

Additional Conditions of Hire during Covid-19

General

Anyone experiencing any symptom of covid-19 such as a persistent cough, high temperature or loss of taste or smell is not permitted to enter the building and should return home and self-isolate. Further guidance can be found here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#:~:text=You%20can%20use%20over%2D,household%20members%20is%20worsening>

Hand Hygiene

All facility users should maintain good hand hygiene. Hand sanitiser is positioned at entrances and should be applied when arriving at the building.

PPE

Everyone entering the building should wear a face mask at all times, unless they are exempt from doing so under Government advice. A list is available here:

<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>

Building Cleaning

A robust cleaning regime has been put in the place by Rackheath Community Council using a professional cleaning company. This includes:

- a through clean before re-opening the building
- should any user of the facilities test positive of Covid-19 after using the Pavilion, the building will be closed and deep clean undertaken.
- sanitisation of the air conditioning system has been carried out prior to re-opening.
- weekly cleaning schedule which will include all touch surfaces and toilet facilities.
- hirers will be required to clean high contact surfaces and toilets at the beginning of their hire period. Cleaning supplies will be made available to do this and a time slot of 30 minutes will be added to the booking period but not charged for. Cleaning checklist to be signed before leaving the building.

Toilets - Hall

- Only the disabled toilet at the end of the corridor will be open for use.
- Only one person is permitted to enter the toilet at a time.
- Hirers to sanitise high contact surfaces prior to their hire period.

Toilets – Football

- Only one person allowed in at a time. One adult may accompany one child from the same household/social bubble, where necessary.
- The cubicle in the officials' changing room should be used by all. The outer door to the room should remain open to allow for ventilation and reduce touch points. The football toilets will be cordoned off.
- Hand Sanitiser to be supplied and should be applied on entry and exit of the toilets.
- Paper handtowels to be used for hand drying.
- Main football entrance door to remain open to aid ventilation and circulation of fresh air.

- Wipe down of toilets, sinks, door handles and any other touch surfaces to take place after each game/session by a nominated person of the home team.
- All rubbish to be collected and removed from site by the home team when leaving.

Booking and Payment

All bookings to be made on line via bookings@rackheathparishcouncil.org.uk

All payments to be made electronically where possible. Cash payments accepted in a sealed envelope with the booking reference and surname written on the back of the envelope and posted/delivered to the Pavilion, Green Lane West, Rackheath, NR13 6LT.

Hall Hire

The person named on the booking form is responsible for supplying a risk assessment for themselves and their clients taking into consideration the relevant points in the Pavilion Risk Assessment and how they will ensure Government guidelines are followed.

A one-way system will be in place; entering via the main entrance and leaving through the patio doors in the hall.

Ventilation is mandatory whilst using the hall and windows should be open for the duration of the hire and the patio doors, weather permitting.

The maximum number of people allowed to use the hall at one time is limited to 11.

It is permissible to play music in the hall during hire sessions but it should be kept to a low volume to avoid causing those present to raise their voices which raises the risk of releasing oral fluid into the air and increasing the risk of transmission. This would apply to activity classes as well as private parties.

Football Hire

Changing rooms are not be used until government advice changes to allow this.

Risk Assessment

Hirers will need to ensure the following requirements in the Pavilion risk assessment are addressed and adhered to:

- A list of all customers names and contact information should be taken by the hirer at each session.
- Cleaning of high contact areas and disabled toilet on arrival at the building and before clients attend for the hire session.
- How hire sessions will be run whilst adhering to up to date government guidelines
- The arrangements for the use of PPE where appropriate.
- Ensuring that toilet facilities are used safely and hygienically.