

Part 3 – General Protocol

Introduction

1. KCT and The Avenue Club and Halls has carried out a COVID-19 Risk Assessment which identifies the measures we are taking in order to become and remain COVID-19 secure. In our ongoing efforts to assist we have enhanced protocols in place. Alongside our normal conditions of hire (set out in Parts 1 and 2 of this Agreement), we have introduced some further conditions related to the COVID-19 Pandemic. For the safety of all, we require all hall users and those entering the buildings to agree to observe the following guidelines and protocol.

General

2. No-one should enter the KCT Centre if they are feeling unwell with symptoms that could be caused by COVID-19 (high temperature, a new continuous cough or a change in their sense of taste or smell), if they are in quarantine or if they have been in contact, within the previous 14 days, of a known or suspected case of COVID-19.
3. As set out in Part 2 of this Agreement, in the event that there has been a case of suspected COVID-19 in the KCT Centre, the charity shall have full discretion to close the centre at short notice for a period of at least 72 hours and to introduce any further protocols, guidelines or protective measures as it sees fit. The decision on closure will be solely the responsibility of KCT and KCT shall not be liable for any direct, indirect, consequential or special loss whatsoever that you or associated parties may incur as a result of any such closure. Similar changes might also have to be made at short notice in the light of renewed government guidance and KCT reserves the right to amend its guidance and to make any changes to its terms and conditions as a result of changes to government guidance or changes in legislation. Those hiring for major functions should consider taking out suitable insurance.
4. All events at the KCT Centre should be run within the government COVID-19 guidelines and the recommendations of relevant professional bodies. We require all hirers to submit to KCT, prior to the finalisation of the booking, a risk assessment or equivalent as to how they will be ensuring that their classes or events are being held within the guidelines. KCT will proceed with the booking if it accepts the risk assessment. Should it come to the attention of KCT that the guidelines are not being adhered to, then KCT reserves the right to close the event or call in relevant authorities immediately. In such circumstances KCT will not be responsible for any losses, claims or compensation whatsoever to either hirers or third parties.

Arrival and Entry

5. Please ensure that social distancing is practised if anyone has to wait outside the KCT Centre. At present the guidelines are that all persons should be 2m apart from anyone who is not part of their household or social bubble.
6. We ask class teachers/leaders arrive no earlier than 15 minutes before the class. In order to minimise congestion, others attending the classes should arrive no earlier than 5 minutes before the time of their class/event.
7. We ask that all visitors use only the entrances and exits to the KCT Centre specified for the room hired.

8. We require all visitors to use hand sanitiser, or wash their hands well with soapy water, on entering the building. They are advised to wash their hands and use hand sanitiser frequently.
9. In line with government guidance, class teachers and event leaders are expected to record the names, phone numbers, times of entry and leaving of their class/event attendees for NHS Trace and Track purposes. Such records should be kept for 21 days.
10. Visitors are asked not to bring any unnecessary belongings.

Behaviour in the Centre

11. The recommended social distancing should be practised at all times. At present the guidelines are that individuals should be 2m apart from anyone who is not part of their household or social bubble. If this is not possible they should be at least 1m apart with mitigations such as wearing face coverings.
12. Those participating in classes or other activities should arrive and leave in the clothing that they will wear during the class/activity.
13. In accordance with government guidance, face coverings should be worn in the KCT Centre, unless the visitor is in a category allowed exemption by the UK government, or unless the face covering negatively impacts on their ability to exercise or perform an activity. Face coverings may be removed in a seated area used for eating and drinking.
14. We request that all rubbish is placed in the bins provided.
15. Not all toilets may be in operation. We request that visitors only use the toilets that were previously agreed.
16. If any equipment owned by KCT is used, this should not be put away but be clearly labelled and placed apart at the end of the class/session for subsequent disinfection.
17. The room layout should allow the maintenance of social distancing.
18. Visitors to classes are not allowed to share food in the building.
19. It is recommended that, where possible, windows are kept open for ventilation.
20. The kitchen should only be used with the prior agreement of KCT.

Leaving

21. We ask visitors to leave promptly at the agreed time, to obey social distancing and not to socialize with those who may be arriving. They should take all their belongings with them and leave the premises in the state that has been agreed beforehand.

Response to Emergencies and Adverse Events

22. Any untoward incidents must be reported to the KCT office.
23. Should anyone require first aid, social distancing need not be maintained but contact should be kept to a minimum. Please use the First Aid equipment that is available in each

room. It contains necessary PPE. Hands should be sanitized before and after contact. The KCT staff should be notified of each such incident at the earliest opportunity.

24. Should an individual experience symptoms suggestive of COVID-19 while in class, they should be isolated as soon as possible. The suspected case should wear a Fluid Resistant Surgical Face Mask (FRSM). Anyone assisting should wear suitable PPE which, at a minimum, includes a FRSM, single use disposable apron, gloves and eye protection, and wash their hands for 20 seconds afterwards. The class should be ended, and KCT staff notified at the earliest opportunity.
25. If any visitor develops symptoms that could be due to COVID-19 within 7 days of their time in the KCT Centre they must report this as soon as possible to the KCT office.
26. Should the building need to be evacuated, social distancing should be maintained as much as possible. Participants should be directed to vacate the building immediately, without stopping to pick up personal possessions, via the nearest fire exit.

Fire Exits and Meeting Points of the KCT Centre

Room	Fire Exit	Meeting Point
Marwood Room	West door to the gardens	In the garden west of the Centre (i.e. on the Kew Gardens side of the building)
Main Hall	West Room door & Main entrance	
West Room	West Room door	
Meeting Room	Vestry door, if key available, or into the corridor then out the back door to the car park	
Alexandra Hall	Fire exit at back of room. This leads to stairs which take you through a door*** back into the building, down some stairs and the exit to the east. Entrance stairs, if safe to do so. Please check the route to the ground floor is clear and safe.	

The lift should **not** be used.

Please **take** the class sheets/registers with you.

*** the fire exit door will unlock when the alarm goes off. Should this not work, the code is 1234.

