



Dalgarno Trust Covid-19 centre guidelines for room hire

Centre users must agree to adhere to Dalgarno Trust's Covid-19 secure policy, which includes

- 1. It is the hirer's responsibility, in accordance with track & trace, to get contact details for all visitors.**
- 2. Limitations of numbers of people in each room are to be adhered to, as specified on the walls**
 - a) Café area – 15**
 - b) Garden room -15**
 - c) Kitchen – 2**
 - d) Downstairs toilets – 2**
 - e) White room – 10**
 - f) Head space room – 3**
 - g) Sports hall – 15**
- 3. Hirer must clean frequently touched areas every 2 hours eg. door handles.**
- 4. All visitors must wash their hands on arrival and exit.**
- 5. Hirer must provide hand sanitiser, and direct visitors to use it regularly.**
- 6. Hirer must remind visitors to maintain social distancing inside the centre.**
- 7. There are no changing facilities in the centre.**
- 8. Parents dropping off and collecting children must wait outside. Children will be collected and returned to the entrance door.**

Signed

Date

Dalgarno Trust staff member

Date
