

# HQ HIRE

## COVID-19 SUGGESTIONS



### **Introduction**

To help you prepare to use our premises with COVID-19 safety in mind, we have prepared some suggestions of how you might plan your use of the premises. This is not a comprehensive list, what is appropriate will depend on the activity.

Remember users and hirers of the premises have responsibility for managing risks arising from their own activities when they have control of the premises and should take account of any guidance relevant to their specific activity or sector.

### **Additional resources**

There are many useful resources available online related to COVID-19 safety.

In particular the government website <https://www.gov.uk/coronavirus> has general guidance and specific information for various activities and sectors.

### **Suggestions**

Please remember to bring hand sanitisers and spare face masks.

Provide hand sanitiser at the entrance for all persons entering the premises.

Use a one-way system: in through the main door, out through the fire exit.

Ask parents dropping off and collecting children to wait in the car park or outside the main gate.

Ask people to wear masks on the way in and out of the building.

Stagger arrival and departure times or have a booking system.

Work out how many people can be safely accommodated in the building for your activity. Consider how you arrange the furniture to meet current guidance.

Consider if you need to limit the number of people in the hallway or kitchen to 2 or 3 at a time.

Plan to use the outside space if possible.

Ask attendees to bring their own food and drinks.

Do not share equipment between attendees.

Plan what you will do in case someone shows COVID-19 symptoms while at your event.