

HELP KEEP THIS HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert NHS Test and Trace. Alert the Hall manager (01404 815065) or Bookings secretary (01404 814216) and alert the organiser of the activity you attended. You must get a Covid-19 antigen test.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the markings as you go through the entrance hall to your activity and observe the one-way system through the Main Hall.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
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 bags provided. Then wash your hands.
7. **Face coverings** must be worn in **communal spaces** unless an exception applies.
8. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
9. **Take turns to use confined spaces such as corridors, kitchen 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.
10. **Keep the hall well ventilated. Close doors and windows on leaving.**
11. **Wash your clothes when you get home,** to reduce risk of transmission.

Thank you for your cooperation.
Ian Heard
Chairman
West Hill Village Hall Trustees
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