

# The Morrell Room

## COVID- Secure Guidelines and Requirements for Hirers

Dated 30.8.20

The Morrell Room Committee aim to keep all users as safe as possible, whilst being able to keep the Morrell Room as a community resource. This can only be done with the careful support of all who use the Morrell Room, particularly those running classes, activities and events.

This document is based on the Morrell Room Risk Assessment, which in turn draws on Government regulations and guidance relevant to community facilities. It may be that some parts of this document will be superseded at short notice. We will do our best to update this document when we receive new information, and to inform you that we have done so. An up to date copy of the most recent document will be available on our website <https://www.morrellroom.org/themorrellroom>

It is the responsibility of all hirers to ensure that they are familiar with the latest regulations and guidance from the Government, West Berkshire Council or their own professional bodies, for whatever purpose they are using the Morrell Room.

**The first responsibility of the hirer is to prevent the virus from entering the Morrell Room. To this end they must ensure that, during their period of hire, nobody displaying symptoms of having contracted the virus should be allowed on to the premises.**

Hirers must accept that the Morrell Room committee may not permit the use of the Morrell Room for certain activities, or at certain times, in order to comply with regulations/guidance, and its own risk assessment. If Government regulations change, after your booking has been confirmed, you must accept that the Morrell Room may need to cancel your booking, or amend the requirements or timings.

### 1. Introduction.

There are three main ways in which the Covid-19 virus can be transmitted.

- From surfaces.
- Through the air.
- Through close contact with another person.

All Morrell Room users must play their part in preventing the spread of the virus, and ensuring that it is not brought into the building.

## 2. Key requirements:

**Prevention.** Nobody must enter the Morrell Room if they, or anyone in their household, has had COVID-19 symptoms in the last 7 days and/or has been diagnosed with Covid-19 and/or is required to quarantine for any reason connected with Covid-19.

**Hygiene.** Users must follow Government guidance re hygiene, including clean hands and care with coughing and sneezing, and disposal of tissues. Sanitiser is provided at the entrance and exit to the Morrell Room. Soap and disposable paper towels are in the toilets.

**Keep surfaces clean:** hirers must ensure that light switches and door handles (and any other surfaces that are touched by users, such as ballet bars, are wiped with sanitiser, by the hirer or someone on behalf of the hirer, on arriving and leaving.

**Maintain social distancing:** Government guidance requires a minimum of 2 metres between people from different households. Where this is not possible, a distance of 1 metre must be maintained, provided that mitigation measures are also used (avoiding being face to face with anyone, ensuring good ventilation and following hygiene guidelines). Most areas within the Morrell Room allow for 2 metre distancing, as long as numbers of participants are adjusted accordingly. Interaction between more than two individuals or households is discouraged.

**Face coverings:** currently required to be worn in village halls such as the Morrell Room.

## 3. Morrell Room Facilities

In order to keep the Morrell Room safe for all users, some parts of the building are now **out of bounds**. See the plan at the end of this document. Even if you would usually expect to have access to these spaces, please respect the reasons why this is currently not permitted, and ensure your users do not breach this requirement.

### Available to hirers

- The Main Hall and corridor between main hall and cloakroom area.
- Cloakroom area with the Gents urinals, Disabled Toilet and the Ladies toilets nearest the entrance door.

### Out of bounds to hirers

- The Green Room, which is the room between the cloakrooms and main hall.
- The chair cupboard, which is where chairs and tables are stored.
- The Mezzanine Gallery (above the kitchen)

- The kitchen, unless a special arrangement has been made\*\*
- The ladies toilet closest to the Green Room.

#### **Available by special arrangement.**

- \*\*The kitchen will be generally out of bounds. However, there are some exceptions, when specific permission will be given by the Caretaker, for example, when a single family is using the Morrell Room.
- Cupboards. Specific permission will be given by the Caretaker, on request, if users need to access their cupboards in the Green Room, Chair Cupboard or Gallery, for a specific time-slot to be agreed with the Caretaker.

#### **Use of tables and chairs**

Because the chair cupboard is out of bounds, and for reasons of hygiene, if your event needs tables and chairs these will be put out for you by the caretaker in a layout that you will need to request in good time before your use of the Morrell Room. The Morrell Room has bought extra chairs that are washable. The fabric covered chairs will not be used.

#### **4. Hall Capacity**

The requirement for 2 metre social distancing means that the capacity of the hall is significantly reduced. This new capacity is approximately 20 people, depending on the use of the hall. For activities involving use of floor mats, this reduces to approximately 8.

#### **5. One way system.**

To ensure social distancing, the Morrell Room will now be operating a one-way system, with only one entrance and one exit.

- The only entrance is the door closest to St. Mary's Church.
- The only exit from the building is the door closest to the High Street.
- The corridor between the cloakrooms and the main hall is two-way, but only one person can be in the corridor at any time. The only reason anyone would be walking back along the corridor, towards the entrance door, is if they need to use the toilets.

The Morrell Room exit doors open into the street, which is used by vehicles as well as pedestrians. Please take particular care when exiting the building, both to avoid traffic, or close contact with pedestrians.

It is essential that Morrell Room users do not congregate outside either the entrance or exit doors, for reasons of social distancing, but also to reduce danger from traffic.

## 6. Before using the Morrell Room

You will have been sent a copy of the Morrell Room's own COVID-19 risk assessment and this will also be available on the Morrell Room website. <https://www.morrellroom.org/>

All hirers must think carefully about how they will use the hall for their event/activities and any layout which will be required to maintain social distancing. Please refer to the floor plans on the final page below.

Hirers should prepare their own risk assessment based upon the Morrell Room template, to share with the Morrell Room management committee and Caretaker. As part of this you will need to have thought through how to:-

- ensure all attendees maintain social distancing,
- prevent people clustering outside the Morrell Room
- ensure you have contact details for everyone
- limit numbers as required
- control access to the toilets.

**It is essential that no one comes into the Morrell Room before the time specified as the start of your booking, and that everyone has left the Morrell Room by the time specified as the end of your booking.** This is so that the caretaker/cleaners can be sure the Morrell Room is empty when cleaning, setting out chairs etc. A minimum 30 minute gap between bookings will be required.

This may mean that you need to amend the timing of your booking to take into account extra set up and clear up times, and the fact that it will take longer for people to arrive and depart when observing social distancing.

Before your event you must inform your attendees:-

- That the hall kitchen is closed, so any refreshments will need to be brought in and taken away again.
- To bring face coverings.
- That they must not enter the Morrell Room if they, or anyone in their household, has had COVID-19 symptoms in the last 7 days and/or has been diagnosed with Covid-19 and/or is required to quarantine for any reason connected with Covid-19.
- Which doors to use to enter and exit the hall, and the restrictions re access to the green room, kitchen and toilet.

- That windows will be kept open to provide necessary ventilation, which means that the Morrell Room may be colder than usual.

It is a legal requirement for that hirers keep contact details of all their attendees for Track and Trace. These records must be retained for a minimum of 21 days.

## 7. Arriving at the Morrell Room

Enter through the door closest to St. Mary's Church.

On the nearest windowsill you will find **cleaning wipes that can be used to clean** light switches, door handles, and anything else that will be touched by your attendees.

You should open the windows, if they are not already open.

## 8. Using the Morrell Room

- Ensure your attendees enter and exit by the clearly designated routes. Point the exit out to them once you start your event.
- Do not allow anyone else other than your attendees to enter the hall whilst you are there (in particular, passers-by should not be allowed to use the toilet).
- **Lock the door after all the attendees have arrived to ensure people don't come in from the street.**
- Make sure everyone uses a hand sanitiser as they enter.
  
- **Only one person may enter each toilet cubicle at a time.**

**A maximum of two people can wait for the toilets, and must stand back against the wall, where marked. One of the ladies' toilets is currently out of bounds**

The corridor between the toilets/entrance and the hall is a pinch point , so only one person to be in that corridor at any time. Hirers must make sure users know that they cannot enter the corridor if someone else is already using it.

People should close the toilet lid before flushing the toilets, and wash their hands before exiting the toilets. There are pedal operated bins for discarding used paper towels. The hot air dryers will not be working.

## 9. Leaving the Morrell Room

After your event/activity please:-

- Ensure all participants, and hirers, have left the building by the end of the booked time. It is essential that there is a clear 30 minutes before the next booking.
- Remove all items brought in for the event or by attendees including any rubbish.
- Leave all chairs and tables where they are so they can be cleaned.
- Leave windows open.

## 10. Cleaning

We aim to clean the Morrell Room surfaces at least once a day, and, when feasible, between bookings, but this will not always be possible.. The Morrell Room will be closed for 72 hours if it receives a report that someone may have had Covid-19 whilst in the building.

## 11. If someone falls ill at the Morrell Room.

- Escort the user (keeping 2m away) out of the exit, or if they don't have transport home, to the Isolation Room, which is area by the Exit Door. Use hand sanitiser.
- Immediately terminate the event. Check you have all contact details and advise attendees to launder their clothes when they get home.
- All users should use hand sanitiser and exit through the middle emergency doors on the street wall of the Morrell Room.
- If necessary, arrange transport to get the unwell person home and advise them to get tested immediately. Once they leave, use hand sanitiser. Lock the hall and when you get home launder your own clothes.
- Immediately inform the caretaker or one of the Morrell Room Management Committee (contact details below) so that other users can be prevented from entering the hall.
- Call NHS Track and Trace to explain the situation and follow their instructions.
- Inform the caretaker of the outcome of the Covid-19 test as soon as possible.

## 12. Charges

The Trustees of The Morrell Room reserve the right to cancel bookings or to close the Morrell Room in order to protect users as the situation changes. If as a last resort we need to take either of these actions, we will not pay compensation to users affected, but will not charge users for hire.

The Morrell Room will not charge for any extra time you need to add to your classes to ensure you are able to comply with the above.

### **13. References and Links**

General COVID-19 guidance can be found at:

<https://www.gov.uk/coronavirus>

Specific guidance for the safe use of multi-purpose community facilities can be found at:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

### **14. Contact details**

Caretaker – Andy Taylor 01491 873855 / 00 44 7999 407705

[info@morrellroom.org](mailto:info@morrellroom.org)

Back up contact details to be supplied before the Morrell Room reopens.

## MORRELL ROOM COVID-SECURE FLOOR PLAN

