

## VHM DESK OPERATING PROCEDURE

Serial No	Title	Sponsor
002	<b>RE-OPENING OF FOSTON VILLAGE HALL POST COVID-19 CLOSURE</b>	Chairman FVH

Reference:

- A. [ACRE Information Sheet - Re-opening Village and Community Halls post COVID-19 closure – dated 15<sup>th</sup> June 2020.](#)

### INTRODUCTION

The Coronavirus Pandemic (COVID-19) has seen the Village Hall forced to close in late March 2020 which has had a considerable impact on the community and the many regular user groups. Reference A issued on 15<sup>th</sup> June 20 gives notification that from 4<sup>th</sup> July 2020 Village Halls and Community Centres can reopen, although providing a limited service. This “Foston Village Hall (FVH) COVID-19 Reopening Operating Procedure” gives guidance in setting the conditions and tolerances required to allow for the safe reopening and operation of the Foston Village Hall on 20<sup>th</sup> July 2020.

### AIM

The Aim of this Operating Procedure is to consolidate relevant guidance to suitably inform both the Committee and user groups in their preparedness in the safe reopening of the Hall and the delivery of services to the Community.

### INCENTIVE

This progress in the opening of Halls is due to the national effort in successfully reducing Coronavirus infection levels however, although now open this remains subject to the COVID ‘R’ Rate not increasing. Our incentive is to therefore provide a service to residence and community groups, whilst creating a COVID safe environment for the Village Hall to operate and deliver a service. **Remember, Non-compliance to the “COVID Secure code” could result in closure of the Hall. See [Enclosure 1](#)**

### OUTLINE PLAN

The Village Hall Committee Meeting on the 8<sup>th</sup> July 2020 reviewed and agreed the tasks and action points required to permit the Village Hall to open on 20<sup>th</sup> July 2020. Tasks and Actions are set out below but the list is not exhaustive, where additional tasks may be identified:

- Revised permissible attendance at the hall during COVID-19 Pandemic is 25 customers; based on quarter of the permissible attendance in the fire safety license.
- Reorganising the Storeroom, including the boxing of loose items and a skip may also be required for the removal of bulk rubbish.
- Declutter and reorganise the Bar Area to assist in easy cleaning.
- Review hall layout to enable social distancing; use of outside space, erecting marquees, also the inclusion of routes in and out of the Hall.
- COVID-19 additional Resources and the procurement of these.
- Cleaning Regime, the cleaner will return to work on 13<sup>th</sup> July; a return to work meeting is scheduled which will also review the cleaning schedules
- Signage and COVID SECURE Poster to be strategically sited at the hall Entrance. See Enclosure 1

- Special Conditions for Hall Hire under COVID-19 needs to be incorporated into the future booking forms and all current User Groups will be required to agree to these new terms. See [Enclosure 2](#).
- Hall events and activities:
  - Permissible:
    - Wednesday Coffee Morning
    - Social Night
    - Women’s Institute Meetings
    - Parish Council Meetings
    - Private Bookings
    - A Restricted, Wednesday Lunch (TBC)
  - Currently Not Permissible:
    - Rainbows (Currently Suspended)
    - Brownies (Currently Suspended)
    - Circuit Training/ Glow Fit (Awaiting Confirmation)
- Communicating with User Groups and Foston community via FVH Website, Facebook, WhatsApp, Notice Board, Roadside Board.
- Conduct Village Hall Site Survey and Hall Risk Assessment; including COVID-19 constraints (To be issued in its own document)
- Notify Insurer of reopening.
- Painting of the Gents Toilets and Foyer.

## CLEANING REGIME

The Village Hall Committee is responsible for all professional cleaning of the Hall in accordance with the Village Hall revised Cleaning Schedule. User groups will however be required to sanitize door handles, switches, equipment and stores they anticipate using. Sanitizing would also need to be conducted periodically throughout their event and again at the end of the activity **“Clean as you go”**. Sanitizer will be provided by the Hall. Any areas of concern need to be brought to the attention of the Hall Manager (Liz Sordy 01400 282065). See [Enclosure 3](#).

## HALL LAYOUT AND MANAGEMENT

The Hall is an open plan but small facility with a bottle neck at the Entrance Foyer as it also serves the Ladies and Gentlemen’s toilets. With this in mind, we will operate a “In and Out” door system “creating a linear flow”. Hall users will Arrive via the side Fire Door (**next to the Bar**) and will Exit via the Hall Main Entrance, as illustrated in the Plan at [Enclosure 4](#). All Doors will be Marked accordingly. Committee and User Group Leaders will be required to manage and monitor these areas accordingly. A member of the team will need to be in the vicinity of the Arrival and Sanitizing Station to meet individuals. [See Enclosure 4](#).

## HALL KITCHEN

The Hall Kitchen is a small confined space that often accommodates up to 4 caterers/ Helpers, which could prove problematic. Therefore, we will mitigate the risk by introducing appropriate PPE; namely Visor, face mask, apron and regular doses of hand sanitizer. In addition to this, individuals must be fit to work and show no signs or symptoms of COVID-19; **this includes any member of their household who are either in isolation, or themselves showing symptoms of COVID-19.**

Where social distancing of 2m cannot be applied kitchen staff must wear PPE (Face Visors and apron). A robust cleaning regime is essential, and everyone must adopt the **“Clean as you go”** spirit. All utensils should be dish washed with exceptions of large utensils, which are washed at

the sink, using hot water and detergent. Gloves will need to be worn to protect against scolding or the effect of detergent on the skin. The Hall will provide PPE as required.

Food Safety Protocol remains unchanged. Any further questions should be directed to the Hall Manager Liz Sordy on 01400 282065.

## **HALL BAR**

The Hall Bar is front and centre to our Community but as you know we also need to apply similar measures to that imposed on the Pub Industry, which is fraught with obvious challenges. That said, some of the breakdown seen in social distancing, was possibly due to the influence of excessive alcohol and the lack of support and guidance. As a small and friendly community and when compared with our past social night profiles, the audience we serve and infrequency of events, the risk is measure as low. Patrons must however, drink responsibly, to safeguard Social Distancing.

We have yet to fully scope how we will manage the social night, which I will leave for the Bar Manager (Chris Warren) to lead. In the meantime, some areas to consider may include but not limited to, the following:

- Screens over the bar to shield the bar staff and consider whether we can do a table service.
- No congregating at the bar; always observing social distancing.
- Weather permitting, putting table seating outside and in the main area of the hall.
- Putting up in the garden two Marquees, to allow people to sit outside as required. These will be left up throughout summer.
- PPE as required.

After the Bar Manager's review further direction will follow.

## **SUMMARY**

As Committee Members, User Group Leaders or indeed friends of the Village Hall, I cannot emphasise enough how important our roles are in taking the lead in both reassuring and guiding our community when using the Village Hall. "We should never assure anything" and I hope this guidance sets both the tone and spirit we must all adopt. If you need any guidance or support do not hesitate to contact me or others on the Village Hall Committee. Finally, it would be wise to remember COVID could be with us for some time therefore, we need to home in these new ways of working, to safeguard ourselves and to safeguard the health and well-being of others.

C N R PREIRA

Chairman

for Foston Village Hall Committee

Enclosure:

1. [COVID-19 Secure Code](#)
2. [Special Conditions For Hire of Foston Village Hall During COVID-19](#)
3. [COVID-19 User Group Cleaning Regime Guidance](#)
4. [Foston Village Hall Floor Plan and Linear Flow Guide](#)

## **HELP KEEP FOSTON VILLAGE HALL** **COVID-19 SECURE**

1. **You must not enter Foston Village Hall if you or anyone in your household has COVID-19 symptoms.**
2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace visiting the NHW Website: <https://www.nhs.uk/ask-for-a-coronavirus-test> or **by phoning 119**. Alert the Hall Manager Liz Sordy on 01400 282065 and alert the organiser of the activity you attended.
3. Maintain 2 metres social distancing as far as possible, follow all instructions and observe the one-way system marked.
4. Use the hand sanitiser provided on entering the premises and clean your hands regularly. Soap and paper towels are provided in all toilets.
5. Avoid touching your face, nose, or eyes. Clean your hands if you do.
6. "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean. We clean all surfaces at the hall between each hire.
8. Take turns to use confined spaces such as entrance, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
9. Keep the hall well ventilated. Close doors and windows on leaving.

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**ENCLOSURE 2 To  
RE-OPENING OF FOSTON  
VILLAGE HALL POST COVID-  
19 CLOSURE**

**Special Conditions for Hire of Foston Village Hall during COVID-19**

Note: These conditions are supplemental to and not a replacement for Foston Village hall's ordinary conditions of hire.

- SC1.** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines, while entering and occupying the hall; see the attached poster which is also displayed at the hall entrance and particularly using the hand sanitiser on entering the hall and after using tissues.
- SC2.** You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- SC3.** You will be responsible for cleaning door handles, light switches, window catches you use, equipment, do handles and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular sanitising of surfaces during your hire including wash hand basins and kitchen sinks (if used), using products supplied (prepositioned). You will be required to sanitise again on leaving.
- SC4.** 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** use the Test, Track and Trace system to alert others with whom they have been in contact.
- SC5.** You will keep the premises well ventilated 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.
- SC6.** You will ensure that no more than 25 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, observes the one-way system within the premises, and as far as possible Page: 19 Version 1: 15 June 2020 when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than [e.g. two] people use each suite of toilets at one time.
- 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, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape [insert or attach drawing or photo].

**SC9.** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided [insert location] before you leave the hall.

**SC10.** [You will encourage users to bring their own drinks and food] or [You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.]

**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 move them away from the group to a quiet area.
- 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.
- Advise them to launder their clothes when they arrive home.
- Inform the Hall Bookings Manager Liz Sordy on 01400 282065

**SC13.** Other special points as appropriate, such as:

- Where a group uses their own equipment, you will ensure that any equipment you provide is cleaned before use and before being stored in the Hall Store.

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## COVID-19 Cleaning Regime Guidance

### “Clean As you Go”

#### User Group/ Hirer:

- Each hiring group are required to clean before their event starts surfaces their groups may use and thereafter at regularly intervals. These surfaces could include for example tabletops and sinks... and a final clean down before leaving after the event. **“Clean As you Go”**
- Hirers bringing or using their own equipment which is stored at the hall will need to clean these before and after each session and again before going back into the storeroom.
- Hirers are to advise the Hall Booking Manager if someone is taken unwell on the premises with a suspected case of COVID-19, as this will requires additional cleaning measures.

#### Foston Village Hall:

- To ensure the hall’s usual cleaning routine is followed, particularly keeping: floors, hand wash basins, door and toilet handles clean.
- To provide cleaning supplies for use by hirers.
- To check/replenish hand sanitiser, cleaning materials (including cleanser, spray disinfectant, washing up liquid and cloths) and paper towels
- To remove waste daily to outside bins before the first booking of the Hall (maybe done the night before).
- Advise the cleaner of extra cleaning requirements if someone is taken unwell on the premises with a suspected case of COVID-19; This requires disposable PPE and double bagging of PPE and cleaning materials afterwards, which must then be securely stored for 72 hours prior to disposal:
  - Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and paper towels):
    - Should be put in a plastic rubbish bag and tied closed.
    - The plastic bag should then be placed in a second bin bag and tied closed.
    - It should then be put in a suitable and secure place and marked for storage until the individual’s test results are known. (date and time mark the bag)
  - Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
    - Should be put in a plastic rubbish bag and tied when full.
    - The plastic bag should then be placed in a second bin bag and tied.

- It should be put in a suitable and secure place and marked for storage until the individual's test results are known or the waste has been stored for at least 72 hours.

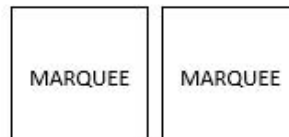
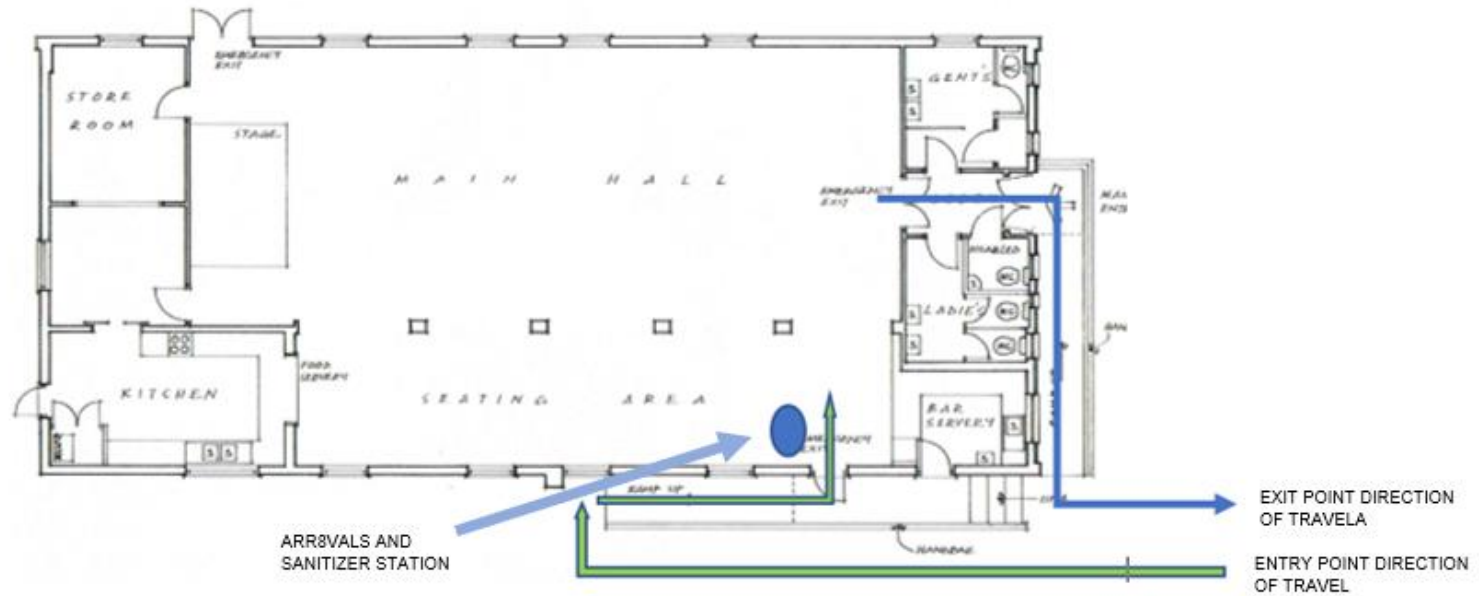
Further Guidance relating to cleaning following a suspected case of COVID-19 can be found here: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

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**ENCLOSURE 4 To  
RE-OPENING OF FOSTON  
VILLAGE HALL POST COVID-19  
CLOSURE**

**Foston Village Hall Building Plan**



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