

Thame Barns Centre

Special Conditions of Hire during COVID – from 19th July 2021

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

1. You, the hirer, with Covid in-mind, are asked to respect and be considerate to those who are more vulnerable and who may wish to take a more cautious approach. Please consider wearing face coverings and social distancing so people who are clinically more vulnerable or not yet fully vaccinated can attend your event. You are asked to open windows and doors to aid with ventilation.

2. We will continue to supply hand sanitiser, which we ask you to use when entering the Centre and after using tissues. We would prefer you to wear a mask when moving about around the Centre.

3. You undertake to comply with the actions identified in the Centre's risk assessment, of which you can be provided with a copy.

4. You will still 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.

5. 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.

6. 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.

7. You will ensure that you are comfortable that the number of people in the room is suitable for those attending. We have capacity limits set for fire regulations, but you may wish to have a reduced number of people in each room at the moment. Please mitigate against risk of numbers in rooms by good ventilation and social distancing. Please consider noise levels, keeping them to a level that does not impede hearing and shouting is not necessary will mitigate risk.

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.

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. 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. 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.

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