

Lordship Hub Covid-19 Appendix for Activity and Group Hire

Date: June 2021

1. Rental of GAR 15 people maximum for stationary activities/meetings, 30 people for baby and toddler activities (children and parents counted), 10 people plus teacher for low impact physical activities (e.g. Pilates/yoga, capoeira, dance)
2. Anybody who is/has been displaying the recognised symptoms of COVID-19 in the last 48 hrs (or anyone in their household or workplace/school) cannot attend any activities at the Hub. We have the right to refuse entry to the building/room booked if you have Covid-19 symptoms. No refunds will be given.
3. The hirer and people attending the activity/group access the building through the main door maintaining social distancing on entry. It is the teachers/organizers responsibility to let people in, ensure they either sign the Covid-19 track & trace book (legibly and adding contact details) or scan in the QR-code and disinfect. The records will be kept for 21 days.
4. Please don't remove the book from the foyer and ensure that people are not congregating anywhere in the main building. Advise attendees to come in for the class, not much earlier so that they can go straight through to the General activities room.
5. Masks must be worn at all times when in the main building except for children under 11 and people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability.
6. Apart from the organizer everybody leaves through the back door of the GAR (the door that leads straight to the outside) Lordship Hub will provide a sanitisation area with disinfectant liquid and paper towels on exit.
7. Attendees can bring their own food and drink or purchase from the take away service from the hatch - walking around the building.
8. Only the toilet in the GAR may be used by hirer and attendees. Sanitization will be provided, but there will be no baby changing facilities. If a wheelchair user needs to use the dedicated disabled toilet arrangements need to be made beforehand or latest at the start of the class, meeting or activity.
9. To minimise contact and contamination please ensure that you bring all you need for your activity from home.
10. The organiser will encourage all participants to bring their own equipment. This includes paintbrushes, paper, mats etc. If any equipment from the Lordship Hub is used it is the

organisers responsibly to ensure that the equipment is disinfected before and after use. Disinfectant will be available.

11. Open Windows if possible at all to allow for air circulation. The key can be obtained from the office – key No 14 (in the key box). If requested the remote control for the projector as well as for the screen can be collected from the office.
12. It is the teachers/organisers responsibility to lock the GAR door during the activity.
13. Safe distancing will have to be observed at all times during activities. For exercise classes people are to stay in their designated spaces.
14. Hirers are responsible for reminding parents/carers accompanying children that they are responsible for supervising them at all times.
15. Story telling, singing and games with children are allowed if safe distancing is maintained. For other activities only background music is allowed.
16. For child and parent activities buggies will need to be taken into the room.
17. Participants may take off their face masks when engaged in a stationary activity and also during work outs. However, they should wear the facemasks when moving about the room.
18. 'No contact' activities are allowed until further notice, except between children and their parent/carer.
19. There is a first aid box in the room on top of the cabinet above the sink.
20. Cleaning and safe disposal of litter is especially important at this time
 - All waste should be bagged in the rubbish bins provided by the Hub.
 - All tables and chairs used and door handles and light switches should be cleaned with disinfectant provided.
 - All other Hub equipment used will have to be disinfected (including remotes)
21. All attendees leave through the GAR door at the back, which will need to be locked from the inside by the organiser at the end of the session. At least some Windows to be left open. The organizer then leaves through the front door alerting staff that they are leaving.
22. As there is a possibility of also letting people join the activity/meeting via zoom the attendees of activity/meeting will need to sign a form stating that they are happy with it being available on zoom.
23. We advise you to bring your own connector from whichever device you are using to the HDMI Connection.

24. If you or any of your attendees develop Covid-19 symptoms within 10 days of visiting the premises, they must alert NHS Test and Trace and Lordship Hub.

I agree with the terms and conditions above and understand that I am hiring the room from Lordship Hub at my own risk and am responsible for managing the activity/group in compliance with the guidelines as laid out above. I will advise anyone attending the activity/event that they do so at their own risk.

Name: _____

Signature: _____ Date: _____