

## Priory Street Centre - Covid-19 Agreement

### **Coronavirus Safety Procedures and the Responsibility of External Users of Conference Rooms**

The Priory Street Centre is endeavouring to provide a safe environment for all of the users of our conference rooms and members of our wider community, so that they can continue to do their important work.

The Priory Street Centre has produced a Covid-19 Risk Assessment and carried out numerous changes in policy, procedures, layout, and sanitisation to provide a safe environment.

The purpose of this agreement is to draw users' attention to these changes and to the responsibilities of both the users and the Priory Street Centre's Team in ensuring that the Centre remains a safe and productive space. The key to success will be the Priory Street Centre Team and different users of the space maintaining good communication and cooperating with each other in order that things operate in a smooth and safe way.

#### Agreement

1. The event organiser will need to work closely with the Priory Street Centre Team ahead of the booking and discuss their requirements for the event to ensure it meets the measures set out in the Centre and the Risk Assessment
2. The most up-to-date Risk Assessment is available on the Priory Street Centre website: [www.priorystreetcentre.org.uk](http://www.priorystreetcentre.org.uk) and should be reviewed periodically by the event facilitator up until the event in case of any changes
3. Hand sanitiser dispensers and safety signage are positioned throughout the building. We ask that users regularly sanitise their hands and follow the safety signage whilst in the building
4. We ask that users maintain 2m social distancing where possible around the building and that all visitors wear masks at all times in the building unless they are seated in the room booked (or they have a reasonable excuse e.g. a health condition/are undertaking exercise)
5. We will provide a sanitised space, which is laid out to allow for a minimum of 1.5m social distancing. The furniture must not be moved unless you have received express permission from a member of the Priory Street Centre's Team to do so and any change in layout must still comply with a minimum of 1.5m social distancing
6. Food and drinks should only be consumed by guests when they are seated
7. There will be a member of staff on site and the Priory Street Centre Team reserves the right to ask users to leave the premises if they are not complying with the safety measures in place
8. The event organiser and event facilitator must provide their up-to-date contact details to the Priory Street Centre Team in advance of the event for track and trace purposes

9. At the entrance to the Priory Street Centre, there is a track and trace QR code which we ask attendees to scan if they have the NHS Track and Trace App
10. During the event it will be the responsibility of the event facilitator to:
  - a) Ensure the event and its attendees are following the relevant Government Guidelines for the activity taking place e.g. maximum numbers of attendees
  - b) Tell anyone who is currently experiencing COVID-19 Symptoms that they should not attend the event and prohibit them from entering the building
  - c) Maintain social distancing within the event space
  - d) Escort their event attendees on entering and exiting the building within established security procedures
  - e) Ensure that the booking stays within the agreed time slot to allow for sanitisation of the space before and after use
  - f) Ensure all attendees of their booking stay within the agreed areas of the booking and do not congregate or loiter in the corridors and other communal areas in the building
  - g) To maintain a record of the names and contact details of their attendees for at least 21 days so that if a track and trace request is made, the appropriate information can be provided to the relevant Health Authorities.
11. The event facilitator must communicate to their attendees who will be visiting the Centre all the relevant information and procedures before their arrival and with enough time for them to digest the information. The key things you will need to communicate to your guests are that:
  - a. The time of arrival and departure must be adhered to
  - b. They must maintain a minimum of 1.5m social distancing where possible and at all times avoid contact with others
  - c. They must sanitise hands on entry and exit of the building and at regular intervals throughout their visit
  - d. Masks must be worn at all times in the building unless they are seated in the room booked (or they have a reasonable excuse e.g. a health condition/are undertaking exercise)
  - e. Food and drinks should only be consumed by guests when they are seated
  - f. They must not congregate or loiter in communal areas in the building and must stay in the designated area of the booking
  - g. Where possible toilet breaks should be co-ordinated so only one person from the group goes to the toilet at a time to avoid queues forming
  - h. They are not permitted to move furniture without the express permission of the Priory Street Centre's Team and that furniture is placed to maintain a minimum of 1.5m social distancing.

By signing below you agree you have received these guidelines and will to the best of your ability ensure they are carried out.

Booking Name:

Name:

Signature:

Date: