



new park centre

COVID-19 SPECIAL TERMS AND CONDITIONS

This document explains COVID-19 responsibilities and precautions at New Park Centre. The requirements are in addition to the Standard Conditions of Hire.

1. Make members aware of the COVID-19 precautions in place at NPC.
2. Social distancing is encouraged, BUT it is for you to decide what this will be.
3. Face coverings are strongly advised inside buildings, particularly in communal areas.
4. A COVID-19 wipe down of contact points in facilities used is recommended before your session starts.
5. Twice daily cleaning is carried out and hand sanitisers/cleaning materials provided. Please notify staff if supplies run out.
6. Continue collecting and keeping member's contact details for 21-days. Scanning of QR codes is optional.
7. Always comply with instructions from NHS Test & Trace and Public Health England.
8. If someone becomes unwell with suspected Coronavirus ask them to leave straight away if they can. If they are clinically unstable, isolate them before arranging for them to leave. Notify NPC staff if anyone becomes unwell with COVID-19 symptoms whilst on site.
9. Changing rooms and kitchen areas are closed. Encourage members to arrive activity-ready and to bring their own water.
10. Keep halls ventilated by opening windows and doors. Always check they are closed before leaving.
11. Clean any equipment you provide, or any items provided by NPCAA before use. Discourage sharing of equipment as far as possible.
12. Observe any one-way systems in place by asking members to only use dedicated entrances and exits.
13. If there is COVID-19 safety concern, we may need to close areas of the buildings. e.g. if deep-cleaning is required or it is reported COVID-19 precautions are not being complied with, or if public buildings are mandated to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for hire.
14. These COVID-19 Special Terms and Conditions are reviewed regularly, and necessary revisions issued as required.

DECLARATION

I have read the COVID-19 Terms and Conditions for New Park Centre (which I will retain for my information) and I agree to adhere to them.

NAME OF GROUP / ACTIVITY:

YOUR NAME:

YOUR SIGNATURE: **DATE:**