

Room Hire at Gold Hill – Special Considerations in relation to COVID-19

- Each person/organisation hiring space on the premises of Gold Hill Baptist Church is required to complete and submit in advance a document showing steps taken to assess and mitigate the risks of their activity with respect to COVID-19: (covering room preparation, arrival of guests/participants, safety during room use / activity, departure of guests/participants and room cleaning after use.)
- Each hirer is to respect maximum advised capacity of rooms in relation to proposed activity / guidelines below (current as of end August 2020),

Room	2m standing	2m seated	1m standing	1m seated
Hall	38 (15 exercise)	28	113	73
Lower Lounge	12	8	31	20
Church	28	21	83	54
Lobby	15	11	53	34

- Gold Hill undertake to clean all main surfaces within the room hired, and general contact / usage points/areas between each main room usage

The hirer undertakes to:

- Communicate with participants prior to the event(s) to advise on arrival/departure/ requirements in operation during the activity / time in building
- Advise potential participants NOT to attend if they are experiencing any symptoms of COVID-19
- Request that participants bring their own refreshments if required
- Limit numbers taking part in any activity to ensure appropriate social distancing
- Limit the duration of social interaction as far as possible
- Ensure arrivals maintain an appropriate distance, and if possible operate a one-way system
- Maintain a list of those attending on each occasion – with appropriate privacy policy provided – to assist track and trace if necessary
- Make available hand sanitiser for use on arrival, and encourage use of masks whilst in the building
- Ensure the best possible ventilation prior to, during and after the prescribed activity
- Ensure the appropriate social distancing is observed during the activity
- Discourage shouting, singing,
- Ensure departures maintain an appropriate distance, and if possible operate a one-way system

I declare that I have read and understood the above specific requirements for hall usage at Gold Hill Baptist Church, and undertake to make every effort to reduce/minimise all potential risk of transfer of the COVID-19 virus.

Name

Organisation / activity

Date