

Cottenham Community Centre Guidelines for Hire during COVID-19

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

Although legal restrictions have now been reduced, it is still possible to catch and spread COVID-19, even when fully vaccinated. [We must learn to live with COVID-19](#)² and to manage the associated risks to ourselves and others. These short guidelines are intended to remind hirers of the requirements and risk areas that may be relevant to their use of the Community Centre facilities.

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. Face Coverings.** Wearing of face coverings is REQUIRED (Government winter PLAN B) in all of our hired spaces and when moving about the Community Centre.

Face coverings may be removed during exercise, during singing (as part of a choir or similar) and while eating or drinking. Age, health or disability reasons for exemption are also recognised.

- 2. Avoid overcrowding.** Plan and manage the numbers attending your activity to allow everyone to have sufficient space.

- 3. 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).

- 4. Room layout.** Consider the placing of furniture and users to maximise person-to-person spacing and minimise face-to-face situations.

- 5. 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.

- 6. Attendance.** Anyone receiving a recent positive COVID-19 test result or showing recent or current symptoms should remain at home and NOT ENTER the Community Centre premises.

- 7. Records.** You may wish to keep a record of the name and contact details of those who attend your activity and, if required, provide these records to NHS Test and Trace.

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>