLE AMONGST GROUPS AND SOCIAL DISTANCING MUST BE MAINTAINED BETWEEN THOSE FROM DIFFERENT HOUSEHOLDS. THE EXCEPTION TO THIS IS IF A SINGLE HOUSEHOLD OR SUPPORT BUBBLE CONSISTS OF MORE THAN 6 PEOPLE. THE RULE OF 6 INCLUDES CHILDREN/ADULTS)

Activity	Currently Allowed	Maximum number of people	Specific restrictions	Face Mask
Wedding Reception	Yes	15	Must be seated, music kept below talking volume	Yes, until seated (bride and groom exempt)
Funeral Wake	Yes but not recommended due to likelihood of groups of 6 not being adhered to	25	Must be seated, music kept below talking volume, rule of 6 to be adhered to	Yes, until seated and eating
Anniversary Teas	Yes but not recommended due to likelihood of groups of 6 not being adhered to	25	Must be seated, music kept below talking volume, rule of 6 to be adhered to	Yes, until seated and eating
Adult Birthday Parties	No - due to likelihood of groups of 6 not being maintained	N/A		
Teenage Birthday Parties	No - due to likelihood of groups of 6 not being maintained	N/A		
Baby/Children Birthday Parties	No - due to difficulty maintaining rule of six between young children	N/A		
Exercise Classes	Yes - but considered more high risk	25	2m distancing minimum must be maintained and rule of 6 adhered to, ventilation to be increased	Yes, until exercise starts and only if mask affects ability to complete exercise
Support Groups	Yes	15		Yes, unless exempt
Choral Practice	Yes - but considered more high risk	25	Rule of 6 to be adhered to, only 6 people to sing at any time in performances, ventilation to be increased	Yes, until seated/singing and only if mask affects ability to complete activity
Dance classes - over 18's	No - due to government guidance	N/A		
Dance classes - under 18's	Yes	25	Rule of 6 to be abided by, ventilation to be increased, no dance performances allowed	Yes, unless aged below 11yrs, until dancing starts and only if mask affects ability to complete activity
Indoor sport - over 18's	No - due to government guidance	N/A		
Indoor sport - under 18's	Yes	25	Rule of 6 to be abided by, ventilation to be increased	Yes, unless aged below 11yrs, until dancing starts and only if mask affects ability to complete activity
Quiz nights	Yes - but unlikely to take place	25	Rule of 6 to be abided by	Yes, unless exempt
SVH Management Committee Meeting	Yes	25	Rule of 6 to be abided by	Yes, unless exempt