

Safe re - opening of Champions Manor Hall



Welcome back

- Covid secure from 3rd August
- Building will only be open for hall hirers and staff
- Building currently closed to members of the public
- Increased number of hirers returning from September

Covid measurers put in place prior to opening

- One way route through the building
- Multi – purpose room will have sole use of the rear toilets
- Main Hall – sole use of the front toilets, due to the enclosed corridor users of these toilets will be required to exit the building via the bowling corridor and re enter through the front doors





- Both halls marked out in 2 metre squares
- Signage throughout the building reminding hall users of the route and social distancing measures
- Entering the building will be via the front doors for the Main Hall, MPR room via the external exit door of the room
- Exiting the building will be via the external doors in the room hired
- Increased cleaning regime of an evening paying particular attention to touch points



- Air conditioning will run for 1 hour of a night at 60 degrees, this cannot be proved but its recommended that this can assist with killing any germs within the room
- Deep clean carried out and misting machine used on all surfaces prior to opening on 3rd August
- Hand driers all switched off due to air flow, paper towels will be supplied

How you can help us to stay safe

- Ensure room capacities and social distancing is adhered to
- All surfaces that are touched by your members to be sanitised before and at the end of your hire
- Track and trace of all attendees to be forwarded to Christine by email following the hire, this information will be kept for 3 weeks

Room Capacity

At this time no hire must exceed 30 due to government restrictions

Main Hall

- 2 metre 29 users inc instructors
- Sports activity numbers reduced to 15

Multi purpose Room

- 2 metre 21 users inc instructors
- Sports activity numbers reduced to 11

Kitchen

2 people permitted at one time



- Use sanitisation stations throughout the building
- You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient
- Where possible request hall users use the toilet facilities one at a time, due to pinch points throughout the building
- Double bag all rubbish and dispose of in outside bin at the end of your hire
- Face masks to be worn in all areas outside of the room being hired, exceptions to those with medical conditions or age

- All soft furnishings have been removed
- Stage has been removed to maximise capacity and not recommended due to the soft furnishings.
- Excessive tables and chairs have been removed and are in rear store cupboard
- Store area open to hall hirer and one appointed helper

- Please 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.

Air conditioning

- The air condition was serviced on 23rd July 2020
- Scientific evidence highlights that air conditioning could increase the risk of the spread of the germs within a room,
- Whilst planning permission states external doors cannot be left open whilst music is playing, due to situation doors can be left open although if there is issues with noise the City Council may insist these are closed
- Hall hirer to decide whether they would like air conditioning and liaise with Christine.

Prior to your return

- Forward copy of risk assessment to Christine
- Arrange an induction meeting to view the hall and the measures put in place to ensure your group, other groups and staff are kept safe
- Sign a Covid 19 conditions of hire agreement
- Please note the cleaners are currently at CMH for the confirmed days of those returning, please liaise with the Town Council 14 days prior to returning so we can ensure that the cleaners are reinstated on the day of your hire for when you return.
- Please ensure you have a key for the building to ensure that you are able to let yourself into the building and lock up at the end of your hire

What happens if there is a Covid case within the building

- The building will need to close for a minimum of one week, to ensure that the virus is no longer on services before the cleaners are sent in
- Town Council will contact the hall hirer to inform you so you can inform your members

Keeping you in the loop

- Government guidelines are almost continuously changing, if any changes need to be made to the current measures in place we will be in contact
- Please ensure Christine has your correct contact details, in case we need to contact you
- We want to improve wherever we can, if you encounter any issues please let us know so we can try to rectify these.