

### **9. c) Special regulations due to COVID-19**

1. It is the responsibility of the Principal Hirer to provide up to date contact information, including two telephone numbers and an email address to the booking clerk at the time of booking. This information will be stored securely for twenty-one (21) days following the completion of the hire for the Government Track and Trace scheme. Should contact details change within this twenty-one (21) day period, the hirer must update the booking clerk immediately.
2. It is the responsibility of the Principal Hirer to have up to date contact information for each attendee of their hire. The Principal Hirer must securely store this information for twenty-one (21) days after the hire has concluded as part of the Government Track and Trace scheme. Should any persons contact details change in that period, they must contact the Principal Hirer immediately to update them. A person can refuse to provide this information, and they can be refused entry into the Public Hall complex if that is the case.
3. On entering and exiting the Public Hall complex all users must sanitise their hands using the dispensers provided. We encourage all hirers to bring hand sanitiser along so that members can sanitise their hands regularly throughout the duration of the hire.
4. You must not attend the hall if you or anyone in your household or bubble are feeling unwell or experiencing any symptoms of COVID-19, including fever, a dry persistent cough, a loss of taste or sense of smell; or have had a positive test for COVID-19. You must not attend the hall if you or a member of your household or bubble are isolating due to symptoms or a positive test for COVID-19.
5. If you or any member of your group develop symptoms of COVID-19, or has a positive test for the virus within fourteen (14) days of visiting the hall, you must contact the Facilities Manager immediately on [facilities@liskeard.gov.uk](mailto:facilities@liskeard.gov.uk). You must also contact the principal hirer for your group.
6. If you or any member of your group begins to experience symptoms of COVID-19 while in the Public Hall complex, they must inform the duty caretaker immediately by telephone and isolate themselves in the Mayors Parlour until they can be safely transported onward, taking care not to touch anything en-route, and to ensure they are wearing their face covering.
7. Social distancing of at least two metres must be maintained at all times with anyone outside of your household or bubble while on the premises where practicable. If your hire requires social distancing to be reduced to one metre plus, mitigations you will be putting in place must be indicated in your Risk Assessment.
8. Face coverings must be worn by all in communal areas of the hall. This includes when entering or exiting the building, when going to use the bathroom or in any

queue. Exceptions will be made for those with disabilities which make the safe use of face coverings difficult, those with breathing conditions which could be exacerbated by a face covering, or for children under the age of eleven (11) years old.

9. Please follow the flow through system indicated by the floor stickers. Keep left when in corridors and on stairs to ensure maximum distance away from others within the hall.
10. Please do not linger in corridors, foyers or on stairs to ensure Social Distancing can be maintained.
11. Please do not arrive early or late for your hire to avoid the possibility of mixing with members of other groups who may be using the Public Hall at the same time as your group.
12. Before a hire can commence, you must complete a Risk Assessment Form and return it to the booking clerk. This form will need to be approved by the Facilities Manager in advance of a hire. It should make specific reference to what measures are being taken to minimise the risk of transmission of COVID-19 during the hire.
13. All kitchen facilities are temporarily closed. This will be reviewed ahead of Monday 14<sup>th</sup> September 2020 to assess if it is safe and practicable to reopen them. You are permitted to bring your own refreshments, but we strongly encourage these to not be shared with anyone outside of your household or bubble. Please note there will be no access to a kettle or refrigerator during your hire.
14. Members of your group must only use the toilet facilities designated to you for your hire to reduce risk of transmission. We encourage all groups to minimise the number of people going to the toilets at one time to two. Please ensure hands are thoroughly washed with soap and water for at least twenty seconds after using the toilet facilities.
15. If you hire cupboard space with the Public Hall, you should ensure that this is disinfected before and after each use, along with any equipment therein. You should also nominate one person to use the cupboard during the hire.