

BORDEN PARISH HALL

HELP KEEP THIS HALL COVID-19 SECURE

CHECK LIST (In accordance with Government guidelines)

The Government suggests you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people.

1. You must not enter if you or anyone in your household has COVID-19 symptoms.

2. NHS Test and Trace QR code and manual reporting. Please scan the QR code if you have a smartphone. If you do not have a smartphone please complete one of the slips with your details, and put it in the secure post box. In accordance with Government guidelines these will be kept for 21 days and then destroyed.

3. If you develop COVID-19 symptoms within 7 days of visiting these premises alert NHS Test and Trace. Alert the organiser of the activity you attended, and the hall booking secretary on mobile 07815292695, or if not available email the Vice-Chairman at jeremybolas@googlegmail.com

4. Maintain a safe distance as far as possible in accordance with the current Government guidelines, and any guidance issued by your associations: Wait as you go through the entrance hall to your activity so that two people are not in the entrance passage at the same time so as to create a one-way system in the entrance passage.

5. Use the hand sanitiser provided on entering the premises (Please note the hand sanitisers are for hand use only). Clean your hands often. Soap and paper towels are provided.

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 bins provided. Then wash your hands.

8. Check the organisers of your activity have cleaned door handles, any tables and chairs to be used, and any other hall equipment to be used including sinks and surfaces in the kitchen if being used, before and after you begin your session. Keep them clean. We cannot clean all surfaces at the hall between each hire.

9. Users are to provide appropriate cleaning material to carry out the tasks in paragraph 8 above. Please take away used cleaning material to reduce the risk of cross contamination.

10. Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them.

11. Keep the hall well ventilated. Close doors and windows on leaving.