

St Mary`s Bay Village Hall

Jefferstone Lane, St Mary`s Bay
Romney Marsh, Kent, TB20 0SW

Notes on Cleaning of the Hall and Hygiene on Re-opening

When the Hall re-opens for users post-Lockdown the following steps will be taken to protect users.

1. The Hall`s Response Team will do a thorough clean and disinfect all surfaces which are touched regularly, including door handles, handrails, table tops, sinks, toilet areas and the Isolation Rooms will be cleaned and sanitised daily.
2. The Response Team will also clean the Hall, Annexe and Committee Room daily and frequently touched surfaces before all and in between each booking, including all toilet and public areas.
3. The Response Team will use PPE when cleaning in the Hall, Annexe and Committee Room including, the environment surrounding them.
4. A hand gel sanitiser dispenser will be mounted on a stand near the main entrance of the foyer, on the walls in each room of the hall and regularly checked and filled. This is to be used by all users entering the premises and leaving them.
5. The toilets will be supplied with liquid soap for users to wash and dry their hands in line with the Government`s recommendations.
6. In the light of current social distancing rules only the appropriate number of people should enter each toilet room at one time. There will be Free/Engaged signs on each of the Male, Female and Disabled toilet doors which are to be used to help with this.
7. A Covid 19 First Aid Box, Paper Towels and a Treatment plan will be supplied in each of the Isolation Rooms, including the Covid-19 Co-Ordinator`s contact details.
8. A bin will be placed inside the main hall, each of the hire rooms and the toilets for users to dispose of used tissues and face coverings. It will be emptied regularly.
9. There will be posters in the premises about social distancing, hand hygiene and respiratory hygiene to remind users of their responsibilities.
10. In the event of any Isolation Room needing to be used, it will be cleaned in accordance with guidance issued by HM Government regarding the principles of cleaning after an individual with symptoms of or confirmed COVID-19. The village Hall Covid-19 Co-Ordinator will decide what steps are to be taken.

Hirers and users of the premises should make their members or attendees aware they should not attend the Hall if they have symptoms or are self-isolating due to symptoms in their household. They are also be reminded of their obligations encouraging the use of face coverings, subject to exemptions within the legislation and guidance, while on the premises.

These notes will be updated in the light of any relevant guidance or regulations to be issued by HM Government. These Notes do not replace the Special Conditions which apply to all hiring of the Hall during COVID19.