

# Trustees of the Croft Hall

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## **Croft Hall and Covid 19: Guidance and information for Event Organisers of the Croft Hall**

On Wednesday 8 December, the Prime Minister confirmed that England will move to Plan B, due to the rapid spread of the new COVID-19 variant Omicron.

This is a fast-moving situation, and the Trustees strongly urge you to follow the latest measures to help keep everyone safe. Please keep abreast of the changes and updates by referring to:

[Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support)

**Should anyone be suffering from Coronavirus at the Croft Hall, the Trustees must be informed immediately so that cleaning and tracing can be undertaken.**

The Trustees have conducted a comprehensive risk assessment and attach a copy for your information. We recommend that each hirer conducts their own risk assessment too.

**Please comply with these guidelines and the various notices placed in the Croft Hall.**

- There are NHS posters displayed with the Croft Hall specific QR code, please use these to check into the Croft Hall for track and trace purposes, or maintain a full record of attendees
- Face Coverings are now mandatory in the Croft Hall and must be worn inside the building (unless subject to an exemption)
- Efforts should be made to avoid shouting to minimise the dispersal distance of air droplets.
- Please do not touch surfaces unnecessarily

**Our Risk Assessment requires Event Organisers to:**

- Stay at home if you feel unwell and do not attend the event
  - Get a PCR test and self-isolate in accordance with current Government advice
  - Require attendees to sanitise their hands on arrival and departure and other times as required.
  - Collect tables and chairs from store when required, and to clean both before and after use, returning them to the store – cleaning materials are available in the foyer
  - Ensure that the foyer does not become congested
  - Let fresh air into the Croft Hall by opening outer and room doors and windows for the duration of the event. Please ensure that all doors and windows are closed and locked on departure
  - Whilst capacity limits have been lifted in the Croft Hall, all attendees are now required to wear face coverings, unless medically exempt
  - Maintain good hygiene practices, including regular hand washing with soap and water or hand sanitizing, covering coughs and sneezes
  - Be considerate of anyone who is Clinically Extremely Vulnerable, for whom the advice to shield has been lifted. They may feel cautious about attending a more crowded event. It is important to help allow those people extra space so that they feel safe
  - Use the NHS QR code for Croft Hall for those wishing to check in using the NHS COVID-19 app as this is still being encouraged
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- Please note that NHS Covid Pass requirements are not applicable for the Croft Hall as capacity is less than 500 people

Contact for Nick Furr, Bookings Trustee: Email: [bookings@crofthall.co.uk](mailto:bookings@crofthall.co.uk) or Tel: 07767 610721