

1. The CCO will receive the Hall entry code, specific to their booked session(s).
2. The CCO with at least one other person, but no more than four persons shall enter the Hall using the SIDE door, at the beginning of the booked session, at least 15 minutes before their scheduled event is to begin, locking the door behind them, and carry out the Get-In Procedure. **Lock the side entrance door.**
3. Check there is no one in the booked area.
4. Access lighting and heating switches in the left stage wing.
5. Switch on extractor fan by light switches.
6. Check all signs are in place.
7. Check all internal doors including those to the main toilets are latched/pegged open.
8. Check all tables and chairs are present in their correct places.
9. Check the sterilising point in the Main Hall/Committee Room access points.
10. Check the sterilising point in the Main Hall exit point.
11. Open all external doors as necessary to ensure good ventilation.
EXCEPT THE SIDE ENTRANCE AND MAIN ENTRANCE DOORS.
12. The CCO will carry out any further (risk assessed) arrangements specific to the booking previously agreed with the Hall's C-19 Safety Officer (CSO) such as moving furniture.
13. If the Hall's standard arrangement is to be changed this shall be carried out without participants in the Hall and restored after they have left.
14. Open the SIDE entrance door at the scheduled time for the meeting.
15. Check arrivals are well and happy to attend.
16. Supervise arrivals separated to at least two metre distances.
17. Ensure the arrivals sanitise their hands.
18. Keep an attendance list of all participant's contact details and retain for 21 days.
19. Ensure the Lobby Monitor is in place.
20. When the permitted number of attendees have arrived, **lock the SIDE entrance door.** Replacement participants can enter by substitution.
Ensure that no one, whose is not a member of your party, enters, eg: to use the toilets.
21. Ensure that the seat positions, tables, etc. are not moved.
22. At the start of the meeting make the Opening Announcements.

GET-OUT PROCEDURE

1. Carry out basic cleaning of all surfaces that may have been touched, eg: toilet cubicle doors, table/kitchen tops.
2. Check all signs are in place.
3. Check all internal doors including those to the main toilets are latched/pegged open.
4. Check all tables and chairs are present in their correct places.
5. Turn off all lights, heaters, dishwashers, etc.
6. Shut/lock all outside doors (left side of main hall, left side of stage, committee room, main entrance, side entrance).
7. Check there is no one in the booked area.
8. Leave and check exit door is locked