**The Cabin at St Mary’s**

**Checklist for Hirers during COVID-19 as of 08/10/20**

1. **It is the responsibility of hirers to know and follow current government guidelines for their activity, and inform attendees as appropriate.**
2. Please make sure you have read the Cabin Covid-19 Risk Assessment and follow its guidance.
3. Please make sure that everyone likely to attend your activity or event understands that they **must not do so** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the Cabin they **must** let you know and use the NHS Test and Trace system to alert others with whom they have been in contact.
4. Ensure those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Cabin, as shown on the posters which are displayed at the Cabin entrance, in particular using the hand sanitiser supplied when entering the Cabin, before and after using the toilets and after using tissues.
5. Please use the free 30 minutes you are allowed at the start and end of your let to clean any surfaces that your group may come into contact with, as set out on the Cabin Covid Risk Assessment.
6. Please keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient.
7. Please follow current government guidelines re wearing masks, appropriate for your activity.
8. Ensure that no more than the maximum number of persons permitted in the space hired attend your activity/event, in order that social distancing can be maintained. This is:

* For the hall: 16 people from a maximum of 12 households
* For the meeting room: 4 people from a maximum of 3 households
* For the kitchen: 2 people  
  Note that for some activities you may decide that a smaller number of people is appropriate. For social events, the rule of 6 must apply.

1. Remind everyone in your group to maintain social distancing while waiting to enter the premises, in the hall and meeting room, and as far as possible in the lobby and kitchen.
2. Consider the management of the movement of people, especially at the start and finish of your event, to avoid bottlenecks and minimise the number of times people pass each other. For example you might ask the first arrivals to sit furthest away from the entrance, and those nearest the exit to leave first.
3. Please take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets without others being present. (For other people, passing another person in a confined space is less risky, but for older people that risk needs avoiding.)
4. Position furniture and arrange the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households.
5. You are required to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 21 days after the event and provide the record to NHS Test and Trace, if required. Please use the QR code if possible.
6. You will be responsible for ensuring the disposal of all rubbish created during your hire.
7. It is recommended that each individual brings their own refreshments. However, if refreshments are provided, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away.
8. Make sure you are aware of the COVID-19 Treatment Plan set out in Covid-19 Risk Assessment in the event of someone becoming unwell with suspected COVID-19 symptoms while at the Cabin and ensure it is followed.