

# **Covid-19 requirements/responsibilities re Cawthorne Village Hall**

## **Village Hall Requirements/Responsibilities**

- Separate entry & exits to be marked up
- Sanitiser to be provided for use on entry and exit
- Only disabled toilet to be used – spray cleaner will be provided should the toilet be used
- Rubbish bins will be double bagged for easy removal of rubbish
- Any other sanitiser necessary for activities/cleaning should be provided by group leader

## **Group Requirements/Responsibilities**

- People to book in before attending – no walk-ins allowed
- Group Leaders to adhere to maximum numbers allowed - 24
- Names and telephone numbers to be taken for Track & Trace
- Group Leader to be responsible for entry and exit protocols and ensure that sanitiser is used
- People to socially distance (2metres) and wear masks at all times if possible
- Groups to bring their own refreshments – kitchen should not be used
- Any surfaces touched should be wiped following each session
- If floor is used then the relevant area needs to be sanitised following each session
- If disabled toilet is used then this should be wiped down
- Rubbish should be removed following each session
- Door handles to be sanitised and light switches cleaned by sanitiser on a cloth following each session

**By signing below I agree to adhere to all the above**

..... Signature

..... Please print name

..... Name of group

..... Date