



## **PROPOSAL FOR RE-OPENING OF LAVANT MEMORIAL HALL POST COVID-19 LOCKDOWN**

### **1. Introduction**

Government Guidance on restrictions for the re-opening of halls was published on 30 June 2020. A detailed interpretation of the Guidance was provided to halls and community buildings by AiRS (Action in Rural Sussex) shortly afterwards and continues to be updated.

The AiRS guidance states we should not re-open the Hall until we have identified the necessary safety, compliance, management and operational issues and established a plan to address and mitigate them.

To gain some idea of what regular Hall users required we asked them to complete and return a questionnaire. A majority of responses indicated:

- September would be the most practical return date
- Their ability to be flexible with bookings is limited

### **2. The Next Steps**

For an unattended hall a considerable amount of responsibility for what happens around a booking will devolve to the hirer e.g. keeping people who are unwell or isolating away, complying with social distancing and ensuring good hygiene practice. To facilitate this Lavant Memorial Hall Committee (LMHC) will be putting the following in place:

- A one-way entry and exit system to the Hall.
- Request hirers keep a record of attendees, dates and contact numbers for their groups to enable a trace and contact process should a member become ill.
- Set capacity limits on rooms and limit simultaneous use by more than one hirer and request users start later and finish earlier within their sessions to avoid congestion.
- Provide suitable sanitising and washing facilities, social distance marking and signage. An enhanced cleaning regime to be put in place although from a practical and affordable point of view hall users will be required to carry out some cleaning before and after use.

Given that some users currently have gatherings outside the permitted size limits and others having activities that are currently banned indoors LMHC will continue to update planning and guidelines where necessary.

### **3. Operational Detail**

To illustrate how LHMC has proposes to safeguard users at the Hall and in accordance with current guidance we have put together two floor plans:

- Access Area - One Way Flows and Social Distancing Grid Marks
- Disposition of Sanitiser Stations, Cleaning Materials and Signage

These should be read in conjunction with this proposal as follows:

**One Way Flow into and out of the Hall** – Entry to the Hall will be via the car park through the main entrance where there will be the first hand sanitiser station and hygiene signage. At busy periods it may become necessary to queue, socially distanced, outside the main entrance doors. There is also an additional sanitiser station with hygiene signage in the corridor leading from the main entrance.

The one-way flow continues straight ahead into the main hall as the corridor to the LHS outside the Main Hall will be taped off limiting entry only to the Quarantine Room. The corridor to the RHS outside the Main Hall will have a no entry sign until further notice.

**Inside the Main Hall (capacity of 21)**, the kitchen and facilities will remain closed until further notice as this area has the potential for complicated cleaning procedures. Hall users will therefore be encouraged to bring their own drinks and snacks. The Main Hall floor will be marked up with a 21-grid indicating 2 metre social distancing. To the LHS and RHS of the Main Hall there will be hand sanitisers stations with hygiene signage.

**Moving forward into the Green Room (capacity of 14)**, on the LHS and RHS there will be hand sanitiser stations with hygiene signage. Having entered the Green Room through the left hand door and in order to comply with the one way flow and 2 metre social distancing, re-entry into the Main Hall will only be permitted through the open folding doors- see no entry signs - unless you follow the one way flow signs via the corridor at the back of the stage round to the main entrance. The Green Room floor will have 14 spaces marked indicating 2 metres social distancing. There will be barrier tape across the serving counter at the kitchen end as this area will remain closed for the same reasons as the kitchen until further notice.

**Follow the One-Way Flow to Exit the Green Room and the Memorial Hall** – via the exit doors in the Green Room facing the Green. If re-entry is necessary this will be through the Front Entrance from the car park.

**Total capacity of Main Hall and Green Room one hirer until further notice is 35 individuals.**

**Memorial Hall Audio/Video equipment** is not to be used without our expressed written permission. This can be sought via the Booking Secretary.

**Toilet Facilities** are accessed via the corridor at the back of the stage. The two toilets/washrooms will be open and social distancing queuing will be required if necessary. The hand driers will be disconnected and paper towels and bins provided for hand washing. Exiting the hall will be via the Green room doors onto the Green.

**Disabled Toilet Facilities** are available at the main entrance.

**Quarantine arrangements** have been made away from the main use areas and situated in the sports section to be accessed via the corridor to the LHS of the main entrance in front of the Main Hall. There is also a separate exit from this area via the door at the end of the corridor adjacent to the Quarantine Room leading outside to the car park.

**Pinch Points** may occur at busy times and mainly in corridors. A wait and let pass social distancing stance will be required in these circumstances.

**Car Park** - a wait and let pass social distancing stance will be required in these circumstances.

**Risk Assessment** -LMHC will conduct and publish a Hall Risk Assessment before opening. Hirers will be encouraged to conduct their own risk assessments for their activity. LMHC may ask to review a hirer's risk assessment if we consider that the activity poses unusual risks.

**Fire Evacuation Plan** – remains unchanged for the Main Hall and Green Room

#### **4. Miscellaneous Items**

To ensure users comply with the above measures, signage will be put in place.

#### **5. Cleaning**

LHMC will have the Hall cleaned thoroughly three times each week before the Hall opens for the day, nominally on Tuesday, Thursday and Sunday. On the other mornings a clean of “frequently touched surfaces” (e.g. door handles, light switches) and toilets will be undertaken. Consumables will be topped up as necessary. It may prove necessary to adjust this schedule if booking patterns change.

Users will be required to augment this regime by carrying out their own clean of “frequently touched surfaces” in accordance with their own risk assessment for their activity. This will extend to any Hall furniture or equipment they wish to use. Users will be expected to clean again after their activity.