**Appendix C**

**Poster**

**HELP KEEP THIS HALL COVID-19 SECURE**

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**

1. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the hall cleaner on [insert a contact number] and alert the organiser of the activity you attended.

1. **Maintain 2 metres social distancing as far as possible**: Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.

1. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.

1. **Avoid touching your face, nose, or eyes**. Clean your hands if you do.

1. **“Catch it, Bin it, Kill it”.**  Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.

1. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to/cannot] clean all surfaces at the hall between each hire.

1. **Take turns to use confined spaces such as corridors, kitchen and toilet areas**. Standing or sitting next to someone is lower risk than opposite them.  Briefly passing another person in a confined space is low risk.

1. **Keep the hall well ventilated. Close doors and windows on leaving**.

1. **Wash your clothes when you get home** to reduce risk of transmission.

**This hall was last cleaned at [insert time]                am/pm/eve on [insert date]**