

YORK HOUSE CENTRE

Special Conditions of Hire during COVID-19

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

York House, as a Community Centre, is host to a number of events and activities every day. It is essential that you consider those other users who are using the building concurrently, previously and subsequently.

The Centre is divided into four Zones – Ground Floor (Zone 1), Upper Floors (Zone 2), Space (Zone 3) and Grounds (Zone 4). There are toilet facilities and water supply in or adjacent to each Zone and you must use only those in your Zone (Zone 4 to use facilities in Zone 3).

Users of the hall will use the front door for entrance and exit. Beechey Room and Upper Floor users will use only the rear door. Be aware the Rear Lobby is **TWO WAY** with floor signage.

SC1:

You, the hirer, must ensure your contact details are provided to York House and will maintain a register containing names and contact details of all attendees. You will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the premises, in particular using the hand sanitiser supplied when entering the hall and after using tissues and remaining only within your Zone.

SC2:

The hall will be cleaned before the start of each day. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles, seats, wash basins and all other surfaces used during your period of hire and to keep the premises clean, using your own ordinary domestic products. You will be required to clean again on leaving. **Please Note: Light switches and other electrical contact points must not be sprayed directly. Spray on cloth to wipe.**

SC3:

You will make sure that everyone likely to attend your 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 premises they **MUST** inform the hirer to alert others with whom they have been in contact. The hirer must inform York House Centre immediately.

SC4:

You will keep the premises well ventilated where possible throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC5:

You will ensure that the relevant maximum number of people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises (Front entrance for the Hall, Rear entrance for the remainder of rooms), observes the one-way system within the premises, and as far as possible when using more confined areas. You will make sure that no more than one person uses each suite of toilets at one time and that wherever possible only one person at a time will be on a staircase.

SC6:

Face masks are compulsory at all times unless the user is exempt under the Covid-19 regulations issued. See <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>. **Point 2** requires the wearing of Face Masks over the nose and mouth in Community Centres/Places of Worship. **Point 3** explains the exemptions. It is the responsibility of the Group Leader/Organiser to ensure these are complied with. **NOTE: Users of The Space are required to wear face masks AT ALL TIMES whilst in the room.**

SC7:

You 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, kitchen 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:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, not face to face. Plastic chairs are to be used. Soft/cloth covered chairs must not be touched. If tables are used, place them to maintain at least 2 metres across the table between people e.g. using a wide U-shape.

SC9:

You will be responsible for removing all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall. This is to be taken away when you leave.

SC10:

You will encourage users to bring their own drinks and food. You will bring your own crockery, cutlery, glassware, clean tea towels and washing up liquid, to reduce risk of contamination between hirers, and take them away. **Note: The kitchen is only available for Ground Floor (Zone 1) users.**

SC11:

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 you 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 you promptly and you will not be charged for this hire.

SC12:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is Room 2.1 on the First Floor. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform York House Centre immediately.

SC13:

Exercise groups must only use non-carpeted surfaces and there cannot be music or singing.

SC14:

Events where drinks/food are served are required to be table service only maintaining appropriate social distancing.