

## **Buckden Institute – Covid-19 Security Measures August 2021**

- **On arrival** at the hall, take care to ensure social distancing while waiting to enter
- **Face-coverings** to be worn whenever practicable – e.g. when entering, leaving and when moving around the building
- **Please do not enter the Hall if:**
  - you have symptoms of Covid19
  - you have tested positive for Covid19 in the last ten days
  - you are living in the same household as someone who has symptoms or has recently tested positive
  - you come from an area of the UK which is subject to enhanced Covid19 measures
  - you are required to isolate by Government regulations on overseas travel
- The **maximum number** of people allowed in the hall at any one time is **16 + 2** organisers.
  - Maximum of **2 people** permitted in Kitchen
  - Only designated facilities and equipment to be used
- Please use **sanitiser** provided on entry and exit, after using tissues and before and after using toilets
- Please practice **social distancing** from those you do not live with
  - **2 metres** where possible - **1 metre** minimum
- Please ensure that your **attendance in the hall is recorded** using the NHS app or by the organiser in the Track & Trace log.
- **Cash payments** and handling of **tickets** etc. should be minimised.
- Please dispose of any **rubbish** in outside bins at end of event
- Keep the hall **ventilated** by keeping the doors / windows open and /or using extractor fan
- In the event of **fire**, both exits should be used to evacuate the building
- When booking the hall the hirer / organiser agrees that the event will conform to the Buckden Village Institute - **Special Conditions of Hire** during COVID-19 (Appendix A)