**HELP KEEP THIS HALL COVID-19 SECURE**

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the hall cleaner on [insert a contact number] and alert the organiser of the activity you attended.

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-testing-and-contact-tracing>

1. **Maintain 2 metres** social distancing as far as possible: Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
2. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
3. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
4. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
5. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to/cannot] clean all surfaces at the hall between each hire.
6. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
7. Keep the hall well ventilated. Close doors and windows on leaving.
8. **Wash your clothes when you get home** to reduce risk of transmission.

(Insert Name of Hall/Venue)

This hall was last cleaned at [insert time] am/pm/eve on [insert date]