

Buckden Institute – Reopening – September 2020

Given existing Covid19 regulations regarding social distancing and types of events which are permitted in Community Buildings, the Committee have determined that a phased plan is the safest and best approach to re-opening the Institute.

The first phase will allow for meetings or activities involving small groups of local people only. Subsequent phases will (we hope) allow for larger and more ambitious activities and will be implemented progressively in the light of changes to government regulations, and our experience of running the hall in a Covid Secure way.

The following principles have been determined for Phase 1 re-opening:

- Covid19 control measures will be determined by **Risk Assessment**
- The use of the hall will be limited to **village activities and groups only**
- There will be a minimum of **72 hours +1 day** between each booking – the hall will be cleaned at the end of each 72-hour period
- There will be a **maximum of 12 people** permitted in the hall at one time
- There will be a **one-way system**, with entry through the current emergency exit, and exit through the main door
- Hall users will use **sanitiser** on arrival and departure and before and after using the toilet
- The **kitchen, the former ladies' toilet and the three storage areas** will not be used and will be locked
- There will be a **track and trace** system in place – the hirer / event organiser will be responsible for recording the names of attendees
- Only the **disabled toilet** will be used during bookings
- **2 metre social-distancing** should be operated wherever possible - where not possible **1 metre with face-covering** is required
- **Responsibilities** of event organiser/hirer defined and documented in a Hiring Agreement
- **Discussions** will be held with regular event organisers / hirers prior to re-opening
- No **cash payments** will be taken - any payments to be by BACS
- The **key box** will not be used – keys will be available from nominated keyholders
- The hall will be **ventilated** when in use - doors open or fan & windows

There is a lot of detailed work to be done to realise these principles and the committee has already identified a significant amount of detail – this covers both procedural issues, and also changes to be made to the hall to enable them to be implemented. The committee will be continuing to work on this over the coming weeks, with the objective of re-opening the hall, in a Phase 1 state, by early September

Any questions may be emailed to hall@buckden.org or discussed with a member of the committee

Buckden Village Institute Committee

11th August 2020

Charity registration number: 1002078