

# HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the hall booking clerk on [helen.white@sheldwich.com](mailto:helen.white@sheldwich.com) and alert the organiser of the activity you attended.
- 3. Maintain 2 metres social distancing as far as possible:** Try to stand side by side or back to back where possible. Limit access to toilets / kitchen areas to one person at a time when possible.
- 4. Use hand sanitiser** on entering the premises. Wash hands regularly using soap and paper towels.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. "Catch it, Bin it, Kill it".** Tissues / hand towels / rubbish should be disposed of in rubbish bags. Then wash your hands. **Then take the bag away with you to dispose of safely.**
- 7. Check the organisers of your activity have 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.
- 8. 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. Briefly passing another person in a confined space is low risk
- 9. Keep the hall well ventilated.** Close doors and windows on leaving.
- 10. CLEAN ALL SURFACES BEFORE YOU LEAVE.** Please wipe down all surfaces touched (door handles / Light Switches / Worktops / Table Tops) during your hire upon leaving the hall to help protect those following you

Thank you – Sheldwich Village Hall Committee – July 2020