

# Re-opening Village and Community Halls Guidance

## Post COVID-19 closure

### Issue 3 – What's been added/updated/removed

20 August 2020

#### What's been added;

- Hiring arrangements – Links to Scottish Government guidance for relevant activities e.g. the performing arts and venues sector, the community learning and development sector and funeral services: Pages 8 and 9

#### What's been updated:

- Scottish Government Route Map - **Key dates** Appendix H: Page 38 - changes to dates for re-opening around very specific activities. See also Page 4.
- Hiring arrangements – Links to Scottish Government guidance for relevant activities e.g. Events (both indoor and outdoor events): Page 8.
- Hiring arrangements – Links to Test & Protect Service (**mandatory from 14 August**) for the requirement to store personal details of customers: Page 9.

#### What's been removed:

- Indicative dates have been **REMOVED** for re-opening for general indoor live events/activities and non-essential offices. These now await further review by Scottish Government.

# Re-opening Village and Community Halls Guidance

## Post COVID-19 closure

This document has been issued in anticipation that the coronavirus regulations will allow halls to partially re-open in Phase 3 of the Scottish Government Route Map. More types of indoor activities can now take place from 24 August (e.g. bingo halls, snooker/pool/indoor bowls) and from 31 August (e.g. gyms, indoor sports courts including skating, dance studios – re activities for children under 12,) – all subject to the relevant guidance (page 8) and dates on page 38 Appendix H. There is now **NO INDICATIVE DATE** for allowing general live events indoors, or for re-opening non-essential offices, which await review. This document is an adaptation of the guidance issued by ACRE (Action with Communities in Rural England), using the latest regulations and information from Scottish Government.

Caithness Voluntary Group is working as far as possible with relevant Scottish Government (SG) and NHS Inform guidance so that hall committees have confidence they are working to “joined up” guidance and this Issue reflects current information. This guidance document may be updated in accordance with Scottish Government guidance issued subsequent to the date of issue and any subsequent SG guidance. It is therefore based on a 2 metre social distancing requirement. We will also email halls about anything urgent, so please make sure that email contacts are up to date. This will ensure they are alerted to changes in guidance. Links to key SG guidance are given in Section 6 – the Events Sector guidance covers general community activities.

Please note that any guidance or information provided here should not be taken as a substitute for professional, legal or other advice.

Caithness Voluntary Group are core funded by the Highland Third Sector Interface to support community groups across Caithness.

Our website can be found at [cvg.org.uk](http://cvg.org.uk) and you can contact us on following emails:

Caithness Voluntary Group Development Officer: [yvonne@cvg.org.uk](mailto:yvonne@cvg.org.uk)

Caithness Voluntary Group Senior Development Officer: [allan@cvg.org.uk](mailto:allan@cvg.org.uk)

*Issue 2 28<sup>st</sup> August 2020*

## CONTENTS

	<b>Page</b>
1. The Route Map	4
2. Planning for re-opening	4
2.1 Scottish Government COVID-19 Guidance	4
2.2 Social Distancing and Face Coverings at Village and Community Halls	5
2.3 Risk Assessment for COVID-19	6
2.4 Cleaning	7
2.5 Hiring Arrangements – links to guidance re specific types of use	8
2.6 Employees	10
2.7 Performances	11
2.8 Procedures if someone becomes unwell with COVID-19	11
3. Frequently Asked Questions	12
4. Finances	13
5. Links to Scottish Government Guidelines	14
<b>Appendices:</b>	
A: Checklist for Re-opening	15
B: Sample Questionnaire for regular users	18
C: COVID-19 Guidance Premises Poster	22
D: Management of Social Distancing – A risk-based approach	23
E. Sample Special Conditions of Hire during COVID-19	26
F. Sample COVID-19 Risk Assessment for re-opening of Village and Community Halls	29
G. Sample COVID-19 Risk Assessment for hirers of Village and Community Halls	36
H. Scottish Government Route Map - Outline of relevant key dates at 20/8/20	38

# 1. The Route Map

The Scottish Government has laid out its [Route Map](#) on how Scotland will transition out of lockdown. Indicative dates for the rest of Phase 3 now extend into September, and it's likely that Halls will not now be able to open until late September/October, other than for limited use by activity sector. See the updated Appendix H for the dates for each activity. Progress to the next phase is based on the SG Framework for decision making - to ensure that we do not further ease restrictions unless it is safe to do so.

## 2. Planning for re-opening

### 2.1 Scottish Government COVID-19 guidance:

It's important to keep up to date on what the Scottish Government guidelines are on what you can and cannot do;

<https://www.gov.scot/publications/coronavirus-covid-19-what-you-can-and-cannot-do/>

The following important points underpin this guidance document and all arrangements made should reflect them:

- Minimise contact with individuals who are unwell: Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.
- Clean your hands often: Sanitiser should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels in toilets and kitchens – new bins may be needed. Hot air hand dryers are not recommended as they distribute droplets.
- Respiratory hygiene: Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues and towels need to be disposed of into a bin, then hands cleaned. A “Catch it, Bin it, Kill it” poster is available (see end for link).
- Regular cleaning of surfaces that are touched frequently: including door handles, handrails, table tops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.
- Maintain social distancing where possible: Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and households. Bookings can be accepted for events where social distancing can be maintained, the number of people each person has contact with is reduced to a small group and/or contacts below 2m are minimised and transitory, but crowded events cannot yet be held. See 2.2 below.

Do not re-open until you have identified the necessary safety, compliance, management, and operational issues and established a plan to address and mitigate them. You are not obliged

to re-open immediately and it would be unwise to do so if you have not been through that process. Appendix A provides a checklist of tasks likely to be needed prior to re-opening. Hall management committees will need to engage with their regular hirers to ensure that the best practice guideline requirements above are clearly understood. Trustees appointed by organisations which use the premises have an important role to play in communicating these requirements to their members and in ensuring the special hire conditions which will need to be introduced are followed. See 2.5 below and Appendix E. As part of opening after lockdown, self-certification should be displayed that halls are complying with Scottish Government COVID-19 Guidance. This will also help users feel confident about using the premises. See Appendix C for a sample poster.

## **2.2. Social Distancing and Face Coverings at Village and Community Halls**

a) The size and layout of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. In order to achieve social distancing requirements, as far as possible, committees will need to work out the capacity of rooms and set limits on the number of people permitted to use a particular hall or room at any one time. A rule of thumb might be one quarter of the seating or (for non-seated activities, dancing) capacity set for fire safety purposes or the size of the room in sq. metres divided by 4. The figure would increase if social distancing is reduced e.g. to 1m.

b) User groups may not know at the outset how many people are likely to attend activities and a booking system is not required for small scale activities. A booking system would also be inappropriate for community activities which are important for mental and physical health, as attendance is often dependent on last minute factors. It would be preferable to ask groups to think about how they will deal with any excess, which may depend on the nature of their activity and the facilities at the hall e.g. first come, first served, using other space to increase capacity e.g. garden, kitchen, entrance hall, committee room, re-running an activity later or on another day, some people joining in online either at home or via laptop in another room.

c) Arrangements will need to be made to manage people at “pinch points” e.g. arriving for an activity and exiting afterwards, in toilets, kitchens and corridors. There is a risk entrances could become congested owing to multiple user groups, or people lingering to read notices or chat; so a socially distanced queueing system is required, e.g. tape on the ground outside and inside the entrance hall, with signage. Staggered arrival and departure times may help.

d) Implementing a one-way flow in and out of the premises should help avoid congestion, particularly where multiple activities are held at the same time. Usually entry would be via the main entrance, with people leaving via fire exits. For security, fire exits would need to be closed by the last person to leave the building, who then leaves via the main entrance.

Appropriate signposting will be needed. Any changes to entrances, exits and queues should, however, consider the needs of those with physical disabilities. It may not be possible to implement one-way flow internally, as people may have to cross an entrance hall to reach the toilets or kitchen, so it may be necessary to stagger access to such facilities e.g. a longer interval.

e) Some lapse in social distancing may be difficult to avoid, e.g. where people pass in internal corridors. Scottish Government guidance indicates that such transitory contacts are lower risk and it will be for hirers to try and arrange their activities to avoid these risks if possible, particularly for older or medically vulnerable people.

f) The latest Scottish Government advice says that while in enclosed spaces, where physical distancing is more difficult and where there is a risk of close contact with multiple people who are not members of your household, you should wear a face covering. However, face coverings should not be taken on and off frequently, so while this is most relevant for crowded areas such as public transport and shops (where it's now mandatory to wear a face covering) it is preferable that social distancing and good hygiene are maintained in halls. Where, however, people will be working in proximity, and with older and medically vulnerable people, a face covering is advisable to protect those people. Examples include preparing food or drink in a small kitchen and serving older or vulnerable people e.g. at a coffee morning or lunch club, in a community shop or cafe.

g) Consultation with regular user groups will be important as some reorganisation may be inevitable. Some groups may not return for some time but want to retain their usual "slots", while it may be necessary to hire the premises in different ways. For example, groups may need to use the main hall rather than a committee room to achieve social distancing, which may mean substantially re-arranging timings for main hall use. In a large Hall, a committee room may need to become a "kettle point" for any offices, so that staff do not need to use the kitchen when a hire is in progress. Some groups may be able to continue running activities online, to make way for others. Appendix B is a sample questionnaire for users, kindly shared by Wincham Village Hall, Cambridgeshire.

h) In case of emergency it is important to prioritise safety: In the event of fire or accident people do not have to stay 2m apart if it would be unsafe to do so.

### **2.3 Risk Assessment for COVID-19**

Village hall trustees must consider the Scottish Government COVID-19 Guidance (see above) and should undertake their own COVID-19 Risk Assessment to ensure that their staff (cleaner, caretaker) and trustees are safe. See Appendix F for an example. If this cannot be done i.e. because committee members or staff are shielding or otherwise not available, the

responsibility for risk assessment and implementation of actions can be delegated to a competent individual or company engaged to carry this out. Going through a Risk Assessment process and working out the areas of greater and lower risk will hopefully enable a “common sense” approach, which hirers can adapt.

## **2.4 Enhanced Cleaning and encouraging good hygiene**

A decision will need to be made on how frequently cleaning should take place, based on an assessment of risk, and use of the building. Some halls have the resources (staff, finance) to clean regularly-used surfaces and equipment before hirers arrive, which is ideal. Many village and community halls have part time or self-employed staff e.g. with other cleaning jobs working only a few hours per week, particularly halls serving rural areas which are used less frequently. This can mean that hirers let themselves in, are often responsible for putting out and stowing away the equipment they use and for cleaning the hall after use. Experience is that not all hirers clean up after themselves satisfactorily and trustees have expressed concern that not all hirers will comply with carrying out a higher level of cleaning on leaving.

a) All halls should:

- Provide sanitiser at every entrance/exit and in meeting rooms.
- Post notices at every entrance/exit showing what is expected of users; erect the “Catch It, Bin It, Kill It” poster and posters encouraging frequent handwashing, see Section 6. If the poster at Appendix C is laminated, the time can be given when the hall was last cleaned, but this is not compulsory.

b) If a hall does not have the staff or finances to arrange additional cleaning before every hire, in these circumstances, the appropriate way of discharging the trustees’ responsibility and encouraging compliance is likely to be to:

- Require each hiring group to clean surfaces that their group might use before their own users arrive, and to clean regularly used surfaces such as table tops and sinks during the hire and to clean before they leave.
- For the hall to ensure the hall’s usual cleaning routine is followed e.g. for floors, with particular attention to keeping hand wash basins, door and toilet handles clean and provide cleaning supplies for use by hirers. This means the cleaner/caretaker (or volunteers or another contractor) will need to provide and check/replenish hand sanitiser, cleaning materials (including cleanser, spray disinfectant (do not use detergent based products) washing up liquid and cloths) and tissues and remove waste to outside bins before use oneach day the hall will be used (or the night before). Supplies of soap and paper towels must be provided at toilet and kitchen sinks (remove all reusable items like hand towels).

- Limit cleaning of some areas to staff and/or provide instructions to hirers, e.g. where there is a risk of damage or electrical apparatus is involved. For example, switches should be cleaned by cloth, not sprayed with disinfectant, rubberised or glued surfaces can be damaged by frequent sprays or vigorous rubbing.
- Advise the cleaner/caretaker as to the extra cleaning required if someone is taken unwell on the premises with a suspected case of COVID-19. This requires disposable PPE and double bagging of PPE and cleaning materials afterwards, which must be stored for 72 hours securely prior to collection: See the link in Section 6 for decontamination in non-healthcare settings.
- Advise hirers bringing or using their own equipment stored at the hall that they will need to clean this for each session and before stowing it away, or ask their group members to bring their own clean equipment and avoid sharing it.

## 2.5 Hiring Arrangements

You should check for any guidance available from Scottish Government as it applies to the types of activity covered in your premises, for example marriages or sports activities.

A very wide range of activities are carried out across the voluntary sector, from early years childcare to sports groups and many will take place in community buildings. See the Scottish Government website, and links below for specific guidance relevant to your organisation.

- [guidance for the performing arts and venues sector](#)
- [guidance for creative studios and shared workspaces](#)
- [events sector guidance](#)
- [guidance for cinemas and drive in cinemas](#)
- [guidance for museums, galleries and heritage attractions](#)
- [guidance for sports, culture and leisure activities](#)
- [physical distancing in education and childcare settings](#)
- [guidance on easing into youth work](#)
- [community food-growing spaces](#)
- [guidance on safer public spaces – urban centres and green spaces](#)
- [guidance for funeral services](#)
- [guidance for the community learning and development sector](#)



The requirement to store personal details of customers as part of the [Test and Protect scheme](#) is now mandatory. For further information about the Test and Protect service, visit [www.nhsinform.scot/coronavirus](http://www.nhsinform.scot/coronavirus). This is currently aimed at cafes and bars, however, it could apply to certain events.

a) Instruct booking secretaries to allow longer between hires, to allow either the cleaner/caretaker to clean before their arrival or hirers to arrive up to half an hour earlier in order to pre-clean for their own use.

b) The cleaner/caretaker will need to be given expected arrival times for each hirer or other arrangements made to check sufficient supplies of sanitiser, soap, paper towels and cleaning materials.

c) During Phase 3, social distancing will need to be maintained and vulnerable people protected. It is therefore unlikely that the full range of normal use will be possible. The committee will need to decide which hirers can begin to use the hall pending Government guidance that Phases 4 and 5 can be implemented, when venues can re-open for larger events. This will demand a risk-based approach and points to help you work out which hires are likely to be more or less of a risk are given in Appendix D.

d) Hirers will need to be given instructions, guidance and responsibility via special hiring conditions which should be attached to their usual hire agreement. These should be issued in writing and signed or accepted by the hirer in all cases. An electronic signature or email confirmation of the conditions is acceptable. See Appendix E for sample special hire conditions.

e) Hirers should be encouraged to seat or stand people side-to-side, rather than face-to-face, whenever possible with two empty seats (a distance of at least 2m) between each person if seated. If face-to-face placing is unavoidable a distance of at least 2 metres is required. Where possible, hirers should encourage people to stay in groups, of say 6 to 8, to reduce transmission. You could issue photos to help hirers work out how to arrange their meeting rooms. Drawings could be posted on noticeboards.

f) Hirers should be encouraged to keep the hall well-ventilated, opening doors and windows as far as possible, and will need to remember to close them all for security on leaving. It may therefore be necessary for the caretaker or a volunteer to check the premises at night for the first few weeks, to ensure everyone is remembering. Fresh air is preferable to mechanical ventilation.

g) Hirers should be encouraged to have regard as to whether people attending their activity are clinically vulnerable to COVID-19 and how they will address the need to keep them safe.

At Phase 3 it is expected that those over 70, who are more vulnerable and have been required to self-isolate for 12 weeks, but not in the shielding category, will wish to attend their usual community activities, so particular attention should be paid to the need to maintain social distancing with them. This is reflected in the Special Hiring Conditions at Appendix E.

h) Hirers should be provided with a copy of the hall's COVID-19 Risk Assessment. You may wish to ask to see a copy of their own COVID-19 Risk Assessment. The sample at Appendix G can be shared with user groups.

i) You and your hirers may wish to encourage those attending to bring their own Food and Drink e.g. water bottles for the time being, rather than making food and drink on the premises, to reduce work cleaning the kitchen. Users should also be encouraged to bring their own equipment where possible, e.g. crafts, keep fit, and can be encouraged to bring their own personal hand sanitiser, wipes, and tissues.

j) Hirers should be encouraged to pay for hires electronically where available or online. Cash Handling should be kept to an absolute minimum and cash that is to be exchanged should be placed in a plastic ziploc bag or envelope. To minimise the chance of infection transmission the bag or envelope should be left unopened in a secure place for a period of 72 hours. Hands should be washed immediately before and after handling the bag or envelope

## **2.6 Employees**

a) Where a hall has employees, guidance can be found in the [Scot Gov website](#) on returning to work safely. In addition to carrying out the hall's ordinary risk assessment before re-opening, the hall should follow Health & Safety Executive (HSE) advice for an employer's Risk Assessment for COVID-19, which involves:

- Identifying what work activity or situations might cause transmission of the virus.
- Thinking about who could be at risk.
- Deciding how likely it is that someone could be exposed.
- Acting to remove the activity or situation, or if this is not possible, control the risk. These points are addressed in the Sample COVID-19 Risk Assessment at Appendix F.

b) HSE guidance is that no one is obliged to work in an unsafe work environment and that in the risk assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19. If that is the case with your hall cleaner/caretaker you may need to make alternative arrangements for the time being.

c) Scottish Government guidance and other references in Section 5 may help you address questions or concerns from employees or self-employed contractors about COVID-19.

## **2.7 Performances**

The arts industry has been badly affected by COVID-19 and will welcome efforts to accommodate performances. Guidance will be issued by Scottish Government and it is anticipated that some forms of performance may be permitted because side-to-side seating is less risky than seating face-to-face. Rows can be spaced further apart than usual. However, the audience is likely to be reduced for the time being to maintain social distancing, with individuals and household groups separated by two seats.

Attendants should help ensure social distancing, e.g. ask people to occupy seats from the furthest point first and evacuate from the point closest to the exit first. A longer interval is likely to be required and an attendant present to invite people to use the toilets row by row.

Performances of singing by choirs are considered more risky owing to the projection of droplets over a further distance than in ordinary speech and should currently be avoided.

In order to avoid cash payments and facilitate booking and ticket distribution, the National Rural Touring Forum (NRTF) have suggested halls might try using : <https://www.izettle.com/gb> or <https://sumup.co.uk/>.

## **2.8 Procedures if someone becomes unwell with COVID-19**

a) A space should be designated into which anyone will be moved who becomes unwell at the hall with suspected COVID-19 symptoms until transport home or to hospital is available. Tissues and a bowl of warm soapy water for handwashing and paper towels should be provided. Tissues and paper towels should be disposed of into a plastic bag, which is sealed and placed in a secure place for 72 hours before being disposed of into the general rubbish collection.

b) Other people who they have been in contact with should be asked for contact details and then to leave the premises. The Test and Protect service should be informed via their GP. Those parts of the premises which they have used should be closed for 72 hours. A decontamination clean should be carried out in accordance with Public Health Scotland (PHS) guidance (see reference section). Disposable PPE equipment including gloves should be disposed of into a sealed plastic bag and secured for 72 hours before rubbish is collected. The cleaner should launder all personal clothing worn on arrival home.

### 3. Frequently Asked Questions

Q: Will our hall have to re-open when the Government says it can?

A: No – see Section 2.1 above. Some are only opening parts of their premises, others the view that it would not be economic, others are using the closure period to complete maintenance works. In such cases your trustees would need to meet (online or by phone) to take a decision that it would not be in the best interests of the charity to re-open when allowed to do so. Minute the reasons why, so that you can show that the matter has been carefully considered in the event of challenge e.g. by a local community group. In taking such a decision you should take into account the effect on vulnerable residents whom the hall is there to serve, their mental and physical wellbeing, your ability to provide safe premises and the financial implications for the charity.

Q: If an outbreak of COVID-19 is traced to our hall, will we, trustees, or staff, be held liable?

A: If those responsible for managing the hall use reasonable endeavours to ensure the hall is cleaned and maintained in accordance with the Scottish Government COVID-19 Guidance, have prepared a COVID-19 Risk Assessment, see Appendix F, and have written records of the action taken this should reduce very substantially the risk of being held liable. Providing this is the case, and any insurer requirements met, any liability should be addressed in the usual way by the hall's public liability cover and legal expenses cover.

Not only would a claimant have to prove the committee had been negligent and that they caught the disease at the premises, they may be held to bear responsibility themselves by putting themselves in harm's way.

Q: Hirers want to use the hall but pay a reduced fee because their numbers will be lower, and they will be doing more cleaning. We can't afford this, because we have fixed costs to pay and are having to arrange more cleaning too. Do we have to allow it to open at a reduced fee if it's going to cost us more than the income?

A: It is up to trustees or committees responsible for managing charitable halls to determine what is in the best interests of their hall charity in the light of these exceptional circumstances and predicted financial situation. Contact Caithness Voluntary Group if you have any concerns about your hall and we will do our best to help you.

Q: What do we do if someone wants to hire the hall for an event at which we think social distancing might not be observed, such as a birthday party?

A: You will be entitled to refuse the booking. You might accept a booking for a future date with the caveat that it is subject to cancellation if Scottish Government guidance at the time would not permit it or it appeared requirements then in force would not be met.

Q: Where can we obtain a disposable apron and quantities of cleaning materials at low cost?

A: If your usual suppliers, supermarkets or DIY stores cannot provide these

Lyreco: <https://uk-corp.lyreco.com/gbr/>

Q: We are confused. When should sanitiser, soap and water or antibacterial wipes be used?

A: Provide what is most appropriate. Sanitiser tends to be more easily dispensed at entrances and exits, whereas soap and water are easily used in kitchens and toilets. For general cleaning, disposable cloths used with warm, soapy water or spray disinfectant are adequate. People can be encouraged to bring their own sanitiser, antibacterial wipes and tissues, because everyone is encouraged to wash their hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing their nose. Wipes must not be flushed down toilets, bins should be provided.

## 4. Finances

In view of the long term effect on hire income it will be particularly important that committees revise budgetary projections to the end of the 2020/21 financial year in order to identify whether the Small Business Support Grant, if eligible and claimed, will be sufficient to cover any deficit. This needs to be done at an early stage because, if its own free reserves are insufficient, the hall will need to allow time for approaches to be made for financial support.

Note that any restricted funds held by a charity are unlikely to be available for this purpose, such as donations or grants received for capital works. Financial support may be available from Highland Council or from local charitable or National Lottery funds where a charity is facing financial hardship and risk of closure because of COVID-19. A crowdfunding campaign might be launched.



## 5. Links to Scottish Government Guidelines:

### Route Map:

<https://www.gov.scot/collections/coronavirus-covid-19-scotlands-route-map/>

### Guidance for employers:

<https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/>

### “Catch it, Bin it, Kill it” Poster:

<http://www.nipcm.scot.nhs.uk/resources/respiratory-hygiene-catch-it-bin-it-kill-it/>

### Legionella risk:

<https://www.hse.gov.uk/legionnaires/>

<https://legionellacontrol.com/guidance/regular-flushing-control-legionella/>

### Face Coverings:

<https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/face-coverings/>

### Special PPE for personal assistants:

<https://www.gov.scot/publications/coronavirus-covid-19-ppe-for-personal-assistants/pages/how-to-get-ppe/>

### Outdoor sport and recreation:

<https://www.gov.scot/publications/coronavirus-covid-19-what-you-can-and-cannot-do/pages/sport-culture-and-leisure/>

### Guidance for social distancing and vulnerable people:

<https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/shielding/>



## Appendix A

Before re-opening the hall, go through the following checklist:

	TASK	DONE
1.	<b>Advise the hall's insurers</b> when the premises will be re-opening and check any requirements.	
2.	<b>Check the security code</b> or key logs are up to date.	
3.	<b>Carry out a COVID-19 Risk Assessment</b> in consultation with any employees, if you have any. (See Appendix F)	
4.	<b>Consider whether additional cleaning is required</b> , where and when. Consider arrangements for moving, stowing and cleaning equipment. A thorough clean of the hall should be undertaken before it reopens and the subsequent cleaning regime to follow will need to be identified. Ordinary household products can be used.	
5.	<b>Discuss with your caretaker/cleaner/contractor any changes in work patterns required</b> to ensure the hall meets the SG COVID-19 guidance. HSE provides a leaflet of things to discuss with an employee. Agree any changes in writing with cleaners/employees.	
6.	<b>Ensure the caretaker/cleaner has appropriate PPE:</b> Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required. Contractors should use their own equipment, but an employee should be provided with the necessary equipment.	
7.	<b>Flush through the water system</b> , five minutes for each tap or shower head, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray and wipe up afterwards with household disinfectant.	



8.	<b>Carry out the routine health and safety risk assessment of the whole premises as per the Village Hall Handbook.</b> Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge/freezer is working at correct temperature, the heating and hot water system operational. Ensure internet is working. Cut grass. Identify and address any items requiring attention e.g. light bulbs failed, trip hazards.	
9.	<b>Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date as per the Village Hall Handbook</b> e.g. fire exit doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and any alarm system are working.	
10.	<b>Provide hand wash facilities and paper towels:</b> Hand dryers are not recommended for use at the present time as they could disperse droplets containing the virus into the air and should be taped off. Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls and cleaning products, including disposable cloths, should be provided.	
11.	<b>Consider “Engaged/Vacant” signage at the entrance to male and female toilets</b> to limit the number of people within these areas at any one time and similar signage at other “pinch points”.	
12.	<b>Provide signage:</b> The poster showing that the premises comply with SG COVID19 guidance should be displayed at entrances (see Appendix C). The posters encouraging good handwashing techniques and hygiene “Catch It, Bin It, Kill It” available on the HSE and PHS websites should also be displayed. (See Section 6)	
13.	<b>Think about social distancing arrangements in corridors and at entrance and exits:</b> Consider using tape to mark out a 2m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the hall.	
14.	<b>Prepare special hire conditions and instruct booking secretary as to any changes in the Hall’s hire policy during re-opening,</b> i.e. which bookings can be accepted, and to provide hirers with a copy of the <b><u>HELP KEEP THIS HALL COVID-19 SAFE</u></b> poster (See Appendices C, D and E)	
15.	<b>Consider Marketing and Communications:</b> Ensure the website has up to date information, including special conditions of hire. Advertise availability as appropriate. Ensure answerphone message is up to date.	

## Appendix B

### COVID-19 Re-opening Questionnaire for hall user groups

In order for Trustees to make a robust plan of action in readiness for any proposed opening of Village Halls by the Government, it would be extremely helpful if you could complete and return the following questionnaire by .....2020. This can either be via email or paper versions can be left at:

Name of Group

Name of person completing form:

Address:

Postcode:

Email:

Home Tel:

Mobile Tel:

**Please tick appropriate answer**

<b>1.</b>	How likely are you to return to use the hall?	Yes No Maybe
<b>2.</b>	If you wish to return when would you consider returning?	July Aug Sept Oct Later
<b>3.</b>	When you return would you wish to hire the hall for normal sessions or would you like something different?	Normal  Different
<b>4.</b>	Which day of the week do you prefer to hire the hall?	
<b>5.</b>	What is your preferred time for hire? <b>Must include time for:</b> • set up • pack away time • sanitisation of groups personal equipment stored at hall	From  To
<b>6.</b>	Can you be flexible with hire times?	Yes No
<b>7.</b>	If only a morning, afternoon, or evening slot available which would you prefer?	Morning Afternoon Evening

8.	Which rooms are required? Please note – rooms not required will be secured from entry	Main hall Small room Kitchen Toilets Store
9.	Premises equipment needed. Specific numbers will enable efficient use of cleaner's time.	Number of Chairs Number of Tables List specific kitchen equipment Use of dishwasher
10.	All equipment stored at hall will need to be sanitised before and after use and will be the responsibility of the hirer to ensure this takes place after every session.	Name of person taking responsibility .....
11.	Will Group require use of Car Park/ garden or field? Please state which area(s)	Yes No
12.	<b>Any further comments</b>	

**PLEASE NOTE:**

- a) The hall will be: [thoroughly sanitised between hires by cleaner] [cleaned once per day by the hall cleaner]. The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire. Sanitiser or soap and water will be available on entry and exit to the hall
- b) The hall will have a weekly deep clean.
- c) Access will only be allowed during the specific time of hire.
- d) Persons waiting to collect hall users should adhere to social distancing at front of building or remain in vehicle.
- e) A group risk assessment will be required for hall usage.

f) Isolation facilities will be available in [the changing room area] at back of hall.

g) The hire charge of the hall will remain the same as before the outbreak for a period of [ weeks]. All organisations and groups will be given due warning of any increase. To comply with Government advice, the Village Hall Trustees wish to ensure all users can be guaranteed a safe and sanitised environment in which to return and access our facilities. A risk assessment will be available but may be subject to change at any time in line with Government and Village Hall Guidelines

The Village Hall uses personal data for the purposes of managing hall bookings, finances, events, and publicity. Please tick box to indicate that you agree to us holding your data for booking purposes: I agree to you holding my data:

## Appendix C

### Poster

### **HELP KEEP THIS HALL SAFE**

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 Inform [Test and Protect](#). Alert the hall cleaner on [insert a contact number] and alert the organiser of the activity you attended.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
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. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to/cannot] clean all surfaces at the hall between each hire.
8. **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.
9. **Keep the hall well ventilated.** Close doors and windows on leaving. This hall was last cleaned at [insert time] am/pm/eve on [insert date]

**This hall was last cleaned at [insert time] am/pm/eve on [insert date]**

## Appendix D

### Management of Social Distancing at Community Facilities and Activities

(when Scottish Government guidelines allow)

#### A Risk Based approach

Following the end of lockdown community groups need to know whether or not they can once again use community facilities to hold their usual – or a version of their usual – activities and, if so, what conditions may be appropriate so as to reduce the risk of spreading infection and address fear. The following takes a risk-based approach to a complex situation, bearing in mind: the hundreds of different kinds of organised activities which take place in or around village and community halls and playing fields; the important need to address isolation, loneliness and mental health issues and take advantage of the warmer summer months; the needs of families with young people; the need to enable people to remain fit and healthy; and the need for people who normally earn a living around community facilities to do so.

This note cannot cover every situation and is intended only as a guide to help halls draw up their own policy towards accepting bookings, so that the Booking Secretary knows how to respond to requests. The following points should be considered in risk assessing each potential hirer:

- **Can attendance at indoor activities be limited to the capacity figures the hall sets to comply with social distancing?** (E.g. a maximum of one quarter of the usual seating or standing capacity set for fire evacuation purposes). Will either numbers be limited, people seated in small groups, or side to side or contacts available, to limit spread and enable tracing in the event of an outbreak? What arrangements would be made if more people attend than the room has capacity for? (For example: A Pilates teacher will have a register and able to arrange a rota if needed. A seated activity might place seniors in groups of say 6. A meeting which usually takes place in a committee room may be moved to a larger space to allow social distancing).
- **The likely age of those attending.** If 70 or over, can arrangements be made to ensure social distancing throughout their use of the premises, including when using toilets.
- **Are the organisers willing to clean regularly used surfaces before the event,** while it takes place and before leaving?

- **Will very young children be attending**, who would find social distancing difficult, or babies who would remain in buggies or with their parents?
- **It may be possible to hold some activities outdoors over summer.** If so, what arrangements will be made in the event of rain or a cold snap?
- **Will other organisations be using the premises at the same time?** If so, what arrangements will be made to avoid contact between the different groups e.g. staggered start/finish times, Occupied/vacant signage for toilets?

## Low Risk

- **Activities which provide essential services**, already permitted: e.g. food and medicine distribution, community shops, making PPE, Pop-Up COVID-19 testing.
- **Maintenance and other forms of employment:** e.g. Fire Safety and Risk Assessments, maintenance and caretaking, Building work, Community Council, or other office.
- **Activities which can be held outdoors** and where social distancing can be readily achieved among small numbers: e.g. tennis, football training, keep fit type classes, dog training classes. Equipment should be cleaned regularly e.g. gate latches, handles, balls etc. See link to Scottish Government guidance in Section 6.
- **Activities held indoors where smaller numbers of people attend:** For example: yoga or Pilates classes where clients are well spaced, seated activities and meetings held in a large hall such as ordinary Community Council meetings (when small numbers of the public are expected), art classes, history group. Band practice for small bands. Indoor sports where participants are well spaced badminton, table tennis, and indoor bowls.

## Medium Risk (requiring more careful management)

- **Small events providing catering:** e.g. funeral teas, coffee mornings or pop-up café where seating can be out of doors and/or well-spaced. Occasional lunches for limited numbers of older people who can be seated well apart. NB Special arrangements should be made for vulnerable people in the shielding category who wish to attend, to enable participation and avoid their continued isolation.
- **Events for children and young people:** e.g. small organised activities where equipment can easily be cleaned, participants can be well spaced and/or children largely attend the same



school, e.g. cubs, parent and toddler activities, small youth clubs, railway modelling club, Sunday school, summer holiday playschemes, picnics or BBQs in outdoor areas.

- **Medium sized indoor activities and those involving active movement:** e.g. larger band practice (with wind instruments positioned away from other players); events with a seated but separated audience such as bingo, film or performances; dog training, dancing classes, Zumba.

- **Public consultation events:** A one-way system can be created, handouts provided at the end rather than at the beginning, someone should take names (for Test and Protect) so attendees do not share a pen and limit numbers.

### **High Risk:**

**Only permitted in accordance with Government advice, when issued:** Events with closely seated audiences, parties (including indoor children's birthday parties), wedding receptions, large numbers, sports involving bodily contact (e.g. football matches), choirs (where dispersal of droplets may occur), use of play equipment, cafes, bars, dining areas.

## Appendix E

### Sample Special Conditions of Hire during COVID-19

**Note:** These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

**SC1:** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the SG COVID-19 Guidance while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

**SC2:** You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

**SC3:** EITHER: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

OR

The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment. Use cloths - do not spray!

**SC4:** You will 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 and Protect system to alert others with whom they have been in contact.

**SC5:** You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC6:** You will ensure that no more than [insert number] people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system

within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than [e.g. two] people use each suite of toilets at one time.

**SC7:** You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC8:** You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape [insert or attach drawing or photo].

**SC9:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided [insert location] before you leave the hall.

**SC10:** [You will encourage users to bring their own drinks and food] OR [You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.]

**SC11:** We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**SC12:** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is [ ... ]. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall cleaner on [insert tel no: ].

**SC13:** Other special points as appropriate. E.g. For performances and other events with seated audiences: [You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row]. E.g. Where a group uses their own equipment: [You will ask those attending to bring their own equipment and not share it with other members] or [You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards]. E.g. [The hall is equipped with passive infra-red detectors which means that lights and taps come on automatically in the following areas: Please remind people not to touch these switches or taps.] E.g. [You will not attempt to clean the following items, which will be the responsibility of the hall cleaner]

## Appendix F

### Sample COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2020

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall's usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant. Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and CVG cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice. The potential mitigations are in three categories colour coded as follows;

Red – Actions based on Government advice (i.e. should be considered mandatory)

Orange – Actions that are strongly recommended

Green – Actions that you might like to consider

<i>Area or People at Risk</i>	<i>Risk identified</i>	<i>Actions to take to mitigate risk</i>	<i>Notes</i>
Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.	Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.

<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation</p>	<p><b>Staff in the vulnerable category are advised not to attend work for the time being.</b></p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Provide screen for any reception office.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p><b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b></p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>

Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create oneway system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.</p>	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.</p>



<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc.</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.</p>
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler, cooker/microwave</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels. Hand sanitiser, soap and paper towel to be provided</p> <p>Consider encouraging hirers to bring their own Food and Drink for the time being.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.</p>

Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether rearrangement or additional trolleys will facilitate social distancing.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.  Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	

Stage	Curtains Social distancing Lighting and sound controls	Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required	
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.	See National Rural Touring Forum guidance,

## Appendix G

### Sample COVID-19 Risk Assessment for hirers of Village and Community Halls

This sample document can be used as a guide to help your hirers produce their own COVID-19 risk assessment for use of your hall. Please be prepared to help them complete it in the light of your own premises. It is intended as a supplement to a group's ordinary Risk Assessment.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	<b>Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.</b>	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	<b>Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.</b>	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present
Respiratory hygiene	Transmission to other members of group	<b>Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</b>	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.

<b>Hand cleanliness</b>	<b>Transmission to other members of group and premises</b>	<b>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.</b>	
<b>Someone falls ill with COVID19 symptoms</b>	<b>Transmission to other members of group and premises</b>	<b>Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.</b>	

# Appendix H

## Scottish Government Route Map

### Outline of relevant key dates UPDATED 20/8/2020

#### With effect from Monday 13 July

- Organised outdoor contact sports, play and physical activity, can resume **for children and young people under 18** (subject to guidance)
- Face-to-face youth work can resume outdoors (following relevant guidance)

#### With effect from Wednesday 15 July

- Places of worship can re-open for congregational services, communal prayer and contemplation with physical distancing and limited numbers
- Museums, galleries, monuments, libraries, various other visitor attractions, cinemas (including drive-ins and **venues screening films**) – with physical distancing and other measures (e.g. ticketing in advance)
- All childcare providers can open subject to individual provider arrangements
- Easing of restrictions on attendance at funerals, marriage ceremonies and civil partnerships registrations, with physical distancing (limited numbers). Associated receptions are subject to restrictions on hospitality and household meetings

#### With effect from Monday 3 August

- Certain restrictions relaxed on some support groups and services and for sports coaches – once relevant guidance is implemented. Eg:
  - Non-NHS drug and alcohol support groups can provide essential services following relevant guidance and with physical distancing.
  - Relax restrictions on daily household limits for sports coaching – once relevant guidance is in place.

### **With effect from Monday 24 August**

- Certain OUTDOOR live events (involving open space or organised seating) with physical distancing, enhanced hygiene and restricted numbers (subject to guidance).
- Organised outdoor contact sports can resume for all ages (subject to guidance).
- Snooker/ pool halls and indoor bowling facilities – following guidance.
- Bingo halls (with physical distancing)
- Face-to-face advice services (eg Citizens' Advice) can resume – following guidance.

### **With effect from Monday 31 August:**

- Gyms (indoor) – following guidance.
- Swimming Pools – following guidance
- Indoor sports courts – including skating and dance studios – subject to relevant guidance:
  - Children aged under 12 – **All activity**
  - Adults and young people aged 12 and over – **Non-contact only**.
- Indoor activities for children and young people (unregulated) – following guidance which will vary by activity.

### **INDICATIVE DATES ONLY – LIABLE TO DELAY**

#### **With effect from 14 September - conditional on 10 September review**

- Soft play (indoor) - following guidance (eg no ball pools, enhanced hygiene)
- Certain indoor live events such as standing concerts – subject to guidance – with physical distancing, enhanced hygiene, and restricted numbers.
- Other indoor entertainment venues – following guidance – with physical distancing requirements (e.g. theatres, music venues). Not nightclubs.
- Indoor sports courts – including skating and dance studios – can be used by adults and young people (aged 12 plus) for contact sports – subject to guidance.
- Certain outdoor live events (involving focussed standing) with physical distancing and restricted numbers – subject to guidance.

#### **AWAITING FURTHER REVIEW:**

- Other indoor live events – subject to guidance – with physical distancing, enhanced hygiene, and restricted numbers.
- Non-essential offices and call centres can re-open following implementation of relevant guidance (including on physical distancing). Working from home and working flexibly remain the default.
  
- **Other organisations core funded by Highland Third Sector Interface to deliver support to community groups throughout the Highlands are:**
- **Voluntary Groups East Sutherland: [contact@vges.org.uk](mailto:contact@vges.org.uk)**
- **Skye and Lochalsh Council of Voluntary Organisations: [info@slcvo.org.uk](mailto:info@slcvo.org.uk)**
- **Voluntary Action Badenoch and Strathspey: [enquiries@vabs.org.uk](mailto:enquiries@vabs.org.uk)**
- **Voluntary Action Lochaber: [office@valochaber.org](mailto:office@valochaber.org)**

*There is currently no date for moving into Phase 4.*

