



ORPEN MEMORIAL HALL TRUST

Charity Registered No 208912

HELP KEEP THIS 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 10 days** of visiting these premises, you must seek a Covid-19 test. If positive, alert the Hall Administrator on 07434 949631 and the organiser of the activity you attended.
- 3. Maintain social distancing as far as possible from anyone you do not have regular contact with.**
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. "Catch it, Bin it, Kill it".** Tissues are provided on entering the premises and should be disposed of into one of the rubbish bins provided. Then wash your hands.
- 7. Face coverings SHOULD** be worn in confined areas (e.g., toilets, corridors, servery & kitchen) unless an exception applies to a person (e.g., for health reasons, those aged under 11) and you are encouraged to wear them at busy or crowded events if the organiser asks you to do so, to protect more vulnerable people.
- 8. Check the organisers of your activity have sanitised door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot sanitise the hall between each hire.
- 9. Take turns to use confined spaces such as corridors, kitchen, servery 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.
- 10. Keep the hall well ventilated. Close doors and windows on leaving.**

To be completed by Hall Cleaner only:

This hall was last cleaned [insert time] _____ am/pm/eve

on [date]_____