



## YMCA South Molton Special Conditions of Hire during COVID-19

**We have worked to make your hire of the centre as safe for you and your fellow hirers as possible, we have some suggested room layouts for all sorts of activities so if you are unsure as to how you can make your group work under the current conditions please get in touch via [office@ymcasouthmolton.org.uk](mailto:office@ymcasouthmolton.org.uk) and we'd be happy to help.**

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

### **SC1:**

As the hirer, you will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues, wearing face masks where practical and not entering the building if they are displaying Covid-19 symptoms.

### **SC3:**

We will provide disposable antibacterial cleaning wipes and require you to clean door handles, light switches, window catches, equipment, toilet handles and seats, wash basins 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 cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean items used 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 the stated maximum people attend your activity/event (this amount differs depending on which space you hire and is set out in the risk assessment), in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while using and waiting to enter the premises and as far as possible observes social distancing of m plus mitigation measures

when using more confined areas (e.g. moving and stowing equipment, accessing toilets and in the entrance hall) which should be kept as brief as possible.

**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 social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. 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.

**We have some recommended room layouts for all sorts of activities so do get in touch for help.**

**SC9:**

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 4 weeks after the session and provide the record to NHS Track and trace if required.

**SC10:**

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] or [taking all rubbish away with you when you leave the hall].

**SC11:**

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.

**SC12:**

We will have the right to close the centre 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.



**SC13:**

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 the small meeting room. 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 the responsible individuals at YMCA by calling 07891383017, leave a voicemail if there is no answer.

**SC15:** Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other.

**SC16:**

You will ask those attending to bring their own equipment and not share it with other members or you will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you use is cleaned before use and before being stored in the hall's cupboards.