



HALL STORE ROOM PROCEDURE
As at 28 September 2020

1. A maximum of 3 people is to set up and pack up the room for the booking and enter the store room at any time. Masks and gloves must be worn in the store room. There are gloves in the cleaning caddy that is in the kitchen for the person who is setting up/packing up to wear while handling equipment.
2. The number of tables and chairs kept in the store rooms has been determined by the bookings and anticipated numbers for those bookings.
3. The floor has been marked with tape to define each area where equipment is to be retrieved from and returned and posters have been attached to the walls. Areas for used equipment have been marked with red and white tape (red zone). Areas for clean/ready to use equipment have been marked with green and white tape (green zone). A copy of the plan is attached to the inside of the store room door.
4. Tables are stored in the green zone of the store room. Hirers must wipe the tables with the spray provided before and after use and returned to the green zone. Gloves should be worn when moving the tables to and from the store room and hiring room.
5. The chairs cannot be wiped as they are fabric. Hirers can take chairs from the green zone and returned to the store room to the red zone which is divided into days of the week. After 72 hours in quarantine the used chairs are returned to the green zone.
6. Group equipment that is stored in the store room must be cleaned before and after each booking.

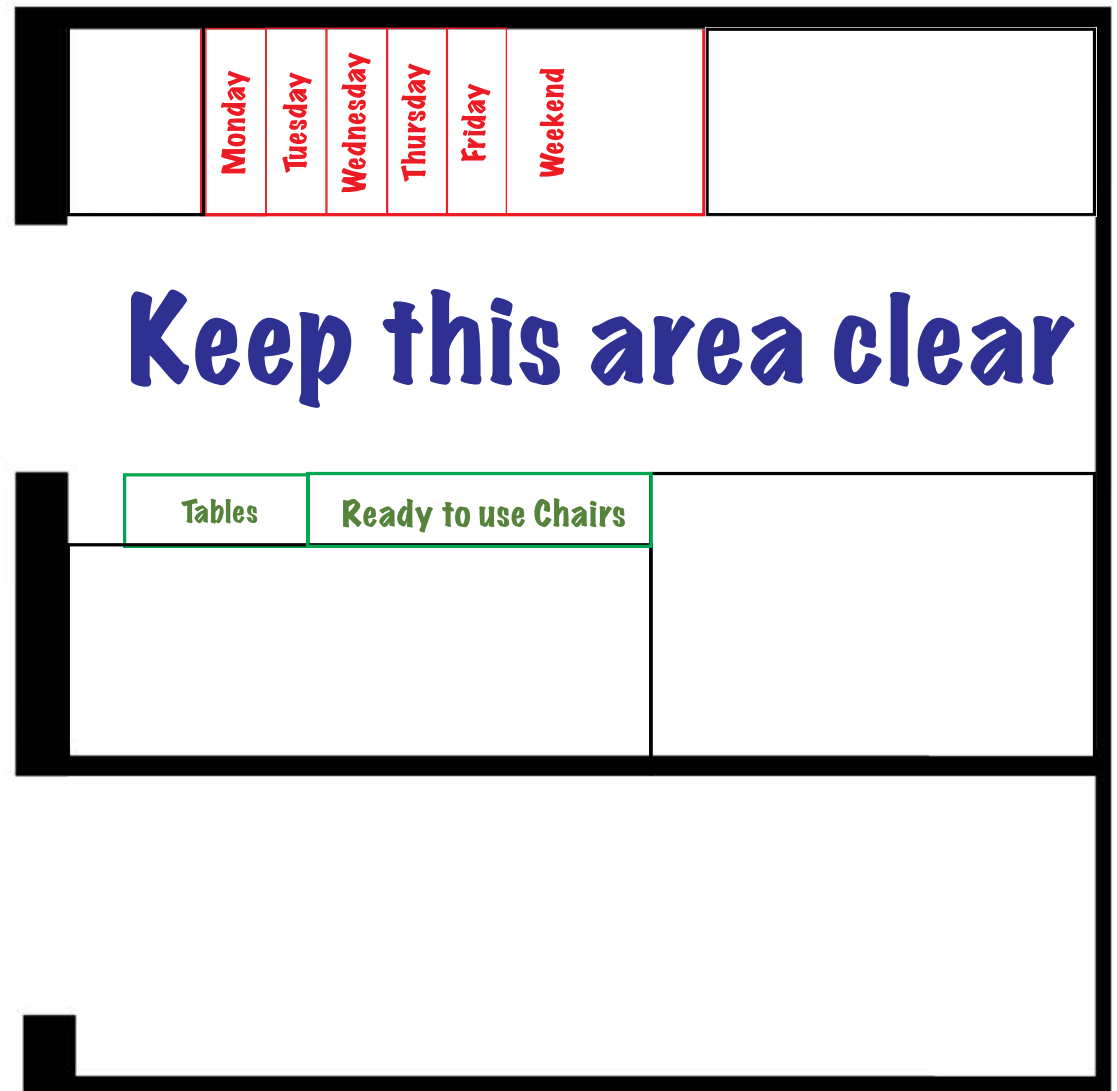
THAKEHAM
VILLAGE HALL

COVID-19

Hall Store Room Plan

**Wear gloves and masks
when handling equipment
in the store room**

**Chairs must be taken
from the green zone
and returned to the
red zone**



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COVID-19
Chesswood Room
Store Room Plan

