



KEYNSHAM MASONIC HALL LTD

KMH General Covid-19 Policy – Non-Masonic Use

This policy has been produced in accordance with the conclusions from the KMH Covid-19 Risk Assessment and in line with Government guidance.

Compliance

- Government Social distancing rules to be applied and maintained throughout the building.
- The use of sanitizing stations in all areas as directed is compulsory.
- Persons etc. must comply with all signage displayed.
- All people using the hall must comply with the one-way systems and directions from appointed persons.
- Users or those in charge must be fully conversant with the following rules of general compliance and must allow for the extra time needed for compliance.
- The number of people using the Hall must be capped by organisers to comply with the current Government Social Distancing rules.
- The hirer of the hall must sign the declaration at the end of this document (page 3) to confirm their obligation to take responsibility to comply with this document and the current laws and guidance from local and central government.

General Compliance – Non-Masonic Use

1.0 Entry to KMH and movement to Changing and Dining Rooms

- 1.1. Entry to building: The building will be unlocked by the caretaker in accordance with usual practice. The hirer of the hall must have a person posted inside the entrance to let people in using the wall mounted hand switch. The hirer shall have been issued with a door entry code to open the automated front door.
- 1.2. The hirer of the hall must ensure that all visitors or users of the hall scan into their smart phone NHS App the **QR code** from the NHS poster on the front door. Failing this the hirer of the hall must record on a pre-prepared list the name, telephone number and or email address of every person entering the premises, and hand the list to a member of staff. This is to enable KMH to comply with NHS contact tracing. The written details will be kept on file for 21 days and will then be destroyed.
- 1.3. Entry to the changing/cloak room after arrival. The doors to the room must be wedged open the changing/cloak room has a one-way system, entry is made by using the door closest to the main entrance, and exit is made via the door closest to stairwell. Entry and exit strictly one at a time.
- 1.4. Entry to the Dining room: The Dining room has a one-way system using the double doors, both sets of which must be wedged open. Entry is made using the doors nearest to the stairwell, and exit is made via the doors nearest to the bar.

2.0 Entry to Lodge Room, use of the Stairs and Lift

- 2.1. The upstairs part of the building is private with no entry permitted by non-masonic users.**





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3.0 Toilets (both Male and Female)

- 3.1. The toilet entry/exit doors must be wedged open, there will be no compromise to personal privacy in so doing.
- 3.2. The Toilets are strictly one in and one out.
- 3.3. Entry: Before entering the Toilets, people must sanitize their hands at the sanitizing point.
- 3.4. After using the toilet, people must wash and dry their hands.
- 3.5. Exit: Exit without touching any surface after drying hands. If compromised re-sanitize using the sanitizing point at the Toilet entrance.

4.0 Activities

- 4.1 The hirer of the hall is responsible for ensuring all social distancing rules are adhered to by all their guests, participants etc. during their full period of hire.

5.0 Use of the Bar

- 5.1. The bar staff and customers are protected from each other by a Perspex screen.
- 5.2. Due to limited space behind the bar only two members of staff shall be on duty (limiting attendance to a maximum of 50 or as prescribed by social distancing rules).
- 5.3. Payments: Preferably all payments must be made using a contact-less card transaction.
- 5.4. Glasses: All glasses are single use. Used glasses must be deposited into the crate placed next to the Bar access door before re-ordering drinks.
- 5.5. Service to be one person at a time with queuing in accordance with social distancing rules.

6.0 Dining provided by KMH & Others

- 6.1. Diners must be sat in accordance with social distancing rules. This will reduce the number of diners on larger gatherings. The number dining must be agreed between the hirer of the hall and the hall manager.
- 6.2. Service. The provision of food by the KMH caterer shall be either a served buffet (with servers in PPE), or plated meals served and collected by each diner at the kitchen door using a table as the pass.
- 6.3. Portable sneeze guards to be sited between the food, the server and the customer.
- 6.4. **Where hirers provide their own catering, it is their responsibility to comply with all Covid 19 legislation.**

7.0 Exiting the Building

- 7.1. Sanitize hands before exiting (at signing in table).
- 7.2. The door must be manned and operated as before.

8.0 Kitchen

- 8.1. The Caterer shall sign a Compliance agreement with KMH.
- 8.2. The Caterer is responsible for the compliance of his employees and for all safe working practices within the kitchen.

9.0 Deep Cleansing

- 9.1. As soon as possible after each meeting the Hall must be re-cleaned by the Caretaker.





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DECLARATION OF COMPLIANCE

I, (*print name*) _____

Of (*print address*) _____

Post Code : _____

Phone No : _____

Declare that I have read, understand and accept the responsibility of complying with this Keynsham Masonic Hall Ltd Covid-19 policy and all local and national government laws and guidance applicable to Covid -19 at the time of hire.

Signed : _____
(*Hirer*)

Date : _____

Signed : _____
(*Hall Manager*)

Date : _____

Copy to be given to hall hirer and copy to be retained by Hall Manager

