

Abbots Morton Village Hall

Summer Newsletter

August 2020 – Covid Edition

Hi.. It's Good to be Back (cautiously)

Abbots Morton village hall was closed throughout the Covid-19 Lockdown.

The Trustees shut the hall with immediate effect on 23rd March and all hirers who lost their bookings were refunded or given credit towards their next booking.

We're pleased to say that the hall is now back in business... to a limited extent... and with a necessarily different look.

Nothing much happened in April and May but in June, your Trustees set about the task of making changes, inside and out, to ensure the hall is safe and secure against the Coronavirus.

We had to reduce the risk as much as possible to avoid any transmission of the virus to anyone using our hall and to comply with all Government guidelines and regulations.

What changes have we made?



The Entrance Area

ONE WAY SYSTEM

The picture on page one shows that the entrance doors are for **entry only**. On the right hand wall as you approach, is a hand sanitising gel dispenser, battery operated for touch-free use. (*pictured below*) Simply hold your open palm beneath the dispenser. It will be regularly monitored and kept refilled



Exit for all

Inside the hall, the Exit for all users is the set of fire doors nearest the car park (above). A sanitising hand gel dispenser has been mounted on the wall alongside and all users are required to sanitise their hands on the way out.

SIGNAGE

Signs at the entrance door make it absolutely clear that you must not come in if you show any symptoms of Covid-19 and that social distancing is in operation.

There are signs throughout the building explaining what you cannot do....detailed below.

Closed Off Areas

To reduce the number of surfaces being touched, the following areas are closed for the time being:-

- **The Kitchen.** No food will be permitted in the hall for the time being. The serving hatch will remain closed.
- **The Mens and Ladies toilets.** The only exception to this closure is that the Ladies toilets will become an Isolation Room should anyone fall ill while at the hall. If that occurs, the hirer, will :-
 - a) close the event,
 - b) look after the individual, wearing their own full Personal Protective Equipment (PPE),
 - c) Immediately notify NHS Test Track and Trace and give contact details of all at the event,
 - d) inform the village hall Bookings Officer or Chair who will organise a deep clean of the hall before any other booking is held.
- **The Second Room.** This has become our store room for all cleaning materials. Two brooms (one indoors, one outdoors) ; a general mop and bucket; a specialist wood-floor cleaning mop for the floor of the hall itself, an

extending pole with attachments that can clean cobwebs at the top of the ceiling and clear guttering outside. The room also stores various cleaning solutions, bulk sanitising gels, liquid soaps, toilet rolls and PPE supplies.

- **Chairs and tables.** We have eighty banqueting chairs and twelve tables. The majority of them will not be used for the duration of the pandemic because our safe, socially distanced capacity is much reduced. The maximum number of people we will allow in the building is 30. For the time being all but 8 of the chairs and all but three of the tables are stored in a line at the far end of the hall, covered in breathable sheeting. If any tables and chairs are used they will then be stored separately, untouched, for 72 hours before next being used.



Chairs stored under sheeting

- **Fire Exit.** As the result of the above chair and table storage, the fire exit to the rear of the building is closed and out of use. We still have two other emergency fire exits to the side of the hall, one of which (the nearest to the car park) becomes the EXIT for all users in our current One-Way system of operation. Our Fire Risk Assessment has been amended to allow for this new situation.

Enhanced Cleaning of the Hall

We have employed a cleaner, who cleans the entire building every Monday morning. She uses her own cleaning solutions and has her own protective equipment.

In addition, every hirer is required, before and after their booking, to sanitise all surfaces that have been, or are likely to be, touched by their users. ***This is a condition of Hire and is written in the Risk Assessment which every Hirer is required to provide to the village hall committee.***

Guidance to All Users

Toilet

- The Disabled Toilet is now the only toilet and hand washing facility in use.
- If it is engaged, you must step back and wait at the sticker on the carpet by the brass plaques. This gives a two-metre social distance space for the person coming out of the toilet to return to their event. Any other people queuing must keep a social distance.
- Each toilet user is required to wipe down/sanitise the surfaces they have touched and to wash their hands for 20 seconds with the soap provided in a new, touch-free, soap dispenser. Paper towels must be put in the new hands-free pedal operated bin we've provided. The Hirer will be responsible for removing the bin liner at the end of the event, tying it and putting it out in the grey wheelie bin, and putting a fresh bin liner into the pedal bin for the next event.



(Above, Clockwise))Baby changing table; toilet roll dispenser; touch-free soap dispenser; touch-free pedal operated waste bin

- Baby changing table. We have installed a new , wall-mounted, pull-down baby changer which any user must wipe down before and after use
- Toilet paper is now on a continuous roll contained in a new, wall-mounted, dispenser, avoiding any need to touch a roll of toilet paper.

The Lobby/Reception

- The Hirer will usher users into the hall via the lobby one at a time, socially distanced.
- The doors from the lobby into the hall are permanently opened to avoid touching handles and to help ventilate the hall.
- On the hostess trolley there is a '*sanitation station*' with a touch-free gel dispenser and clinical wipes which can be used at any time.



The Sanitation Station

The Hall

- If seating is being used in the hall (appropriately socially distanced), users must go first to seats nearest the EXIT to avoid passing close by anyone.
- The EXIT is the fire door nearest the car park. You must not exit via the entrance door.
- Whenever possible, the fire doors should be left open and windows be opened to help ventilation of the hall. All users should be aware that, in the event of a fire, there is a greater risk of it spreading and all should be even more aware than usual of the location of fire alarm glass breakers and fire extinguishers. In the event of a fire evacuation, people should gather in the car park or on the verges by the road until everyone is accounted for. The Hirer will have details of who is at their event.

First Back in ..

Our return to "normal" is a phased, gradual and careful business and we're pleased to say that our first re-booking was on Wednesday 29th July... the return of the JUMP Dance Academy's ballet class for youngsters, run by Helena Mitchell of Redditch.

Welcome back Helena! Her classes will run every Wednesday afternoon until she's caught up on the weeks of tuition that her pupils had lost.

Numbers Limit

For the time being we have set a limit of 30 people in the hall to enable proper social distancing.

We want to be able to take bookings again to bring in some revenue but are very aware that it could be some time before we are anywhere near back to normal.

If you have any questions at all about the new Covid-adapted village hall, please call any of our Trustees (Phone numbers below).

If you want to talk about how we might be able to accommodate your function, please call the Booking Officer Colin Pemberton on 07766 524833 or e-mail at colinlynnepemberton@supanet.com

Our Hire Rates are unchanged They reduce by £1 an hour in the summer because of reduced heating costs.

| | <u>Local</u> | <u>non-local</u> |
|-----------------------------------|-------------------------------------|------------------|
| SUMMER (April to end Sept) | Daytime (0900-1930) £7.50per hour | £10 per hour |
| | Evening (19.30-2400) £10 per hour | £12.50 per hour |
| WINTER (Oct to end March) | Daytime (0900-19.30) £8.50 per hour | £11 per hour |
| | Evening (1930-24.00) £11 per hour | £13.50 per hour |

Great Teamwork

We are grateful to the Government for making available to village halls a grant of £10,000 each through their Retail, Hospitality and Leisure Grant, administered through Wychavon District Council.

The grant has enabled us to invest in the changes we've made to the hall and given us some financial security against the loss of income the hall has suffered and that we may face for a considerable time in the future.

Your Village Hall Trustees have spent £1,200 of that money wisely to make your hall as safe and as welcoming as possible and mention must be made of the tremendous teamwork they have shown in getting everything done. Two meetings of the Village Hall Committee have been held in June and July via Zoom.

Your Trustees are: **Chair:** Melanie Clarke Tel: 07887 800401; **Secretary** Lynne Pemberton 01386 792549; **Treasurer** Sarah Dykes 07411 633148; **Bookings Officer,** Colin Pemberton 07766 524833, Pat Willingale and Martin Willingale 07484 104967

We're delighted to welcome Martin Willingale as a Trustee and look forward to his input on the village committee as Parish Council representative.

Thank you Lynda

Sadly, Lynda Payne has decided to retire from the Village Hall Committee after several years of service. Lynda's late husband, John, was instrumental in getting the present village hall built in 1998 and we are enormously grateful to them both.

EasyFundraising & Amazon Smile

In the past four months our 22 EasyFundraisers have raised £52 through their online shopping, taking the overall total to £611.

Online shopping has become familiar for many people during the Pandemic and it's now an even greater opportunity to raise funds for the village Hall.

To become an EasyFundraiser simply go to: easyfundraising.org.uk and follow the prompts to register Abbots Morton Village Hall as the cause you wish to support.

AmazonSmile customers can now support Abbots Morton Village Hall in the Amazon shopping app on iPhones and Android phones! Simply follow these instructions to turn on AmazonSmile and start generating donations.

1. Open the Amazon Shopping app on your device
2. Go into the main menu of the Amazon Shopping app and tap into 'Settings'
3. Tap 'AmazonSmile' and follow the on-screen instructions to complete the process

Car Parking

Can we please ask Abbots Morton residents to remind their visitors not to use the village hall car park. As you've read, the hall is now being used again and users will expect car parking spaces to be available for them. Many thanks for your understanding.

Thank You

Can we thank you for reading through to the end of this long newsletter We believe it's important not only to get things done but to communicate to you what we've done on your behalf. There are many traditional events in the hall that sadly we won't be able to do for now but hopefully we will one day in the future.

- Colin Pemberton PRO AMVH August 2020