



COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes and touches surfaces. A combination of disinfection and physical distancing is most effective in containing the COVID-19 virus. **Please carry out all of the actions in the checklist.**

Name & Organisation of Hirer	Name and Address of Property	Name of Hall Contact

Date Hall Used:				
Action Item	Time & initials of person completing	Time & initials of person completing	Time & initials of person completing	Time & initials of person completing
We have provided our staff and volunteers appropriate Personal Protection Equipment (PPE) and cleaning equipment.				
We have informed staff and volunteers to focus on cleaning frequently touched surfaces including tabletops, door and cupboard handles, light switches, toilets when cleaning.				
If outside doors and windows have been opened we have wiped down handles and closed and locked before leaving.				
Staff and volunteers or attendees have emptied and re-cleaned equipment such as buckets, sinks etc.				
After cleaning, we have disposed of any single-use PPE such as face masks, gloves, disposable cloths and table covers in a double layer rubbish bag.				



Date Hall Used:				
Action Item	Time & initials of person completing	Time & initials of person completing	Time & initials of person completing	Time & initials of person completing
All doors will remain open and lights turned on to avoid people needing to touch them often.				
Measures are in place so attendees remain 1.5 metres from each other at all times.				
We have provided sanitiser for all attendees sanitise their hands on arrival and provisions, such as signage and verbal instruction.				
We've asked all attendees who may be unwell to stay home.				
We've provided education on physical distancing to all attendees, including around common areas and bathrooms.				
We are confident physical distancing can be managed in all areas.				
We have adequate supplies of cleaning products and equipment and sanitiser.				
We have informed all attending staff and volunteers to wash or sanitise their hands regularly and to avoid touching their face.				