

Cottenham Community Centre Guidelines for Hire during COVID-19

These guidelines are supplemental to our standard [Lettings Regulations](#)¹.

[COVID-19 will be a feature of our lives for the foreseeable future](#)², so we need to learn to live with it and manage the risk to ourselves and others. These short guidelines are intended to help keep vulnerable users safe and to remind hirers of the risk areas that may be relevant to their use of the Community Centre.

We encourage all hirers to review and follow these guidelines, together with those issued by relevant governing bodies for your sport or activity, to help make the Community Centre as safe as is possible.

- 1. Attendance.** Anyone showing current or recent COVID-19 symptoms or where a recommended self-isolation period following a positive test result is incomplete should remain at home and NOT ENTER the Community Centre premises.
- 2. Face Coverings.** Wearing of a face covering is now a personal choice. However, we're happy to see users continue to wear them, especially if your activity is likely to be busy or crowded and when using confined areas such as toilets and corridors.
- 3. Avoid overcrowding.** Plan and manage the numbers attending your activity to allow everyone to have sufficient space.
- 4. Provide good ventilation.** Windows and/or doors should be opened to facilitate good ventilation commensurate with your activity and the numbers attending.

You will be responsible for ensuring that doors and accessible windows are all securely closed on leaving – unless we advise otherwise (generally windows and doors should remain open between same-day hires).

- 5. Room layout.** Consider the placing of furniture and users to maximise person-to-person spacing and minimise face-to-face situations.
- 6. Heavy-use touchpoints.** Consider cleaning heavy-use touchpoints (eg. door handles, switches/controls) and any surfaces likely to be used during your period of hire before and/or after your activity.

We have the right to close the hired space if there are safety concerns relating to COVID-19, for example if a user develops symptoms and thorough cleansing is required. If this is necessary, we will do our best to inform you promptly and you will not be charged for any affected hire.

Emergency contacts:	Mike Smith	07896 194291	01954 251915
	Richard Gymer	07900 334617	01954 252902
	Steven Poole	07770 605872	

References:

(1) Cottenham Community Centre, Lettings Regulations:

https://www.cottenhamcc.org/coffeeshop/wp-content/uploads/CCC_Lettings_Regulations_Full_Version_v5p1.pdf

(2) Coronavirus: how to stay safe and help prevent the spread:

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>