

St John the Evangelist Centre

Guide for Hirers following re-opening during COVID-19

1. This Guide is intended as a supplement, during COVID-19, to the Community Centre General Terms & Conditions of Hire, which will be the basis of your booking.
2. Hirers are required to produce their own risk assessment before using the Centre.
3. The Centre advises and encourages the:
 - use of masks in the Centre
 - washing or sanitising of hands on entering the Centre, using the sanitiser provided
 - opening of doors and windows where possible to maximise ventilation
 - optimum use of space to achieve social distancing wherever possible
 - use of the NHS Test and Trace, to sign in on arrival using the QR code provided.
4. It is the Hirer's responsibility to ensure COVID-19 cleanliness of the rooms at the end of each booking, using the wipes and sprays/cloths that are provided. We ask you to clean all surfaces people have touched, including the following:
 - Table-tops
 - In & out access door handles
 - Seat tops
 - Toilet handles
 - Window handles
 - Push plates
 - Any used equipment, especially kitchen items, such as kettles.
5. If bins have been used these will be emptied by the Caretaker.