

Bisley Village Hall – Covid -19 Incident Protocol

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should:

- **Send them home immediately. (If they need to wait for a lift see below)**
- Ask other members of your group to provide their contact details if you do not have them.
- Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions.
- Advise them to launder their clothes when they arrive home.
- Inform a Trustee as set out below and if possible, wait till they arrive.
- Place signs up on the entrance to your hired hall and toilets to state the area is not Covid secure. This is to prevent other Users from entering (the signs will be in the Covid-19 First Aid Kit).

It is **vital that the Trustees are informed immediately** if you have had to send someone home. We need to know so that we can take the necessary steps to get the Village Hall Covid-19 secure and to prevent risks to other users. As soon as we are made aware, we will contact other Users booked that day. The affected Hall and toilets will not be available again until our contracted cleaner can come in and carry out the Public England required standard of cleaning (usually first thing Monday-Friday).

For this situation **only** please contact the following Trustees in the listed order.

1. Suzie Miles: 07789 935 157
2. Carol Timpson: 07770 805 457
3. Russ Hayes: 01483 480 609

If the call goes to Voicemail, please leave a voice message and if possible, a text message stating who you are and that there is a Covid 19 breach at the Village Hall and that you are now calling the next listed Trustee. In the unlikely event that no Trustee answers, one of us will call you back. In the meantime, please leave the Hall you hired, ensuring it's clear to others that they should not enter. If you have not heard after an hour, please contact Suzie via email: suzie.bvh@gmail.com.

If you arrive at the Hall and see the 'Do Not Enter' sign on any Hall Entrance, do not enter and let Suzie know.

If the unwell person needs to wait for a lift: -

1. Remove them to one end of the hall and sit them on a chair facing away from others.
2. Get the **Covid-19 First Aid Kit which is located in the kitchen**. It is underneath the cabinet containing the First Aid box and is clearly signed.
3. Put on a face mask, face shield, gloves & apron to protect yourself (all in the kit).
4. Provide them with tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels (all in the kit)

Once they have been collected:-

- Remove gloves, apron and face mask to the rubbish bag*
- Leave face shield on for disinfection.
- Wash your hands for at least 20 seconds with warm soapy water.
- Once home, launder all your clothes as well as wiping down and disinfecting your car.

*Note that all the waste should be double bagged and kept for 72 hours before being collected (everything is in the kit and clearly labelled).