**TAVERN LANE STUDIO**

**GET-IN PROCEDURE CHECK LIST**

1. The hirer shall enter the Studio at the beginning of the booked session, at least fifteen minutes before their scheduled event is to begin, locking the door behind them, and carry out the Get-In Procedure.

2. Check all hand washing and other signs are in place.

3. Ensure hand sanitising is available in the lobby.

4. Enusre the door between the lobby and the Zaxos room is pegged open.

5. Open the Zaxos door and windows to ensure good ventilation.

6. Check arrivals are well and happy to attend.

7 .Supervise arrivals separated to at least two metre distances.

8. Ensure the arrivals sanitise their hands.

9 .Keep an attendance list of all participant’s contact details and retain for 21 days.

10 .When the permitted number of attendees have arrived, shut the entrance door. Replacement participants can enter by substitution, and after cleaning down.

11. Ensure that no one, who is not a member of your party, enters, eg: to use the toilets.

12 .At the start of the meeting make the Opening Announcements.

**TAVERN LANE STUDIO**

**GET-OUT PROCEDURE CHECK LIST**

1. Carry out basic cleaning of all surfaces that may have been touched, management will follow in afterwards for a thorough clean

2. Check all signs are in place.

3. Check the door from the lobby to the Zaxos room is pegged open.

4. Turn off all lights, heaters, etc.

5. Shut/lock all outside doors and windows.

6. Leave and check exit door is locked