

Customer Checklist

Item	Completion
Prior To The Start Of An Activity	
identify any participants at greater risk because of an underlying health condition.	
decide whether to allow such participants to attend the activity in the interests of the group	
explain to each participant the risk of using the hall and obtain their acceptance of the risk as a condition of using the hall	
explain to each participant the possible need to share some personal data with the volunteer managing Customers and an official track and trace system and obtain their acceptance.	
record contact details of participants	
email confirmation of the receipt of acceptance of risk, permission to share personal data and contact details to the volunteer managing Customers (robgerig@wasahall.co.uk)	
brief participants on the use of the hall and its facilities as described in this document 'use of the hall with Covid-19 restrictions'	
brief participants on need to inform the Customer if they catch Covid-19 within three days of using the hall	
Prior To Use Of The Hall	
open external doors and windows (recommended)	
check that hand sanitizer is available at the entrance to the room	
check that face masks, cleaning liquids, cloths and gloves required to clean tables, chairs, surfaces etc. are available	
check that waste bins and bags for the disposal of personal waste (such as used tissues, contaminated material), general and recycling waste are available	
clean all surfaces: tables and chairs, toilet (seat, basin, taps, handles, dryer start button, switches), room switches, door handles etc.	
report any deficiencies to the volunteer managing Customers (robgerig@wasahall.co.uk)	
Manage Entry To The Room	
ensure social distancing at all times	
record names of participants on arrival	
ensure that all participants use hand sanitizer prior to entering the room	

Item	Completion
During An Activity	
deny access to the room and toilet to anyone who is not a participant	
ensure social distancing at all times	
remind participants of the key requirements of behaviour in the hall	
manage use of the toilet to ensure social distancing and the required cleaning of surfaces	
minimise the handling of surfaces as far as practical	
ensure compliance with the requirement to wear face masks	
encourage the use of face masks, if compatible with the activity	
ensure the proper disposal of personal waste	
At The End Of An Activity	
clean used surfaces: tables and chairs, toilet (seat, basin, taps, handles, dryer start button, switches), room switches, door handles etc.	
return items (tables, chairs etc.) to their storage position	
identify any deficiency in supplies of hand sanitizer, cleaning materials and items, bin bags etc. and inform the volunteer managing Customers (robgerig@wasahall.co.uk)	
Manage The Exit From The Room	
ensure social distancing	
prevent access by unauthorised people	
close and lock doors and windows	
After The End Of Each Use Of The Hall	
provide the volunteer managing Customers (robgerig@wasahall.co.uk) with the list of participants in the activity and any changes to the contact information of participants, including the contact information of any new participant	
inform the volunteer managing Customers (robgerig@wasahall.co.uk) information on suggested changes to: <ul style="list-style-type: none"> • this guide • changes to hall facilities and their use 	