

Community Centre

Gilesgate, Hexham

Northumberland

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Hexham & Tynedale

Community Trust

Dear Group Leader

Thank you for choosing to hire a room in Hexham Community Centre.

To keep your room hire as safe and comfortable as we can we would ask you to abide by the following rules.

BEFORE ARRIVAL

If you or any of your users have any of the Covid 19 symptoms please stay away.

ON ARRIVAL

Your users will have to use a mask and use some anti bac hand gel to go through the reception area. We ask people where possible to use their own masks. Spare masks and hand sanitizer will be placed for convenience.

Please could you ask your group to arrive promptly and at the same time. Under normal circumstances we encourage people to feel confident and happy to wander in as it suits them, however at the moment if everyone arrives promptly they will use the stairs and corridor at a similar time making it less likely they will cause obstruction for people coming in the other direction.

Please take a register of all your users and where permitted take the contact details of the group users to use in a track and trace situation, if someone should later fall ill.

DURING THE SESSION

Your room has been set up to your specifications. If you need any more furniture please let a member of staff know.

Your room will have been cleaned before you arrive.

Your group is asked to use the toilets closest to the room you are using. These toilets will have been cleaned before you arrive. They will be cleaned after you leave.

Any refreshments you requested will be served in cups washed in a dishwasher or in single use cups. If you need any more refreshments please let a member of staff know rather than help yourself.

You should have no more than ____ people in your group

Where possible people should be placed at a distance of 1 – 2 metres from each other.

People should not stray from the room unless it is to use the toilet, they should return immediately and directly. Please ask your group to take note of any areas they have been to in the building

If someone falls ill during the session, please immediately send everyone home to isolate for 14 days. Alert staff who will put on PPE, arrange for the afflicted person to get home, deep clean the area

AFTER THE SESSION

Sessions should end promptly and people leave quickly for similar reasons and to give staff time to clean the room before the next users.

Please make sure we have your contact details and arrange to keep your register in a locked cupboard for 21 days or lodge it with us. This register will be destroyed by us after 21 days and will be used for no other purpose than that stated.

