

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

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

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the building, as shown on the posters displayed outside and inside the building, in particular cleaning hands upon entry.

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

SC3: You undertake to maintain a register of all attendees for the purposes of Track & Trace.

SC4: You undertake to ask all members of your group to wear face masks where possible, unless there is good reason not to do so, for the protection of all involved.

SC5: You will ensure that attendees do not share equipment, books, etc.

SC6: At the end of the hire you will be responsible for cleaning all surfaces regularly used during your period of hire (including tables and other smooth surfaces) using your own suitable proprietary products. Please use cloths when cleaning electrical equipment - do not spray!

SC7: 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 after visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC8: You will ensure that no more than 30 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.

SC9: You will position furniture as far as possible to facilitate people seating side by side rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 1 metre across the table between people who are face to face.

SC10: We will have the right to cancel your hire if there are safety concerns relating to COVID-19, for example, if someone who has entered the building 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.

SC11: In the event of someone becoming unwell with suspected Covid-19 symptoms while in the building you should remove them to the designated safe area which is the accessible (disabled) toilet. Ensure you have the contact details of all your group and then you and your group should leave the premises, observing the usual hand sanitising and social distancing precautions, and you should advise them to launder their clothes when they arrive home. Inform the Booking Secretary on 01568 780559.