

COVID-19 Protocols Version 2.0 March 2021 (all changes highlighted in yellow)

VICTORIA HALL EVENTS

- The event room layout will be configured to maintain designed social distancing of 2 metres between people and the total number of attendees will be determined in advance of occupation, considering any need for additional staff.
- All furniture will be arranged to enable social distancing.
- Face-to-face configurations will be avoided as much as possible.
- All furniture that must not be used but cannot be removed will be clearly marked.
- All furniture must be kept away from the door to maintain physical distancing on entry.
- The room will have disinfectant wipes provided, to the appropriate standard, to enable ad-hoc cleaning during the event.
- Bins will be provided in each of the venue rooms.
- The door must be secured open, using the fire door retainers, until all attendees arrive and again on their exit, to avoid unnecessary contact.
- Face coverings must be worn in Victoria Hall at all times except if you have an exemption on health grounds.
- A member of staff will open the event room and activate the fire door retainer to keep the door open. The staff member will wipe hands and then the door handle. To close the door - kick the locking mechanism.
- Attendees should pick up a disinfectant wipe on entry into the room and clean all surfaces and equipment in their area before starting the event/class. Attendees will enter the room one at a time and occupy the area from the farthest back space to the nearest to the door, whilst observing social distancing. Attendees will use the same space, furniture and equipment throughout.
- Attendees should not share equipment and materials. Victoria Hall will not supply any stationery, consumables or refreshments. This will be regularly reviewed.
- All regular clients need to supply their COVID-19 protocols to Victoria Hall management to approve.