

## Storton Lodge – COVID-19 Secure Guidelines

This document contains guidelines and information for hirers and users of Storton Lodge so they can remain as safe as possible from the COVID-19 virus. It is not a substitute for the guidance issued by the government which can be found through reference (a). This document is issued and maintained by the Storton Lodge Executive Committee.

Since government advice can change rapidly as the pandemic progresses it may be that some parts of this document will quickly go out of date. The Executive Committee will ensure that the current version will be available on our website: <http://www.goring-scouts.org.uk/stortonlodge.html>

These COVID-19 Secure Guidelines should be read in conjunction with the “Storton Lodge - Dos and Don'ts” document, also available at our website.

Following the government's confirmation of England's move to step 4 of the lockdown release plan on 19<sup>th</sup> July 2021, most legal restrictions affecting use of Storton Lodge have been removed.

Regardless of this we recommend users to continue to wear masks inside the hall, to open doors and windows for maximum ventilation, to adopt sensible social distancing, to use hand sanitisers and regular washing of hands, and to employ a one way system for entry and exit. The QR codes for Track and Trace are being left up and we encourage their use.

### 1. Statement of Intent

Although primarily a meeting place for Scouts and Guides, Storton Lodge (referred to as the hall for short) is also a community facility and we have developed these guidelines from government information published for community facilities. Each user of the hall needs to carry out their own COVID risk assessment.

Our intention is to keep all users as safe as possible, to prevent transmission of the COVID-19 virus between users of the hall. As a condition of hire, we require all hirers to adhere to the following guidelines which will allow us to achieve this goal for the maximum number of users.

The Executive Committee reserve the right to cancel bookings or to close the hall in order to protect users as the situation changes. If as a last resort we need to take either of these actions, we will not pay compensation to users affected, but we will refund fees paid in advance.

### 2. The COVID-19 Secure Guidelines:

The following key points that apply to all users.

- 2.1 **Minimise contact with individuals who are unwell.** Nobody should attend the hall if they have symptoms of COVID-19 or are self-isolating due to someone with symptoms in their household.
- 2.2 **Clean your hands often.** Sanitiser is provided at the entrance and exit to the hall, in all rooms, and there are handwashing facilities in the toilets.
- 2.3 **Respiratory hygiene:** Hall users are encouraged to avoid touching their mouth, eyes and nose.

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- 2.4 **Regular cleaning of surfaces that are touched frequently:** Door handles, light-switches etc will be cleaned as part of our regular cleaning. Cleaning materials will be available to hall users if they would like to carry out additional cleaning.

Please note: On entering the hall everyone (over the age of 11yrs) is advised to wear a face covering, unless they are covered under a 'reasonable excuse'. This could be for a gym class, if you need drink something, or if you have a health or disability reason to not wear one.

### 3. Hall Facilities

We are happy to reopen the kitchen for refreshment provision, but recommend that the number of people using it at one time is kept to a minimum. The First Aid box and cleaning materials are located in the kitchen for all hall users.

It is the responsibility of the hirer to clean any equipment that is taken out of the storage room (e.g. tables and chairs). Hirers must also clean the equipment before replacing in the storage area at the end of the session – spray disinfectant and blue roll tissue will be provided in the kitchen for this purpose. Any other equipment (e.g. table tennis tables) should also be cleaned before and after use by hirers, and replaced as found.

### 4. Hall Capacity and access

There is no longer a reduced capacity limit for the hall but we would encourage all users to consider maintaining social distancing where possible.

We have set up a one way system to enter and leave the lodge to prevent crossing over in the entrance hall. PLEASE ENTER THE BUILDING THROUGH THE MAIN DOORS FROM THE ROAD, AND EXIT THE BUILDING THROUGH THE FIRE EXIT into the garden.

Please open windows and doors to maximise ventilation.

### 5. How to Book Storton Lodge

- 5.1 Please contact the booking secretary by email, [stortonlodge@gmail.com](mailto:stortonlodge@gmail.com) until such time that the online booking system is reinstated on our website.
- 5.2 If government regulations change after a booking has been confirmed, the Executive Committee may need to cancel a booking, and will refund the booking fee if it has already been paid. No compensation will be paid for any cancellation.

### 6. What to do before you go to the lodge

- Before going to the lodge you need to consider the risks your event will encounter.
- 6.1 You will have been sent a copy of the lodge's own COVID-19 risk assessment and this will also be available on the hall's website <http://www.goring-scouts.org.uk/stortonlodge.html>
- 6.2 You should prepare and retain your own risk assessment based upon the template you will have been sent and this too is available on the website or from the booking officer. As part of this you will need to have thought through
- 6.2.1 how to maintain social distancing as much as possible,
  - 6.2.2 how to prevent people clustering outside the hall,
  - 6.2.3 how to gather and retain their contact details,
  - 6.2.4 what additional measures you need to put in place for vulnerable individuals attending your sessions

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- 6.3 You should also advise attendees to bring their own face coverings, and because some doors and windows may be open to provide ventilation, depending upon the prevailing weather, attendees should bring sufficient warm clothing to be comfortable.
- 6.4 You will need to bring writing materials or other ways of recording the contact details of all the attendees. This is a mandatory requirement for Track and Trace and you must maintain these records for a minimum of 21 days after the event has taken place.

### **7. Arriving at the lodge**

- 7.1 When you arrive at the hall enter through the main entrance double doors
- 7.2 Sanitise your hands and turn on the electricity MASTER switch
- 7.3 You should OPEN THE FIRE ESCAPE TO THE GARDEN and will allow ventilation, and wedge the door to the hall open.
- 7.4 Clean the high frequency contact surfaces eg door handles and light switches using disinfectant spray and paper (from the kitchen)
- 7.5 Please note the position of the hand sanitisers and make sure they work by using them.
- 7.6 Please set up the room in a socially distanced way – if you are using tables and chairs, please clean before and after use and replace them in the storage cupboard, at the end of the session.

### **8. Using the lodge**

- 8.1 Ensure your attendees enter and exit by the clearly designated routes. Point the exit out to them once you start your event. You should encourage people leaving through the entrance hall because this is a pinch point and increases the chance of virus transmission.
- 8.2 Take names and contact details for all attendees, even if they were there for a very short time. Retain these details for a minimum of 21 days in case you need to provide them to NHS Track and Trace. There is an NHS QR code on the wall in the entrance hall for people to use with the COVID-19 Track and Trace app: hirers should encourage all attendees to scan the QR code on arrival.
- 8.3 Please ensure that everyone wears a mask as appropriate and uses a hand sanitiser as they enter, and remind everyone to social distance as much as possible.

### **9. What to do if someone falls ill with COVID-19 symptoms at the lodge during your event**

- 9.1 Escort the user, keeping 2 m away, out of the nearest exit. Use hand sanitiser yourself.
- 9.2 Ensure all attendees put on their face coverings and immediately terminate your event. Check you have all their contact details and advise them to launder their clothes when they get home. All users should use hand sanitiser and go home.
- 9.3 Don't clear up, lock the hall and when you get home launder your own clothes.

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9.4 **Immediately** inform the booking secretary ([stortonlodge@gmail.com](mailto:stortonlodge@gmail.com)) about the situation so that other users can be prevented from entering the hall.

9.5 Call NHS Track and Trace to explain the situation and follow their instructions.

9.6 Should the person who was taken unwell turn out not to have COVID-19, then please inform the booking secretary so that the hall can be made available again to users.

### **10. What to do when leaving the lodge**

After your event please close up the hall using the following procedure.

10.1 Ensure you shut the fire exit and the windows that were open for ventilation.

10.2 Remove all items brought in for your event or by your attendees, including any lost property. We cannot offer storage due to the need for thorough cleaning.

10.3 Remove all rubbish your event has created.

10.4 Please return any chairs/tables used to the cupboard, cleaning them prior to replacing them.

10.5 Make sure that the hall floor is clean, and sweep if necessary

10.6 Clean your hands with sanitiser, and turn off all the lights and MASTER switch before exiting. Lock the front doors and return the keys to Westholme Stores.

### **11. What to do if someone who has attended the hall is taken ill with COVID-19 within 2 weeks of your event**

11.1 Tell NHS Track and Trace and provide them with contact details of all attendees.

11.2 Inform the booking secretary and they will take action to close the hall to prevent virus transmission to other people. Tell the other attendees of your event so they are aware.

### **12. Cleaning**

12.1 In order to provide consistent cleaning of the hall and toilets we will undertake cleansing of the premises frequently – typically between every 3 or 4 users. On that basis users can be confident the hall is in a fit state for them before they arrive. A record of when the hall was last cleaned is kept in the kitchen.

12.2 Should someone be taken ill with COVID-19 at the hall, or after having attended an event held there, the lodge will be closed for 72 hours and then cleaned before it is used again.

### **13. References and Links**

a) All COVID-19 guidance can be found at: <https://www.gov.uk/coronavirus>

Thank you for following this guidance and our procedures which will help you and all your attendees to have a safe and successful event.