



PINNER and DISTRICT COMMUNITY ASSOCIATION

COVID-19: Secure Guidelines of Hire

Help us keep Pinner Village Hall safe & secure

HELP KEEP PINNER VILLAGE HALL COVID-19 SECURE

- 1. Do NOT enter if you or anyone in your household has COVID-19 symptoms.** A raised temperature, a persistent dry cough, alterations to your ability to taste food or drink. If you have these symptoms go home, self-isolate and seek medical advice.
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace.
You must inform the Booking Secretary on 020 8429 4320 / bookings@pinnervillagehall.org.uk and the organiser of the activity/event you attended.
- 3. Maintain current social distancing** of 2 metres as far as possible plus mitigation measures (a face covering) when using more confined areas.
- 4. Use the hand sanitiser provided** on entering the premises. Wash your hands regularly.
- 5. Avoid touching your face, nose or eyes.** Clean your hands if you do.
- 6. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bins provided. Then wash your hands.
- 7. Pinner Village Hall will be cleaned before your arrival.** You will be responsible for **cleaning all surfaces that are used regularly during your period of hire** (including tables, door handles, etc) using the products supplied by Pinner Village Hall.
- 8. At the end of your hire, please remove all bin bags from the rubbish bins** provided and place the tied bin bags next to the rear exit door for the caretaker/cleaner to place in the outside paladin bins.
- 9. Use hand sanitisers as you leave the building.**
- 10. Take turns to use confined spaces** such as corridors, the kitchens and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 11. Keep the building well ventilated.** Close doors and windows on leaving.