

MARLOW COMMUNITY ASSOCIATION

Additional information for hirers relating to the Covid-19 pandemic – May 2022

Marlow Community Association (“the Association”) is proud that it has maintained Liston Hall as a Covid-safe environment and will continue to use all reasonable endeavours to ensure the health and safety of everyone entering their building.

As the pandemic becomes part of ‘normal’ life, the Association no longer requires hirers to sign this document. However it is hoped that all hirers and event organisers will continue to do their best to ensure that they and all attendees stay safe when using Liston Hall and we strongly advise that the guidelines given here are followed.

The Association will:

- at all times comply with government & local guidance. This may limit the types of event and/or the maximum numbers who may attend.
- undertake cleaning of the building on a daily basis paying particular attention to door handles, light switches and other frequently touched surfaces.
- provide hand sanitisers throughout the building for use by everyone.
- reserve the right to specify other conditions, or to close the hall at any time without prior notice if deemed necessary to minimise Covid risks.

Hirers are advised to:

- maximise ventilation by opening doors and windows, and advise attendees to wear appropriate clothing. Please ensure all doors and windows are securely closed at the end of the hire.
- encourage attendees to wear face coverings if they wish to or if it would make other attendees feel more comfortable.
- encourage the use of all available hygiene measures (sanitiser etc) by all attendees. Sanitiser dispensers are available inside every access door and in the corridor by the toilets and kitchen.
- at all times comply with relevant regulations and guidance including capacity limits and other restrictions that may be specified by the Association. Hirers should contact the office in advance to confirm the current capacity limits and any other relevant restrictions.
- strongly advise against attendance by anyone who has tested positive for Covid 19 in the previous 7 days or is showing suspected symptoms, or lives in a household with someone who has or is suspected of having Covid.
- ensure all attendees are aware of these guidelines and as far as is possible, ensure compliance.

In addition, please take note that the normal booking conditions specify that hirers:

- leave the furniture, equipment and premises including floors and surrounds clean and tidy. This will ideally include wiping tables and other surfaces down with sanitiser spray (not provided).
- bag up and take away all waste in the kitchen and other rooms. The bins in the toilets will be emptied during daily cleaning.

Hirers may choose to apply other conditions and procedures if they wish.