

## **COVID 19 Information**

The GROUP LEADER must:

- ensure that everybody attending their activity complies with the Covid-19 Secure Guidelines shown on the front door
- ensure that nobody attends the activity if they or anyone in their household has had Covid-19 symptoms in the last 7 days
- keep a record for a period of 3 weeks after the event of the name, email address and contact telephone number of all those present
- provide the record to NHS Track and Trace, if required
- use the Test, Track and Trace system to alert others with whom they have been in contact if anyone develops symptoms within 7 days of visiting the premises, and inform one of the trustees
- maintain social distancing in particular for any persons aged 70 or over or likely to be clinically more vulnerable to Covid-19
- move a person to the south room if they become unwell, and then ask everyone, including the unwell person, to leave the premises
- inform one of the trustees immediately that the hall has been vacated because a member of your group became unwell
- arrange furniture to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures, i.e. wear a mask
- ensure the premises are well ventilated throughout the hire, with windows and doors (except fire doors) open as far as convenient
- ensure windows and doors are all securely closed on leaving
- dispose of all rubbish created during your hire period.