



Version 1: 21st August 2020

Special conditions of hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Windmill's standard conditions of hire.

If the Hirer is in any doubt as to the meaning of any of the conditions, the Booking Secretary should immediately be consulted.

SC1 COVID-19 Secure Guidelines

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Windmill, as demonstrated on the attached poster which is also displayed at the main entrance and throughout the building. In particular, using the hand sanitiser supplied when entering the building, maintaining 2 metre social distancing and encouraging people to wash their hands as often as possible.

SC2 Risk Assessments

You must provide us with a copy of your own risk assessment before you can re-use the Windmill facilities. You must also undertake to comply with the actions identified in the Windmill's risk assessment, of which you have been provided with a copy.

SC3 Cleaning

The Windmill will be cleaned on a regular basis by our professional cleaners. However, you will be responsible for cleaning and wiping down both **before, during** and **after** your period of hire, all frequent touch points and surfaces including door handles, light switches, window catches, equipment, toilet handles, seats and washbasins using **your own** ordinary domestic products and cloths. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4 People with COVID-19 symptoms

BEFORE - You will ensure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they, or anyone in their household, has COVID-19 symptoms.

DURING - In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Windmill, you should remove them to the designated safe area, which is the **Hempton Lounge**. Provide tissues and a bin or plastic bag and a bowl of warm soapy water for handwashing. Arrange for the person to be escorted home and then you and your group should leave the premises observing the usual hand sanitising and social distancing precautions. Then alert NHS Test and Trace (Tel: 119) and the Windmill Bookings Secretary on 07720 834006 **IMMEDIATELY**.

AFTER - If you or anyone who has attended your activity or event develops COVID-19 symptoms within 7 days of having used the Windmill, you must alert NHS Test and Trace (Tel: 119) and the Windmill Bookings Secretary on 07720 834006 **IMMEDIATELY**.

SC5 NHS Test and Trace

You must complete an attendance register for each booking including all names and contact numbers and must retain the record for 21 days for NHS Test and Trace. Please use the sample attendance register provided.



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SC6 Ventilation

You will keep the premises well ventilated throughout your hire, with windows and doors - including Fire Doors - open as far as convenient. You will be responsible for ensuring that they are all securely closed before leaving.

SC7 Social Distancing

You will ensure that the number of people who attend your activity or event does not exceed the temporary COVID-19 total maximum capacity of the room you have hired:

- Main Hall - **30** people
- Deddington Studio - **20** people
- Clifton Room - **8** people
- Hempton Lounge - temporarily unavailable for hire

You will ensure that everyone attending your activity or event maintains 2 metre social distancing wherever possible and wears a mask when using more confined communal areas such as the main entrance, entrance lobby, corridors, toilet areas, stairs and landing. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over.

SC8 Toilets

You will control the number of people accessing the toilets at any one time during your hire and will institute a 'one in, one out' policy. You will ensure that soap, paper towels and toilet paper are available and restock from the cleaning cupboard on the ground floor if necessary.

SC9 Furniture

You will position furniture or the arrangement of the room as far as possible to facilitate people sitting side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table(s) between people who are face to face.

SC10 Rubbish

You will be responsible for the disposal of all rubbish created during your hire, including tissues and wipes etc. Please bring your own rubbish bags and dispose of them in the large Grundon bin outside the main entrance.

SC11 Refreshments

You will not be able to prepare or store food or drink on the premises until further notice. Ensure the people attending your activity or event bring their own drink or snack if necessary. Encourage them to label any drinking bottles with their own name and bring their own personal hand sanitiser.

SC12 Future closures

The Windmill Management Committee reserves the right to close the Windmill again if there are safety concerns relating to COVID-19. For example, if someone who has been in the Windmill develops COVID-19 symptoms; or if we consider that these Special Conditions are not being complied with; or if we are required to close based on government advice.

Please note that these special conditions will be monitored and non-compliance may result in the suspension of your booking

Thank you for your cooperation