

LONGFORMACUS VILLAGE HALL
COVID 19 HEALTH AND SAFETY MEASURES
SEPTEMBER 2020

Longformacus Village Hall will begin a staged re-opening process, from 14th September. We are following guidelines from BAVS and the Scottish Government on safe opening, social distancing and necessary cleaning procedures, which have included a deep clean before opening.

The key principle behind these measures is hall-user safety, but we will review our approach on a monthly basis. We would ask all hall-users and group organisers to read and understand these guidelines and follow them closely.

Because of the need for thorough cleaning procedures after each use of the hall, which will be overseen and done by Heather Bewick, there will only be a small number of events – a maximum of one a day - in the hall at the beginning. This will enable us to understand the work required to manage hall use, and ensure adequate cleaning between hires. Wednesday and Saturday will be reserved for deep cleaning and Sunday the hall will be closed. Until there is a change in government policy, there will be no large group events.

Social Distancing. 2m spacing – social distancing – will apply. Separate entrance and exit routes. Signage in hall will explain.

Maximum capacity of 20 people in main hall.

Maximum capacity of 2 people in kitchen/store room/other etc

Queuing system for uni-sex toilet with 2m spacing marked on floor. Gents toilets closed while one-way system round hall is in place.

Cleaning. The rooms used must be cleaned between hires. There will be regular deep cleans of the premises (Wednesday and Saturday).

All groups should clean any equipment they have used and that is stored at the hall, immediately their session ends. Instructions will be provided on how to conduct cleaning to the required standard.

Alcohol-based hand sanitizer will be available at the entrance and elsewhere in the hall. Hall users should be encouraged to make use of them. Liquid soap and hand towels will be available at all sinks.

Ventilation should be increased by ensuring that windows and doors are open as much as possible, while groups are running.

Groups may bring in food and drink, but they must also bring in and remove again, their own provisions, cups, plates and utensils.

All floors, table-tops, door handles, toilets and other regularly used surfaces will be cleaned daily with a suitable disinfectant.

There will be posters up encouraging proper and regular hand-washing.

Test and Protect. All group leaders are required to collect names and contact numbers of everyone using the hall during their hire. These names are needed for Test and Protect. Should a hall-user later let us know they have COVID-19 symptoms, we will need to have these details to share with the relevant authorities. In terms of GDPR guidelines, this information will be held for three weeks from the end of each group and then destroyed, and it will be used for no other purpose than the Test and Protect scheme.

Anyone with symptoms must be asked to leave the hall immediately.

The Hall Committee has responsibility for monitoring and supervising compliance with these measures, and reporting any serious breaches.

Any update or change to these guidelines will be notified on the website, and the Village Hall noticeboard. As noted above, they will be reviewed on a monthly basis.

The Village Hall Committee