

# ANNEX A

## HELP KEEP CARYFORD HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises inform the NHS Test, Track and Trace service and inform the organiser of the activity you attended who must contact our Bookings Secretary and inform her as soon as possible.
- 3. You must wear a face covering at all times when in this building** unless legally exempted from doing so.
- 4. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the foyer to your activity and observe the one-way system marked.
- 5. Use the hand sanitiser provided** on entering the premises and prior to leaving it. Clean your hands often and always after using tissues. Soap and paper towels are provided in the toilets.
- 6. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 7. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then clean your hands with the hand sanitiser provided.
- 8. Check that the organiser of your activity has cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the Hall between each hire unless this has been previously arranged.
- 9. Take turns to use any confined spaces.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 10. Keep the Hall well ventilated. Close doors and windows on leaving.**
- 11. Wash your clothes when you get home** to reduce risk of transmission.
- 12. ENJOY YOUR VISIT. KEEP IT SAFE. IT IS GREAT TO HAVE YOU BACK!**

CARYFORD COMMUNITY HALL MANAGEMENT COMMITTEE

August 2020