



Lyons Community Centre **Hot Desk Hire Conditions (COVID-19)**

In order to ensure the safety of users of the Lyons Community Centre and CaSE Community Trust employed staff please adhere to the following steps:

1. Hot desks are available for 4 or 8 hour slots between the hours of 9am and 6pm;
2. There are two hot desks available in one room, but plenty of space is available between the hot desks for social distancing;
3. You may hold 1-1 meetings in the room, however please be mindful of the other hot desk user when booking such meetings;
4. Please use, and ensure your visitors use, hand sanitiser on entering the building;
5. Face coverings are mandatory in all communal areas of the community centre, including the toilets and kitchen. You may remove your mask once seated at your allocated hot desk. However, if you have any visitors you, your visitor and the other hot desk user must wear a face covering, even whilst seated in the room. It is your responsibility to supply face coverings;
6. For Track and Trace purposes, QR codes have been displayed in and around the building. I understand that I am responsible for ensuring that I, and any of my visitors, scan the QR code on entry. If you/your visitors are unable to scan the QR code you must provide the names, contact numbers and confirmation COVID-19 is not present of all anyone who enters the building to the Trust Manager within 24 hours of your booking start time. This is a requirement by law. It is your responsibility to permanently remove/delete the details after confirmation from the Trust Manager that it has been received so as to comply with GDPR. The information will be held by the Trust Manager for 21 days only;
7. COVID-19 information posters are displayed at the front entrance. It is your responsibility to read, and ensure your visitors read, all of the information before entering the building;
8. If someone becomes unwell with COVID-19 it is your responsibility to contact the Trust Manager and/or Caretaker as a matter of urgency. If the Trust Manager and/or Caretaker is not on site, it is your responsibility to send the patient home immediately or, if too unwell or required to wait for transport, ask all other users to leave the room and seat them in the allocated chair. An emergency PPE kit is available outside the main office door;
9. If there are any safety concerns relating to COVID-19 the community centre will be closed, possibly without prior warning. If this is the case, and your booking is cancelled as a result, any paid hire charges will be returned by the means with which it was paid withing 5 working days;
10. If able to do so, it is recommended that the windows/doors (except fire doors) to a hired room remain open to allow ventilation and must be securely closed at the end of the booking;



11. It is the responsibility of the hirer to clean regularly used surfaces, such as desks and door handles, in the hired room. Anti-bacterial wipes are available for use;
12. If the kitchen has been used, all areas used should also be disinfected;
13. Careful management of bookings is taking place to ensure that bookings do not overlap and there is ample time for cleaning;
14. Cash or cheque payments are not being accepted. Payments can be made via PayPal, bank transfer or Standing Order;
15. All hot desk users are required to sign the “Hot Desk Hire Conditions” form (page 2) confirming they have received, read and understood the instructions, guidance and responsibilities issued;
16. To comply with Government advice, CaSE Community Trust wish to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities. The “COVID-19 Risk Assessment” and “Hot Desk Hire Conditions” are available but may be subject to change at any time in line with Government and Village Hall Guidelines;
17. Please visit <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> for more information.

***FOR MORE INFORMATION PLEASE CONTACT REBECCA ON:
rebecca@casetrust.org.uk / 07458 301846***

Hot Desk Hire Conditions (COVID-19)

I agree to follow the instructions and guidance issued. I understand my responsibilities in order to keep users of the Lyons Community Centre and CaSE employed staff safe:

Name:

Signature:

Date: