

Shebbear Village Hall – COVID-19 Guidance

The hall will be cleaned frequently, but as set out in the checklist, Village Hall users will be responsible for cleaning down after their bookings. Hirers will need to allow 15 minutes at the end of their booking, either by extending their booking time or by shortening the length of their activity.

Please do not arrive prior to the start of your booking time, to ensure that the hall is ready for you.

If the previous user has not vacated the hall, please wait outside until they have completed their cleaning schedule and left the premises.

Please ensure that your activity finishes on time to avoid delaying other bookings.

Remember the requirement for social distancing when arriving at the hall. Avoid congregating in the entrance hall, and make sure that all attendees wash and / or sanitise their hands on arrival.

Please do not enter the hall if you or members of your household have symptoms of coronavirus, you are awaiting the results of a coronavirus test, or you have been instructed to isolate by the NHS Test and Trace service.

Where required, face coverings must be worn in line with current Government Guidance.

Please follow all signage, and take notice of the one way system to enter / leave the hall.

All groups must record the names and contact details of all attendees, and must give this record to the Village Hall Chair at the end of their booking. These details will be securely stored in line with GDPR requirements and will only be kept for as long as necessary, but will be provided to the NHS Test and Trace service should we be required to do so.

Finally, please leave the hall as you would expect to find it, put all equipment away, empty bins including those in the toilets) used during your booking and take any rubbish home for disposal.

As a Committee, we have a responsibility to our hirers, group members and the wider community, and we are working hard to ensure that we're able to open safely.

However, if we do find that the additional conditions and requirements are not being met by individual hirers, then it will unfortunately be necessary for the Committee to cancel their future bookings until we are able to open as normal.