

## Measures in relation to reducing COVID-19 risks when using the Main Hall

*The Property Steward will require an on-site meeting with the Group Leader to agree all measures before the event(s) take place. Relevant appropriate instructions must be issued to visitors before they come so they know what to expect (including a reference to government advice to stay at home if vulnerable or suffering COVID-19 symptoms).*

### Scope of this document

Usage Location	This document covers usage of St John's Main Hall and is in addition to our normal Conditions of Use. Additional measures will be worked out for other rooms.
----------------	---

### Social Distancing

To maintain 2m social distancing (entrances)	<p>Reminders of distancing to be advised by displayed notices.</p> <p>Where possible, visitors should arrive via the main front door of the premises and depart via the external side exit door of the hall.</p> <p>Other rooms must not be used without express authorisation of the Property Steward.</p> <p>Distance markings will be placed outside the front entrance at 2m intervals.</p> <p>Distance markings will be placed on the floor of the foyer at 2m intervals.</p> <p>The back (coded) door will not be in use – the Group Leader must make access arrangements with the Property Steward.</p> <p>Only the front toilets (those in the foyer) may be used.</p>
To maintain 2m social distancing (main area)	<p>Arrangements must be identified by the Group Leader to maintain appropriate social distancing during the session.</p> <p>The Group Leader must agree the timings of the session(s) with the Property Steward.</p> <p>The Group Leader must agree a maximum number of visitors with the Property Steward.</p> <p>Windows and doors should be open as much as practicable during the session.</p>

### Adjustments to activities

Risk Assessment	The Group Leader must consider appropriate adjustments to the activity and measures to put in place, bearing in mind Government COVID-19 guidance, and produce a risk assessment.
-----------------	---

## Measures in relation to reducing COVID-19 risks when using the Main Hall

### Good Hygiene/PPE

All users to clean hands on entering building	Hand sanitizers to be used (2 inside front door, alternatively wash hands thoroughly), to be advised by displayed notices.
Appropriate PPE	The Group Leader must identify appropriate PPE for themselves and their visitors (to be included in the Risk Assessment) according to Government guidelines. This is likely to include face coverings for adults and children over 11.
Refreshments	As kitchen facilities will not be available, participants should be advised to bring their own refreshments if needed (e.g. bottled water, etc.).
Toilets	Hands to be sanitized before using the toilets. Front toilets only may be used, hands to be washed thoroughly. Good handwashing practice notices to be displayed in and outside the toilets.
Chairs	Any used chairs must be stacked separately in the clearly marked quarantine pile(s).
Surfaces used	In Foyer and corridor, all door handles to be cleaned after the session by group leader/delegated person. In Hall, all door handles, window openers and light switch to be cleaned after the session by group leader/delegated person. Any other surfaces used during the activity (e.g. tables, ballet barres, stage front, etc.) are to be cleaned thoroughly before and after use by group leader/delegated person.

### Cleaning (regularly by St John's staff)

Main Hall	Door handles, window openers and rails to be cleaned. Chairs to be quarantined for 72 hrs. or cleaned and returned to main stacks.
Foyer	Door handles, window openers to be cleaned.
Toilets	Flush handles, seats, taps and door handles, etc. to be cleaned.
Bins	Bins emptied.

### Test and Trace Support

Records	The Group Leader is responsible for recording contact details of all visitors to the session in case they are needed for the Test and Trace service. The Property Steward will record only the Group Leader's contact details and reserves the right to pass these on to the Test and Trace service if required. All such records are to be kept for 21 days.
---------	--

## Measures in relation to reducing COVID-19 risks when using the Main Hall

### Protecting the Vulnerable

Advice	<p>Visitors with COVID-19 symptoms should be reminded to stay at home.</p> <p>Visitors who are particularly vulnerable should be reminded that they should stay at home.</p>
--------	--

### Group Leader's additional Responsibilities

Risk Assessment	<p>Provide a copy of your COVID-19 Risk Assessment to the Property Steward. This should include:</p> <ul style="list-style-type: none"> <li>• Arrangements for maintaining social distancing</li> <li>• Timings of your sessions</li> <li>• Maximum number of visitors</li> <li>• Measures put in place, including any changes to your activity</li> <li>• Any personal protective equipment to be worn (by Group Leader and/or visitors)</li> <li>• Any unusual cleaning routines you will carry out</li> </ul>
On-site meeting	<p>Meet with the Property Steward before your sessions to ensure all measures and responsibilities are understood and agreed.</p>
Information to visitors	<p>Forward the information from the <i>Main Hall Details for Visitors</i> document (together with any other appropriate information) to the visitors so they know what to expect at the session.</p>
Cleaning	<p>Ensure that surfaces being touched during your session are cleaned before and after use with suitable anti-bacterial wipes or spray (not provided).</p> <p>After the session, ensure that all accessible door handles, window openers and light switch are cleaned with suitable anti-bacterial wipes or spray (not provided).</p>

