**Covid-19 Requirements for the safe reopening of SUN Village Hall**

1. **Social distancing**

**Strict adherence to social distancing** of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) will be followed by all persons in the Hall.

**Face Masks shall be worn in all** communal areas (entrance and internal Lobbies and Toilets). The Hirer of a single Room shall set the requirements for that Room in accordance with these Requirements and taking account of the Government issued Guidance provided in the Hirer Health and Safety Pack available on the SUN Village Hall website and hard copy at the Hall. The Kitchen shall be under the control of a Hall official unless a Hirer has hired the whole Hall or a special arrangement has been made for Kitchen access.

**2. Capacity**

Rooms in the Hall have a maximum capacity defined by the Fire Regulations. That capacity will be further reduced by Covid-19 social distancing Requirements. The Hirer shall set the maximum capacity for the room depending on the type of event being run. Although the Hall will be Covid-19 secure the Trustees have set a limit of 30 people in the Main Hall regardless of the type of event until further notice. Indoor performances, including drama, comedy and music shall not take place in front of a live audience. Bookings for Family Parties must be discussed with the Hall Manager to ensure Covid-19 Guidance is being followed before the booking can be confirmed

If partaking in a formal activity, including activity clubs, youth groups and support groups, users of the Hall should limit their social interactions with anyone they do not live with or is in their support bubble.

**3. Cleaning**

All surfaces, especially those most frequently touched, shall be cleaned regularly by the Hall Manager, using standard cleaning products. The Hirer of a specific Room or single desk in the Business Centre shall clean area they have used with a Covid-19 Wipedown Pack ( 10 or 2 wipe versions) and dispose of the Pack in the Hall waste bin.

All persons in the Hall shall regularly wash their hands for a 20+ second period before using the hot air dryers in the Toilets.

Hand Sanitisers are located in various communal areas. These are the property of the Hall and should not be removed.

**4. NHS Test and Trace (collecting attendee data)**

The Hallmaster system holds contact details for all venue Hirers. They are required to hold contact details for any persons attending the Hall under their booking.