

# Thame Barns Centre

Special Conditions of Hire during COVID – August 2020

**Note: These conditions are supplemental to, not a replacement for, the Centre's ordinary conditions of hire.**

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Centre, as shown on the poster which is displayed at the Centre entrance, in particular using the hand sanitiser supplied when entering the Centre and after using tissues.
  2. You undertake to comply with the actions identified in the Centre's risk assessment, of which you can be provided with a copy.
  3. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. **You will be required to clean again on leaving** including spraying any chairs used with the disinfectant provided.
  4. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 14 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
  5. You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
  6. You will ensure that no more 30 people in the Large Barn. 10 people in the Small Barn, 6 people in Room 1. For mat based classes 13 in Large Barn, 8 in the Small Barn and 4 in Room 1, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 2 metres.  
  
For high intensity exercise (eg Zumba) the Large Barn can take a maximum of 13 people.
- Accessing toilets which should be kept as brief as possible. You will make sure that no more than ONE person uses each suite of toilets at one time.
7. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
  8. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, with good ventilation. If tables are being used, you will place them to maintain a distance of at least 2 metres across the table between people who are face to face.

9. You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required.

10. You will encourage users to bring their own drinks and food.

If drinks or food are made, you are responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried, and stowed away. You will bring your own clean tea towels, to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

11. We will have the right to close the Centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the Centre develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

12. Please inform members of your group that they should not arrive early and they should wait outside or in their cars until the time of your booking. The group leader, or one nominated person, can come in a few minutes early to do the cleaning before your booking.

13. Live performances e.g. drama, music is not permitted at present. This is to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

14. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Centre you should:

- a) Send them home immediately
- b) Ask other members of your group to provide their contact details if you do not have them
- c) Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions
- d) Advise them to launder their clothes when they arrive home
- e) Inform the Centre on 01844 217308**
- f) If the unwell person needs to wait for a lift: -
  - (1) Remove them to the safe waiting area, in the garden – our Covid First Aid Kit is located on the shelving behind the bar, please use it.
  - (2) Put on a mask, face shield, gloves & apron to protect yourself
  - (3) Provide them with tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels
  - (4) Once they have been collected: -
    1. Remove gloves, apron and face mask to the rubbish bag\*
    2. Leave face shield on top for disinfection
    3. Wash your hands for at least 20 seconds with warm soapy water
    4. Inform the Centre on 01844 217308
    5. Once home - launder all your clothes and wipe down your car with disinfect

\*Note that the waste should be double bagged and kept for 72 hours before being collected.

15. Face covering to be worn at Thame Barns Centre in line with Government guidelines. They can be removed for exercise once in the room.

**These conditions of hire are in line with the Government guidelines and may change.**