

# DORKING QUAKER MEETING HOUSE

## Annex A

### Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Meeting House ordinary conditions of hire.

#### SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines when entering, occupying and leaving the Meeting House, as shown on the attached poster, a copy of which is displayed in the lobby entrance, in particular using the hand sanitisers supplied when entering the building and after using tissues.

You, the hirer, should keep a temporary record of all the attendees at the event for 21 days, in a way that is manageable to assist NHS Test and Trace with requests for the data if needed.

#### SC2:

You undertake to comply with the actions identified in the points below and in the hirers' risk assessment (sample copy attached).

#### SC3:

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. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths or wipes - do not spray!

#### SC4:

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 7 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.

#### SC5:

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.

#### SC6:

You will ensure that no more than 22 people attend your activity/event (if the partition screen is open), in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises – (entry via the front door, exit via the garden door), and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will endeavour to ensure that no more than 2 people use each suite of toilets at one time.

#### SC7:

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.

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## **SC8:**

The furniture in the Meeting House (benches in the two Halls, chairs and tables in the Quiet Room) is already positioned so as to facilitate people seating side by side at a distance of 2 meters (on the benches) and the tables in the Quiet Room are similarly distanced. Sitting positions on the benches are marked with white tape, Please do not change the furniture arrangement and do not remove the marking tape.

## **SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the pedal rubbish bins provided in the kitchen before you leave the premises. Please use pedals to open the bins.

## **SC10:**

Hirers are encouraged to bring their own drinks and food. Please do not use the Meeting's cutlery and crockery – disposable cups are provided; there are also holders for the cups – these can be washed and left to dry. We will provide washing up liquid and washing up cloths.

## **SC11:**

We will have the right to close the building to hirers if there are safety concerns relating to COVID-19 - for example, if someone who has attended a Meeting or event 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.

## **SC12:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Meeting House, you should:

- Remove them to the designated safe area which is: **the office** (to the right of the entrance door);
- Ask others in your group to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home;
- Inform the Booking Clerk on: **07534 139 502** either by phone or text, or by email to: **bookings@dorkingquakers.org**.

**By hiring the Meeting House you agree to comply with these Covid-19 special conditions of hire**