

EGERTON MILLENNIUM HALL

COVID-19 GUIDELINES

- 1.** It is recommended that you undertake a risk assessment to ascertain the feasibility of your booking going ahead safely.
- 2.** **EVERYTHING** you use or touch during your visit **MUST** be fully cleaned and sanitised before and after your event, this includes all Surfaces, door handles, taps, toilets and sinks. (Equipment is supplied for this)
- 3.** A one way system must be adhered to – I.e. in through the main entrance and exit through patio doors
- 4.** Social Distancing **MUST** be maintained - No more than 50 people inside the hall
- 5.** Good ventilation must be kept at all times, please ensure you open all doors (if possible) and windows while using the hall.
- 6.** You **MUST** keep a register (form attached) of name, address and telephone number of everyone who attends. This must be kept for 21 days and NHS Test and Trace informed if anyone shows symptoms of the virus within the 21 days.
- 7.** You are encouraged to bring your own food and drinks including crockery and cutlery to avoid any cross contamination in the kitchen.
- 8.** Only 2 people to visit the toilet at any one time.
- 9.** Chairs – as the upholstered chairs cannot be sanitised, we recommend whoever sets them out wears gloves (Not supplied). Alternatively use the black plastic chairs and sanitise after use.