

NEWPORT VILLAGE HALL

HELP KEEP THIS HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 48 hours** of visiting these premises you **MUST** alert NHS Test and Trace. Alert the Booking Secretary, Camilla Brackstone on 07949 639114 and alert the organiser of the activity you attended. You **MUST SEEK** a COVID-19 antigen test.
3. **Face masks or coverings MUST** be worn on entering the hall unless you are exempt or younger than 11years. **They must be used while within the hall** unless you are exempt or an exception applies for your activity, or you are younger than 11 years.
4. **Maintain 2 metres social distancing as far as possible:** Organisers of events should enter the Hall by the Main entrance on Station Road. Attendees of events should wait behind the marked lines until the entrance is clear before entering the hall via the Fire Exit on the Car Park and observe any one-way system marked. Exit will be through the main door to Station Road.
5. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided. Electric hand dryers should not be used.
6. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
7. **"Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
8. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
9. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. **Only the Main Hall should be used for activities.** The Marion Faber Room is closed and the Green Room is only to be used as access to the disabled toilet or as an isolation room if someone is taken ill at the venue. The kitchen should be used only for hand washing or collection of cleaning materials.
11. **Keep the hall well ventilated. Close doors and windows on leaving.**
12. **Wash your clothes when you get home** to reduce risk of transmission.