**COVID-19 Special Hiring Conditions** 

**From 19 July 2021**

**General:**

* BSTC is committed to staying COVID secure.
* BSTC is following the Government advice: “Working Safely advice COVID 19 Offices and Contact Centres and “COVID-19 Guidance for the safe use of multipurpose Community Facilities.
* There are wall mounted hand sanitisers at entrances and soap in the toilets.
* There is guidance signage up.
* BSTC have QR codes easily assessable, at entrance points.

**BSTC Bookings will**:

* Only take Bookings which comply with Government Guidelines.
* Provide Hirer with BSTC Risk Assessment
* Provide Hirers with COVID-19 Special Hiring Condition

**The Hirer will:**

* Provide BSTC with their Risk Assessment (help is available for Community Groups).
* Not attend if showing COVID-19 Symptoms.
* Consider wearing a face mask when entering building and all communal areas, within your group follow your own risk assessment.
* NOT arrive until the start time of booking and will leave on time.
* Inform BSTC if anyone from the group experiences COVID-19 symptoms after hire.
* Consider keeping a contact sheet for all attendees for 21 days and give BSTC the group’s main contact and telephone number in case Track and Trace is required.
* Bring own hand sanitiser and masks for personal use.
* Cover nose & mouth when you cough or sneeze.
* Be mindful of close contact with others and keeping doors/windows open.
* Be mindful of individual risks, such as clinically vulnerabilities and vaccination status.
* When arranging seating, side by side is safer than opposite.
* Monitor and supervise their group.
* Make electronic payments as far as is possible.

**The BSTC Leisure Assistant will:**

* Leisure Assistants will wipe with disinfectant tables, chairs, touch points between hires, a suitable gap will be left between bookings.

 **Reviewed 13/07/21**