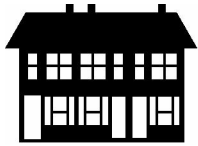


# BCA Covid-19 Policy



**Brookvale**  
Community Association

This policy underlines the Covid safety of all BCA BVH users by introducing the necessary Responsible User (Event Host) process & measures to manage Covid in the Village Hall & its surrounds from UK Gov, PHE, HSE, ACRE, HSE, CVS, HCC, Action Hampshire, BDBC & BVA.

**P1: Chair/Booking Agent to interview potential and returning hirers to establish their commitment to this policy, or let will be declined. No hire to commence without signed Covid Special Conditions of Hire**

**P2: Reasonable steps must be taken by hirers to confirm attendees do not have symptoms before entry to the Village Hall and then wear masks once inside.**

**P3: No parties, drinking, singing, shouting or food preparation within the building.**

**P4: Hand Sanitizing Stations provided with 2m distancing, directional and supervisory signs.**

**P5: Out of use areas are taped/locked.**

**P6: Safe Area provided with First Aid kit.**

**P7: All Users sign their event group Track & Trace log. No casual/gate-crashers.**

**P8: No more than 12 users will occupy the whole let at any one time.**

**P9: Only one group will occupy the whole let on any one day with no wandering around the building.**

**P10: Let will be declined or cancelled without refund should any of the signed documents be missing, or during a random spot check attendees are found to be ignoring/in breach of the Government guidances.**

**P11: No rubbish or items to be left in the hall under any circumstances.**

**P12: Using Covid Disinfectant not bleach, end of day user cleandown of all surfaces touched, followed ideally 1 hour later by hall cleaner (wearing basic PPE) cleandown of all surfaces.**

**P13: BCA Volunteer's assessment of regular/ad-hoc post-let building/surrounds condition is final and binding (see P8).**

**P14: If there is a suspected Covid outbreak, the hall will be closed (or if government requires closure) and you will be refunded your Hirer fee.**

**P15: Any attendee feeling ill must notify their Event Host/Responsible Person who will follow the BVH If you suspect Covid Plan.**

**P16: No congregating/smoking within the hall or the site**

**P17: Any substantial change (s) to the BCA Covid documentation to be passed to our Insurers and Legal for feedback before implementation.**