

Chestnut Community Centre
COVID hire agreement

This document is required to be signed and returned to the community centre office, or to the bookings secretary Laura Jury, by all hirers of the community centre, along with a Covid risk assessment for the groups activity. The precautions below are mandatory for everyone who enters the building, in order to ensure a safe healthy environment during the pandemic. These are required by law, by the UK Government to prevent virus spread, with both the centre committee and the hirer legally liable to ensure that this takes place.

(Name of USER GROUP _____
DATES/ DAY & TIME OF HIRE) _____

agree to the following conditions of use:

DISTANCING

Government advice is that a distance of 2metres is maintained wherever possible between centre users. This must apply throughout the use of the space. All persons present inside the building must by law wear masks or other face coverings unless medically exempt. Members of user groups must not enter another groups space whilst in use.

ACTIVITIES

All activities and use of space must be COVID-safe. Please ensure that you have checked for specific government guidance on your specific activities, as available online via the www.gov.uk website, unions or overarching organisations, and conduct a full COVID risk assessment for your activity. This will be required to be submitted to the centre. Please ensure that you have a record of attendees kept confidentially, for Track and Trace purposes, if required.

ILLNESS

If you have a member who is ill with any cold/ flu like infection, or potential Covid symptom, they must not attend the centre. This prevents other centre users becoming ill. The centre also needs to be informed if this person has recently attended the centre before becoming ill, or while ill, to allow for deep cleaning before the building can be used again. In this situation, other usergroups will not be able to use the centre until the deep-cleaning has been carried out.

Page 1 of 2 -signed _____

TOILETS

Toilets must be left cleaned and disinfected by each user-group, with the time and date of the last clean/ check, and name of who checked, entered on a note on the back of each cubicle door.

ARRIVAL

- Wipe over surfaces, worktops, tables being used, doorhandles, etc, with disinfectant.
- Ensure that all group members are advised of Covid safety procedures for the building and your activity. You may need to work with ideas like staggered arrival and departure times.
- Ensure that all users are wearing face coverings and using hand sanitizer.
- Everyone entering the building must ensure that they wash their hands for at least 20 seconds with soap and water, upon arrival, or use sanitiser.

DURING USE

- Ensure that a good airflow is kept through the space using open windows .
- Ensure that all toilets are flushed and left clean after use.
- All users must wash their hands after using the toilets.
- Ensure that all users maintain two meter distancing, and wear face coverings.
- Wash any centre mugs or plates before and after use, dry them and put them away.

AFTER USE

- Wipe down all surfaces (*counters, taps, tables, doorhandles etc) used, with supplied disinfectant.
- Check doors and windows are closed
- Check that kitchen and toilet spaces are cleaned and the details (time, date, name of person checking) are entered on the posters on the backs of the doors.
- Check that the floor has been mopped down or swept, as relevant for the floor covering in the space.

Page 1 of 2 -signed _____

Date