**Venue Name**

**Venue Address**

**Contact details of person responsible**

**Venue Capacity**

As at 1 June you can have up to 80 people indoors with a maximum of 20 per separate room provided there are enough sq./m to allow this \*Leaders excluded\*

|  |  |  |
| --- | --- | --- |
| Description | Area size in sq./m | Number of people |
|  |  |  |
|  |  |  |
|  |  |  |

**Our process for managing venue capacity**

*What processes do you have in place to manage the total number of people in a room at a time?*

**Minimising physical contact**

*What processes do you have in place to limit and minimise physical contact – i.e. no handshaking, badge ceremonies etc. For payments what processes do you have in place to minimise cash handling*

**Outline your entry and exit procedures**

*Could include things like separate exits and entries, minimising traffic flow, sign in procedures modified to stop people congregating in doors/hallways*

**Signage and Communication**

*What signage and information do you have on display or are communicating with members. Who will be responsible for this and educating members?*

**Contact Tracing**

*What processes do you have for record keeping of people on site? Who will manage this?*

**Hygiene**

*Where is sanitiser and hand cleaning provided?*

*Who arranges re-stocking and keeping these products up to date?*

**Cleaning**

*What processes do you have in place for cleaning/disinfecting of your hall?*

*What processes are in place for concentration on high touch points being cleaned on a regular basis*

**Education and Training**

*How will you ensure all volunteers know how to keep safe and what their responsibilities are?*

**Response**

*In the event of an exposure or potential exposure to COVID-19 how will you respond?*

**Version: 2 June 2020**