

WEST END VILLAGE HALL

HELP KEEP THIS HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert our cleaning company on 0208 3906290 , alert the organiser of the activity you attended and e-mail the Hall's Trustees (admin@wevh.uk). You must get a Covid-19 antigen test.
3. **Maintain 2 metres social distancing as far as possible:** Queue on the social distancing markers to enter the Hall and observe the one-way system marked in the Foyer.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels can be found in the toilets.
5. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
6. **"Catch it, Bin it, Kill it"**. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. **Face coverings** must be worn unless an exception applies for your activity.
8. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
9. **Take turns to use confined spaces such as the storage room, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. **Keep the hall well ventilated. Close doors and windows on leaving.**
11. **Wash your clothes when you get home** to reduce risk of transmission.