



# Stair Community Centre

## Special COVID-19 terms & conditions for Hirers ~ Updated

### **PLEASE NOTE:**

- a) The Centre is cleaned once per week by the Centre's cleaning service.
- b) The hiring group will be responsible for cleaning surfaces regularly during and at the end of the hire. Hand sanitiser will be available on entry and exit from the Centre and in all meeting rooms.
- c) Access will only be allowed during the specific time of hire.
- d) Persons waiting to collect Centre users should adhere to social distancing at either entrance(s) to the building or remain in the vehicle.
- e) The hiring group must carry out their own risk assessment.
- f) If anyone becomes ill at the Centre they should either return home immediately or remain in the room and call 999. The rest of the group should return home and self-isolate until they hear that the person has tested negative.
- g) The hirer will be required to keep a list of names and contact details of attendees at each session.

To comply with the Scottish Government's restrictions, the Committee wish to ensure all users can be guaranteed a safe and sanitised environment in which to return and access the Centre's facilities. A risk assessment will be available but may be subject to change at any time in line with the Scottish Government's restrictions.

### **Special Conditions of Hire during COVID-19**

**Note: These conditions are supplemental to, not a replacement for, the Centre's ordinary conditions of hire.**

#### **SC1:**

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the Scottish Government's Coronavirus Lockdown Restrictions when entering and occupying the Centre. The restrictions are detailed on the attached poster, which is also displayed at the Centre's entrances, in particular, the use of the hand sanitiser supplied when entering and leaving the Centre, and after using tissues.

#### **SC2:**

You undertake to comply with the actions identified in the Centre's risk assessment, of which you have been provided with a copy. You are required to keep a list of attendees and their contact information.

#### **SC3:**

You will be responsible for cleaning door handles, light switches, window catches, tables, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your hiring group arrive, using the Centre's products supplied. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

**SC4:**

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days. If they develop symptoms within 7 days of visiting the Centre, they **MUST** use the **Test and Protect** system to alert others with whom they have been in contact and contact *NHS Inform*. They must also inform you, so you can notify the Booking Secretary, Kate Gulliver on (01292) 5591723, to allow the premises to be cleaned accordingly.

**SC5:**

You will keep the Centre well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC6:**

You will ensure that the number of people attending your activity, enables social distancing to be maintained as appropriate. You will ensure that everyone attending maintains social distancing while entering and leaving the building and, as far as possible, when using more confined areas, e.g. moving and stowing equipment, which should be kept as brief as possible.

**SC7:**

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19.

**SC8:**

You will position furniture or the arrangement of the room as far as possible to facilitate people sitting side by side, rather than face to face and maintaining social distancing as appropriate.

**SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, to be placed in the rubbish bags/bins provided in each of the room. These will then need to be double bagged and date labelled before being placed in the wheelie bin outside as you leave the Centre.

**SC10:**

If drinks or food are made you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried, and stowed away and to clean the kitchen. If you use any tea towels, please take them home and wash them before returning them to the Centre. Do not leave wet tea towels to dry at the Centre. We will provide washing up liquid and disposable washing up cloths.

**SC11:**

SCA have the right to close the Centre if there are safety concerns relating to COVID-19.

**SC12:**

In the event of someone becoming unwell with suspected COVID-19 symptoms whilst at the Centre, inform the Booking Secretary, so that the Centre can be closed and cleaned before any other users attend, see para. f) above.

**SC13:**

If you use the Centre's equipment, you will ensure that any equipment is cleaned before use and before being stored away in the Centre's cupboards and/or storeroom.