

# COVID 19 GUIDELINES

**In preparation for your booking at Coventry Central Hall we ask that you read the strict guidelines below and relay these to your group members:**

- **At least 24 hours prior to your event we require a list of all attendees and their contact details. These will be kept safely and destroyed after 21 days.**
- **Under no circumstances must anyone be admitted to our building who is not on your list.**
- **Under no circumstances must the strict room capacity be broken.**
- **Any equipment required must be requested in advance of your meeting. To protect our staff we will no longer be able to provide any extras on the day.**
- **All paperwork and documents that your group may require must be brought with you, Central hall staff can no longer undertake any photocopying for groups. Please take any leftover paperwork away with you.**
- **Refreshments, of any nature, are no longer being provided by Central Hall. For longer meetings you may bring in packed lunches and takeaway drinks. Please dispose of all your waste in the bins provided**
- **On entering our building all office staff, visitors and group leaders (on behalf of their group) MUST sign in (and out) and use the hand sanitizer provided.**
- **All visitors must follow the clearly laid out one way system.**
- **You must go directly to the room that you have booked, please do not mingle in the public areas and under no circumstances enter any of our other rooms.**
- **Group members MUST arrive and leave on the time stated on their booking form. We will be operating staggered arrivals and departures so that groups do not come into contact. This will only work if we know exactly what time people will be coming and going.**

- Hand sanitizer is available throughout our building. Please ensure that your group members use this on entering the building and after using the toilets.
- Your room will be laid out to adhere to social distancing guidance. You and your group members must not move any of the furniture.
- When your group members arrive it is your responsibility to let them into our building, ensuring that the door is placed back on the latch after the last member of your group arrives.
- Your group members must respect social distancing guidelines in all public areas of our building as well as in your room.
- Please ensure that none of your group have a recent, persistent cough or a high temperature. We strongly suggest you invest in a thermometer to ensure you and your group member's safety.
- Face coverings are now mandatory for all groups, unless you are exempt according to the Government guidelines.
- Our toilets are operating a strict, one in, one out rule to ensure social distancing. On entering the toilet please turn the coloured sign to red. Please turn it back to green when you leave. Please ensure that group members do not enter the toilet when the sign is on red.
- If you are waiting to use the toilet please wait in the designated queuing boxes that are taped on the floor
- Windows will be open in your room to ensure the space is well ventilated. Please do not shut them.
- You must provide your own PPE should you require it.

Finally, users or hirers have responsibility for managing risks arising from their own activities when they have control of premises (ie. your room) and should take account of any guidance relevant to their specific activity or sector.

It is imperative that you follow these rules to keep you, your group, other groups and our staff as safe as possible. Failure to follow these guidelines will result in your group being asked to leave the premises and any subsequent bookings with us will be cancelled.