



EVERTON VILLAGE HALL MANAGEMENT COMMITTEE

Registered Charity number 200201

Chairman: Mike Collins

Secretary: Fiona Goodman

Treasurer: Nigel Bush

HELP KEEP OUR FACILITY COVID-19 SECURE

Please read and follow these 12 steps:

- 1. DO NOT ENTER** if, in the last 10 days, you or anyone in your household has COVID-19 or COVID-19 symptoms, has had contact with a confirmed COVID-19 patient, been told to self-isolate by NHS Track and Trace and/or visited a 'red' country (or 'amber' country if you're not yet fully vaccinated) even if you have no symptoms. This remains the law regardless of vaccination status.
- 2. Scan the NHS Track and Trace QR code on arrival.** If you are unable to do so you should provide your name and contact number to the event organiser. Any personal data will only be used for the purposes of preventing the spread of COVID-19 and alerting the individual to any cases to which they might have been exposed. We will retain the information for 21 days only.
- 3. Use the hand sanitiser on entering.** Clean your hands often and for 20 seconds. Soap and hand dryers are provided. Avoid touching your face, nose or eyes. Clean your hands if you do.
- 4. Respect and be considerate** of those who are more vulnerable, those wishing to take a more cautious approach or those not yet fully vaccinated by maintaining a safe distance. Even if you have been fully vaccinated, you could still get COVID-19, or be a carrier, and spread it to others.
- 5. Wear a face covering** when you come into contact with people you don't normally meet or whilst in confined areas, such as the toilets or kitchen.
- 6. Take turns to use confined spaces.** Avoid using the toilets where possible and use at own risk. There is a maximum of two allowed in the toilets at one time. The toilets may be closed when you arrive, please respect this and do not attempt to use the facilities.
- 7. Follow instructions of the event organiser.** Including a one-way system, if adopted, following the signs. In case of an emergency instructions given should be followed in a responsible manner.
- 8. Keep rooms well ventilated** closing doors and windows on leaving.
- 9. "Catch it, bin it, kill it"**. Tissues should be safely disposed of in one of the rubbish bins provided. Then wash your hands thoroughly.
- 10. Avoid touching multiple surfaces.** We have adopted a thorough cleaning programme. You can refer to further signage for information about whether a room is ready for use. Hirers should continue to clean high-contact points with the available cleaning materials on leaving.
- 11. If you develop COVID-19 symptoms within 10 days** of visiting these premises self-isolate immediately and get a PCR test, even with mild symptoms. Alert NHS Track and Trace, a Hall Committee member AND the organiser of the activity you attended if your test is positive.
- 12. Continue to test twice a week and attend your vaccination appointment** helping to ensure you don't spread COVID-19 and helping to keep you from getting seriously ill if you do get COVID-19.

These steps will help us protect our friends, families, and communities, including those fully vaccinated. Action now will reduce any further resurgence of COVID-19 in the coming months.

Thank you for your co-operation