**Coton Green Church and Coton Centre**

**Special Conditions of Hire during Covid 19 Pandemic**

**Note: these special conditions are supplemental to, not a replacement for, the standard conditions of hire**

 **SC1:**

You, the hirer/user, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the room, as shown on the poster displayed at the room entrance, in particular using the hand sanitiser supplied when entering the foyer and after using tissues.

**SC2**:

You undertake to comply with the actions identified in the Centre’s risk assessment, of which you have been provided with a copy.

# SC3:

The room will be cleaned before you arrive.

# 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.

You will be responsible for tracking and **MUST Document** the names and phone numbers of all attendees.

# SC5:

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

**SC6**:

You will ensure that only an appropriate number of people for the size of the room 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 and all contact 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 be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the premises.

# SC9:

We will have the right to close the room 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.

# SC10:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the premises you should ensure they leave the premises and wait in their car if possible and if not possible Centre staff will provide a safe waiting area for them.

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.