

EXTRA GUIDANCE FOR COFFEE MORNING ORGANISERS.
THIS IS USING CURRENT GOVT RULES SO THESE WILL KEEP CHANGING
but given the demographic of the users, we advise you follow as many social
distancing rules as possible.

It is important that you refer to our Risk Assessment on the website, but in addition we ask that **all users accept ours. We recommend that you should do your own risk assessment as well, although we do not need to see this.**

The Hall is responsible for providing a sanitised environment for your event and to clean up afterwards, but it is the responsibility of each user to do any extra sanitising needed during the event. (For eg cleaning between sittings, or if others are sharing items.)

The guidance and ideas are suggestions for how the Committee feel a Coffee Morning could run safely. You are organising your own Coffee Morning, so you may wish to adapt some of these ideas to suit your event. **It is your responsibility to ensure current guidelines are followed at your event.** If a committee member were to attend and deem it unsafe, then the event would have to be stopped.

You should also refer to the Government website on **‘Guidance on safe use of multi-purpose community facilities’** which states: *Hirers of a community facility have a responsibility for managing risks arising from their own activities.....and should take account of any guidance relevant to their specific activity or sector.*

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

All helpers and visitors should wear masks at all times in the hall, except for when seated at a table. No one should enter if they are feeling unwell, and social distancing should be maintained. Unless in a bubble (2m if possible, if not 1m+ with mitigation.....eg masks, ventilation or back to back.)

A one way system is to be encouraged, using the fire exit or Green Room door as an exit. The lift is back in use for anyone using stage or Green Room.

There is an emergency box of PPE in the kitchen if anyone is taken ill and needs close contact assistance.

The following ideas show how by having 2 sittings, you need fewer helpers. People are working singly although if they have people in their family group of ‘bubble’ then more helpers could be used. Too many helpers could make the room crowded.

Remember you can have **an extra hour free** to enable two sittings with sanitisation between the two. You are also being allowed **free use of the Green Room and Stage for stalls. This offer is available for the summer months, maybe longer.**

Minimum number of helpers (10)

Box Office

Raffle

Meet & greet

2 waiting staff

Tombola

2 kitchen (or more if in same household bubble)

2 stalls (room for more here to social distance)

Maximum number of visitors (52 but could change)

Suggested timings:

9.45 to 10am Entry for First sitting (approx 1 hr)

10.45 to 11am Sanitising

11 to 11.15am Entry for 2nd Sitting

12.15 Finish

- If possible staggered entry times, rather than one set time to start.
- Signage outside indicates social distancing queuing, wearing of masks, only one bubble in foyer at a time.
- **One helper** in box office, wearing mask collecting entrance fee, who tells people to sanitise using sanitiser in foyer.
- It is suggested that **One helper** to come to tables to sell tickets.
- ⑩ Sign near raffle table to say 'Wait here to be shown seats', where **one helper** to ask how big a party and indicate where to sit.
- Mingling is not advised by the Government and loitering at other tables is discouraged.
- On table instructions for ordering, track and trace, and cake selections. Sheet and pencil to fill in. All of the party needs to give contact details. **Two helpers** to wait on and hand in slips to kitchen staff.
- ⑩ Waiting on staff to sanitise at hatch between serving each table.
- Only **two helpers** are allowed in kitchen (or more if part of a bubble) to make drinks and wash up. They need a box to store track and trace details for 21 days.(Must then be disposed) We are advising paper towels to be used for cleaning surfaces, **and any cloths and tea towels to be provided by the hirer during the current difficulties.** We will provide rolls of paper towels.
- ⑩ It is entirely up to you whether or not you use disposable paper cups, stirrers and sugar sachets.
- **One helper** (or more if in bubble) to go round with a tablet for a tombola app. To sell tombola 'tickets'. Prizes are on a table. Either to go and collect own prize or take it to them! Even if rules gets relaxed we do not advise visitors to use the tombola drum at the moment.
- ⑩ Could have extra fundraising going table to table (eg Guess name or number of)
- ⑩ Toilets have signage to indicate one at a time. Only one cubicle in men's toilet being used
- Stalls to be placed on the stage. Signage to discourage handling - run by **one helper**.
- Further stalls in Green Room run by **one helper**
- In good weather consider outside stalls

- ⑩ People can visit the stalls at any time wearing a mask, but it is easier if they go on their way out, as there is a one way system and exit via the Green room, or fire escape if they do not wish to go upstairs. (Lift is available) They could always go out and come back in again!
- ⑩ Maximum stay of one hour. Leave through the two exits.
- ⑩ SANITISATION

Wiping down tables, door handles , pencils etc

Dry spraying chairs and toilets . We will provide one can of dry spray.

If items on stall have been handled, wipe or dry spray.

- **REPEAT FOR NEXT SITTING** (except sanitising at end will not need doing)
- ⑩ It is suggested that you advertise the two sittings.
- ⑩ If practical keep doors and windows open.