Hiring the Building—COVID-19 Guidance

From Monday 19 July, 2021, all legal restrictions related to the coronavirus pandemic have been lifted and all businesses are now able to open. London Bubble still has a legal duty to manage risks to those affected by their business. To do this, we have carried out a health and safety risk assessment, including the risk of COVID-19, and are taking reasonable steps to mitigate the risks identified. Following the government’s ‘Working Safely’ guidance, we have developed this guidance to help limit the spread of COVID-19 during your hire of the building.

**You are required to read this guidance, share it with everyone in your group, and ensure that your group follows the measures outlined below.**

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| Please DO NOT come into the building if:* You have a new, persistent cough, high temperature, or have lost your sense of taste and smell
* You have been called and instructed to self-isolate by NHS Test and Trace

You must notify a London Bubble member of staff if a member of your group has had a positive lateral flow or PCR test result by contacting admin@londonbubble.org.uk or 020 7237 4434 |

**Before you arrive**

* Each member of your group should take Lateral Flow Tests twice weekly, or once if hiring for less than one week. You are responsible for tracking the lateral flow tests for your group, and for notifying London Bubble in case of a positive result.
* Send London Bubble a risk assessment, or list of precautions you are taking as a group to help limit the spread of COVID-19 during your time in the building
* Prior to your hire, each space you use will be cleaned with an emphasis on high touch points, such as door handles, work surfaces, handrails, etc.

**When you arrive**

* Please wash your hands with soap, or use hand sanitizer when entering the building
* Take the shortest route to the room you are hiring, and avoid spending time in landings, hallways, or stairwells to avoid crossover with other groups using the building

**During your hire**

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| **Room**  | **Capacity** |
| Rehearsal Room  | 40 |
| Studio | 20 |
| Meeting Room  | 4 |

* Please keep at least one window open in the room you are hiring, to maintain increased ventilation in the space and throughout the building
* Please keep a record of all individuals in your group, and their contact details, in order that they can be contacted in case of a positive COVID-19 result
* Do not exceed the adapted capacity of your space, as listed here:
* Only use the room that you are hiring
* Use the toilet facilities nearest to the room you are hiring
* Use the kitchen facilities in the room you are hiring
* Encourage your group to go outside the building for informal conversation and breaks
* Maintain social distance from other people who are not in your group

**Optional measures**

* An NHS Test and Trace QR code will be available, should you wish to scan and check in on the app
* Wearing a face covering