



Private Hire Step 4 Reopening Policy - VCA

At the point that the Spring Roadmap was announced, it was anticipated that at Step 4 all social distancing and restrictions on numbers were to be lifting. It was unclear how this would happen and how things would progress so Viabes Community Association have prepared for their reopening to private hirers for events and functions (such as parties).

Things to consider –

- Face coverings
- Social distancing
- Room capacity
- Caps on numbers of people gathering
- Test and Trace management
- Cleaning
- Shared Spaces

Face Coverings

Currently, unless exempt for a specific reason that cause the wearer to find a mask unmanageable and a risk to their health, all those aged 11 and over MUST legally wear a face covering inside a community building. They may be removed for eating and drinking only and then repositioned over mouth and nose.

Government guidance will dictate the use of coverings in public buildings at the point of Step 4.

Social Distancing, Room Capacity and caps on Numbers Gathering Indoors

We are currently working at 25% capacity or up to 50% based on the type of permitted activity as set out in government legislation and guidance. This allows for 2m social distancing in the majority of cases, and at least 1m distancing in a few cases where people are seated for an organised event/activity.

We will await guidance from the government at Step 4 and select the lesser of the two between Government legislation or 75% capacity of our hall/room until further notice. This will enable us to reopen safely, offer those in attendance a little more space between themselves and others and the knowledge that we are doing everything we can to ensure their wellbeing.

Therefore, whilst the main hall would usually hold 200 people standing and around 160 seated, we will be working at a maximum capacity of 150 and a seated capacity of 112 maximum.

The Four Lanes Room will reflect the same limits – 56 people standing and 45 people seated.

Test and Trace Management

VCA has a system in place for collecting data for activities and events that they facilitate and a system that captures those who attend the centre regularly for the purpose of Test and Trace. This has been in place since July 6th 2020.

For private functions where staff and volunteers are unlikely to be on site to ensure this is used, we will ask for guest lists in advance to ensure we are compliant with existing Test and Trace expectations at Step 3.

All guests with the app on their phone will also be expected to sign in using our QR code on arrival.

Cleaning

The Halls and Facilities are all cleaned at the beginning of the day. All hall users will be required to wipe down any touch points as they leave the room, including handles, digilocks, surfaces and door plates.

May 20th 2021

Shared Spaces

VCA will try to ensure that no two parties will be sharing kitchen spaces at the same time, but this is sometimes impractical. Therefore, we ask that all parties limit use of the kitchen to one party member only at a time IF the facilities are being shared. If a party has sole use, two people may access the kitchen at any one time. We also ask that hirers are mindful when using toilet facilities to ensure they avoid contact with others wherever possible.