

LLANGADOG COMMUNITY CENTRE

COVID 19 – SECURE CONDITIONS OF HIRE.

Users and hirers of the community facilities have responsibility for managing risks arising from their own activities when they have use of the premises and should take account of any guidance relevant to their specific activity or sector.

They must safely follow advice given in line with the Governments roadmap to ease the existing measures to tackle COVID-19.

Social distancing and capacity

Measures should be followed to ensure all users of the community facilities act in a responsible manner to follow the guidelines on social distancing, including **strict adherence to social distancing** of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable).

Hygiene and Cleaning

On entering and leaving the community facility everyone should be asked to **wash their hands thoroughly for at least 20 seconds using soap and water** or to use hand sanitiser provided at the entrance (foyer) and within the premises.

Where possible, non-fire doors and windows should be opened to improve ventilation in the premises. As the Main hall does not have windows, the fire door can be opened but must be closed after the group/event. We suggest that the Main Hall Foyer doors are left opened during break periods to thoroughly air the room to reduce any build-up of virus.

Any waste should be cleared away and disposed of in the bins provided.

NHS Test and Trace (collecting attendee data)

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace.

You should assist this service by keeping a temporary record of your attendees for 21 days, in a way that is manageable for your organisation, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. A template is offered for your convenience.

We request that you provide us with a copy of your record of attendees to enable contact tracing to be as swift as possible.

This record will be securely destroyed 21 days after your booking.

