



Catshill Village Hall – Code of Conduct

In order to reduce the risk to all who use, manage and maintain the Village Hall we have introduced a strict but simple code of conduct.

1. Before entering the building please do not congregate around the entrance. If you are waiting to be admitted please respect the 1 metre+ rule.
2. Please enter the hall one at a time. A hand sanitising station is situated on the wall in the lobby, the main hall and the meeting room. Please sanitise your hands on entering and exiting the main hall, meeting room, kitchen or toilets.
3. Lidded pedal bins are situated in the meeting room, main hall and toilets – please dispose of any tissues in these bins – **DO NOT LEAVE TISSUES LYING AROUND THE HALL.**
4. There is strictly no admittance to the kitchen for anyone other than the hirer/group organiser, and/or their nominated kitchen staff. Strictly no more than 3 people should enter or be using the kitchen at any one time.
5. We have provided blue roll in the kitchen - please use this to dry cups, spoons etc that you may use and to sanitise the surfaces when you leave.
6. We have provided paper towels in the toilets. Please place paper towels in the bins provided.
7. There is strictly no admittance to any storage cupboards other than for your group leader and one other designated helper.
8. When leaving the hall please use the exit door as advised by your group leader/hirer.
9. Please leave the building in an orderly manner and avoid gathering at the door; again, remember the 1 metre + rule.
10. Finally, **PLEASE DO NOT ENTER THE HALL IF YOU HAVE ANY OF THE SYMPTOMS ASSOCIATED WITH COVID-19**

By working together, we can preserve the safety of others. We thank you for reading and adhering to our new code of conduct.