

# Crawley Down Village Hall

## PLEASE HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the Bookings Manager on 01342 714448 and alert the organiser of the activity you attended.
- 3. Maintain 2 metres social distancing as far as possible: Enter by the rear door and exit the Hall via the front door.**
- 4. Use the hand sanitiser provided** on entering and exiting 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 [do our best to/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. One individual only to use gents, ladies or disabled toilet facilities at any time, please use signs for vacant/engaged.
- 9. Keep the hall well ventilated. Close doors on leaving.**
- 10. Wash your clothes when you get home** to reduce risk of transmission.

**Please be advised that we reserve the right to close the Hall should an outbreak of the virus occur or the Government guidelines change.**

**Thank You**