

Harmony Hall Covid-19 Policy – September 2020

This policy has been drawn up in accordance with the latest Government guidelines for mixed use community venues reopening during Covid-19. The policy, its conditions and requirements act as an addendum to the CREST Waltham Forest/Harmony Hall conditions of hire. This policy will be reviewed and updated to reflect any new or amended Government guidance and is intended to mitigate risks as far as possible and keep building users and staff safe while using the premises. Links to the most up to date Government guidance can be found at the end of this document.

CREST Waltham Forest has a duty to ensure that all building users understand and adhere to this guidance. Group leaders/facilitators will need to sign acceptance of this policy and ensure that all group attendees read, understand and adhere to the premises Covid-19 policy.

- **General** - You the hirer/user, will be responsible for ensuring those who attend your activities at Harmony Hall comply with the buildings' Covid-19 policy in all respects. Hirers will be required to undertake and comply with actions identified in the premises Covid-19 Risk Assessment.
- **Mask wearing** - Government guidance is that masks must be worn by those entering or using community venues unless the individual or type of group activity is exempted. (Please check Government guidance on specific exemptions that may apply to you or your group activity).
- **Handwashing** - Hand sanitising dispensers have been sited in all hire spaces and at access points around the building. We would ask all building users to sanitise their hands upon entering the building and to ensure good hand hygiene is practised regularly while in the building.
- **Cleaning** - All groups will be required to set aside time within their hire time, both before and after their group, to clean all hire spaces used including toilets, and to ensure surfaces that are touched most often such as tables, chairs, door handles and light switches are disinfected after use. Cleaning materials will be made available for groups in each hire space. Additional cleaning will also be performed by Harmony Hall staff and cleaners.

- **Social Distancing** – Building users are asked to maintain the recommended 2 metres social distance between others, or 1 metre with additional mitigation measures such as mask wearing where greater distancing is not possible. Groups will be required to ensure their users are spaced out and hire spaces including tables and chairs are configured to enable users to be adequately distanced. Group numbers will be capped in individual hire spaces to ensure that adequate social distancing can take place. The Government guidance is a maximum of 30 people in hire spaces big enough to accommodate those numbers while allowing for the 2-metre social distancing. Larger groups should consider staggering attendees or splitting sessions into two to ensure maximum numbers are not exceeded. When groups finish, we would please ask attendees to vacate the building quickly through the correct exits and to avoid congregating in the corridors or reception areas.
- **Children's Groups** – Children's activities where parents ordinarily drop their children off at Harmony Hall will be asked not to come into the building and to drop their children at the front door. Group facilitators for children's activities should put in place additional measures to ensure children are dropped off safely and supervised when entering the premises.
- **Suspected Covid-19 Symptoms** – Anybody with suspected Covid-19 symptoms should self-isolate and seek testing immediately and should under no circumstances access the building. If anyone else in their household has had suspected Covid-19 symptoms in the last 7 days, then they should not access the building. Anybody feeling unwell while at Harmony Hall should report this immediately to staff. All group facilitators must report immediately to staff if anybody who has attended activities at Harmony Hall tests positive for Covid-19. This enables hire spaces to be deep cleaned and contact tracing for those who may have had contact.
- **Contact Tracing** – Harmony Hall user-groups will be required to keep a record of the names and contact numbers of group members attending each session. Contact tracing sheets will be provided to groups by Harmony staff and must be returned to staff at the end of each session. Harmony Hall will keep this information confidential and will destroy records after 21 days in accordance with the Government guidance.

- **Entrances/Exits** – Harmony Hall will, where possible, minimise people’s contact by having one way into the building and one way out. Due to the nature of the layout of Harmony Hall and the mix of groups on certain days, this may not always be possible, and entrances and exits may be different than those used by groups normally. During certain times when higher risk groups use Harmony Hall (such as elderly groups or groups with increased health vulnerabilities), certain areas of the building may be inaccessible to other building users. We apologise to building users for the restrictions on these days but hope everybody understands the need for the premises to put in place additional measures to safeguard vulnerable user groups. At times, the corridor may be partitioned off and building users may only have access to certain toilets. We would ask all building users to strictly adhere to these restrictions to protect vulnerable users or user-groups.
- **Singing/Faith Groups** – We would ask all performing arts or faith groups to familiarise themselves with the guidance surrounding singing and other faith activities. Recorded music is recommended over live music and any limited singing must be a small group and involve no audience singing. Groups are encouraged to minimise the touching of shared objects during worship, including books – where this is not possible, books and shared objects should be quarantined for 48 hours after use. The sharing of food and drink should be avoided, as should the use of communal vessels. Where possible, faith leaders should discourage cash donations for other forms of contactless giving. If this is not possible, cash should be collected in a receptacle set in one place and not passed around. People should avoid singing, shouting and raising voices. This is because of the potential for increased risk of transmission from aerosol and droplets.

Activities such as singing, chanting, shouting and/or playing of instruments that are blown into should be specifically avoided by congregations/worshippers. This is because there is a possible additional risk of transmission in environments where individuals are singing or chanting as a group, and this applies even if social distancing is being observed or face coverings are used. Therefore, spoken responses during worship should also not be in a raised voice.

Please see the link at the end of this document for Government guidance on faith activities and singing, restrictions and exemptions, including a further link to performing arts guidance.

- **Children’s groups** – Any user groups that have children attending will have to demonstrate through their risk assessment document that they have fully understood the guidance relating to children and how to mitigate the risk of transmission. All activities by children should be risk assessed. Children should follow the general guidance related to all, regarding hand hygiene, social distancing etc. Activities that present a risk of transmission should be avoided, such as shared toys or other items. Mitigation measures in a classroom setting might involve limiting numbers, social distancing or having all children seated the same direction. Please see links attached for Government guidance on children’s groups.
- **Ventilation** – Where possible, hire spaces should be ventilated. Speak to staff members if you need the heating adjusted to facilitate this.

I confirm that I have read, understood, and will adhere to the conditions and responsibilities as detailed in the Harmony Hall Covid-19 Policy and Covid-19 Risk Assessment.

Signed.....

Name.....

Date.....

Group name.....

Government guidance for multi-purpose community facilities -

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities?s=03#permitted-activities-in-multi-use-community-facilities-signposting-to-relevant-guidance>

Government guidance for safe use of places of worship -

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

Government guidance on protective measures for holiday and after-school clubs –

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Government guidance on protective measures in education -

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>