

## West Wickham 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 which are:**
  - high temperature
  - new, continuous cough
  - loss or change to your sense of smell or taste
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace by alerting the following contacts:
  - The organiser of the activity you attended; AND
  - The Hall Booking Secretary                      01223 290972 or  
The Hall Chairman                                      01223 290559
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
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. **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.
8. **Take turns to use confined spaces such as corridors, 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.
9. **Keep the hall well ventilated. Close doors and windows on leaving.**
10. **Wash your clothes when you get home** to reduce risk of transmission.

This hall was last fully cleaned at \_\_\_\_\_ on \_\_\_\_\_

The hall is to be cleaned before and after each session by the hirers