**TAVERN LANE STUDIOS  – COVID-19 Secure Guidelines**  
  
This document contains guidelines and information for hirers and users of Tavern Lane Studio so they can remain as safe as possible from the COVID-19 virus.  
This document is not a substitute for the guidance issued by the government which can be found by visiting their website www.gov.uk  
since government advice can change rapidly as the pandemic progresses it may be that some parts of this document will quickly go out of date. In such cases please check with the management to resolve any ambiguity, but rest assured we will do our best to update this document when we receive new information. An up to date copy of the most recent document will be available on our website at: [www.tavernlanestudio.co.uk](http://www.tavernlanestudio.co.uk/)  
  
**1. Statement of Intent**  
Tavern Lane Studio is a multi-purpose facility and we have developed these guidelines from government information published for community facilities.  
Our intention is to keep all users as safe as possible, to prevent transmission of the Covid-19 virus between users of the studio, but at the same time to help our community by making the studio available as early as possible. We ask all hirers to adhere to the following guidelines which will allow us to achieve this goal for the maximum number of users.  
The Management of Tavern Lane Studios reserves the right to cancel bookings or to close the studio in order to protect users as the situation changes. If as a last resort we need to take either of these actions, we will not pay compensation to users affected, but we will refund fees paid in advance.

**2. The COVID-19 Secure Guidelines:**  
There are 5 key points that apply to all users.  
2.1 Minimise contact with individuals who are unwell. Nobody should attend the studio if they have symptoms of COVID-19 or are self-isolating due to symptoms in their household.  
2.2 Clean your hands often. Sanitiser is provided at the entrance of the studio. There is soap and disposable paper towels in the toilets.  
2.3 Respiratory hygiene: Everyone is encouraged to avoid touching their mouth, eyes and nose. Tissues need to be disposed of in the bins provided in each of the toilets.

2.4 Maintain social distancing: Social distancing guidelines currently require a minimum of 2 metres to be maintained between individuals and groups of up to 2 households and where this is not possible, 1 metre plus mitigation measures to be used.  
Additionally, though not a legal requirement, we encourage users to wear face coverings when attending an event in the studio, though it is recognised this may not be possible for some types of event.

**3. Studio Facilities**  
Because of the cleaning requirements necessary to keep the studio safe for all users, we are not able to make all the facilities available. Below is a list of the facilities which are available and those that are not. A plan of these is shown at the end of this document.  
3.1 Available  
Lobby  
Zaxos Room  
The Lobby Unisex Toilet  
Disabled Toilet   
3.2 Not Available

Horton Room

The Sound Booth  
The Kitchen  
The Ladies Toilets  
The Gents Toilets   
3.3 We are only making the Zaxos room available and only allowing one user group in that studio at a time. The studio will be cleaned between each use and allowing for this means that, unlike in the past, not all times will be available.  
3.4 If your event needs tables and chairs these will be put out for you by the management in a layout that you will need to request at the time of booking.

**4. Studio Capacity**   
4.1 Because of the requirement for 2m social distancing the capacity of the studio is reduced. The diagram below shows this new capacity to be approximately 20 people allowing for a walkway from the entrance and access to the toilets.  
4.2 We ask users to think through how they will use the studio for their event and the layout required to maintain social distancing.   
4.3 The only entrance into to the building that can be used is the lobby door.   
4.4 The only exit from the building is in the Zaxos room, this enables a one way system to be in place. There is also an emergency exit door should this be needed in the event of an emergency. This is shown on the enclosed plan.

**5. How to Book**  
5.1 Government regulations specify that certain types of event are not allowable. Please check the government regulations before approaching the booking secretary to book the studio to avoid wasting time.  
5.2 You will need to tell the booking secretary the type of event you wish to use the studio for. The booking secretary will also check that your event is allowable under current regulations before providing confirmation. This process may slow down confirmation being given but please bear with us.  
5.3 If government regulations change after a booking has been confirmed the management may need to cancel a booking. In that case the management will not pay compensation but will refund the booking fee if it has already been paid.  
5.4 If your event needs tables and chairs these will be put out for you prior to your arrival by the caretaker in a layout that you will need to request at the time of booking. The tables and chairs will need to be cleaned after every use so we ask that you only request the minimum number you require.

**6. What to do before you go to the studio.**  
Before going to the studio you need to consider the risks your event will encounter.  
6.1 You will have been sent a copy of the studios own COVID-19 risk assessment and this will also be available on the studios website [www.tavernlanestudio.co.uk](http://www.tavernlanestudio.co.uk/)  
6.2 You should prepare and retain your own risk assessment based upon government guidelines for your activity. As part of this you will need to have thought through  
6.2.1 how to supervise that attendees maintain social distancing,  
6.2.2 how to prevent people clustering outside the studio,  
6.2.3 how to gather their contact details,  
6.2.4 how to limit numbers if more people turn up than you have capacity for,  
6.2.5 how to control access to the toilets.

6.3 You will need to bring writing materials or other ways of recording the contact details of all the attendees. This is a mandatory requirement for Track and Trace and you must maintain these records for a minimum of 21 days after the event has taken place. There is also a QR Code for the studio and a poster is located in the lobby, for attendees to scan.

**7. Arriving at the hall**  
7.1 When you arrive at the studio enter through the main entrance.  
7.2 In the lobby you will find an A-frame board to stand outside the studio that indicates to attendees that they must enter through the main entrance.  
7.3 You will also find some cones. Use these to create 2 m queuing points outside the studio to prevent attendees from clustering.   
7.4 You should check the layout of tables and chairs is as expected, and if not adjust them but maintaining 2m social distancing.   
7.5 You should open the exit door and windows in the Zaxos room to allow ventilation..

**8. Using the hall**  
8.1 Ensure your attendees enter and exit by the clearly designated routes. Point the exit out to them once you start your event.  
8.2 Check everyone’s temperature before they enter and if they have a temperature of 37.5oC or above send them home.  
8.3 Take contact details for all attendees even if they were there for just a minute. Retain these details for a minimum of 21 days in case you need to provide them to NHS Track and Trace.  
8.4 Do not allow anyone else other than your attendees to enter the studio whilst you are there, not even for a moment). Toilets are only allowed to be used by persons attending the studios.  
8.5 Make sure everyone uses the hand sanitiser as they enter.  
8.6 The corridor to the disabled toilets represents a pinch point where people may come closer than 2m. only one person should enter the corridor and use this toilet at a time.  
8.7 People should wash their hands before exiting the toilets. Soap and paper towels are available for this. There are bins for discarding used paper towels.

**9. What to do is someone falls ill with COVID-19 symptoms at the hall**  
Here is what to do if someone is taken ill with COVID-19 symptoms at your event.  
9.1 Put on your mask and gloves and escort the user (keeping 2m away), to the Isolation area, this will be a chair at the rear of the Zaxos room next to the kitchen. Use hand sanitiser yourself. There will be a COVID First Aid Kit under the chair, contents will be as follows, face shield, plastic gloves, aprons, hand sanitiser gel, anti bacterial wipes, pack of tissues, hand soap, washing bowel and rubbish bags. When discarding PPE double bag and mark the outside bag “Covid Waste”.  
9.2 Have other attendees put on their face coverings and immediately terminate your event. Check you have all their contact details and advise them to launder their clothes when they get home.  
9.3 If necessary arrange transport to get the unwell person home and advise them urgently to get tested. Once they leave dispose of gloves, use hand sanitiser but leave your mask on. When you get home launder your own clothes.  
9.4 Immediately inform the booking secretary about the situation so that other users can be prevented from entering the studio.  
9.5 Call NHS Track and Trace to explain the situation and follow their instructions.  
9.6 Later on should the person who was taken unwell turn out not to have COVID-19, then please inform the booking secretary so that the studio can be made available again to users.

**10. What to do when leaving the studio.**  
After your event please close up the studio using the following procedure.  
10.1 Ensure you shut any doors and any windows that were open for ventilation.  
10.2 Remove all items brought in for your event or by your attendees including any lost property. We cannot offer storage due to the need for thorough cleaning.  
10.3 Remove all rubbish your event is responsible for.     
10.4 Leave all chairs and tables where they are so they can be cleaned.  
10.5 Bring in the A-frame and any cones used outside the front door.  
10.6 Clean your hands with sanitiser.  
10.7 Finally turn off all the lights before exiting and lock the lobby door after you have left.

**11. What to do if someone who has attended the studio is later taken ill with COVID-19**  
here is what to do if someone who has attended one of your events in the last two weeks is taken ill with COVID-19.  
11.1 Tell NHS Track and Trace and provide them with contact details of all attendees.  
11.2 Inform the booking secretary or a trustee and they will take action to close the studio to prevent virus transmission to other people.

**12. Cleaning**  
12.1 In order to provide consistent cleaning of the studio and toilets we will undertake to clean them between users. On that basis users can be confident the studio is in a fit state for them before they arrive. If you have different groups using throughout the hire period them please clean any services that have been touched i.e. light switches, sockets, and toilets, with the cleaning products made available.  
12.2 Should someone be taken ill with COVID-19 at the studio, or after having attended an event held there, the management will close the hall for 72 hours and then carry out a deep clean before allowing it to be used again.

**13. References and Links**  
a) All COVID-19 guidance can be found at:  
<https://www.gov.uk/coronavirus>  
b) Specific guidance for the safe use of multi-purpose community facilities can be found at:  
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-> purpose-community-facilities  
Thank you for following this guidance and our procedures which will help you and all your attendees have a safe and successful event.  
     