

HELP KEEP THE PALACE COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the Palace on **01530 262400** and alert the organiser of the activity you attended.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. Wear a **face covering** upon entering the building.
5. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
6. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
7. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
8. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We do our best to clean all surfaces at the hall between each hire.
9. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
9. **Keep the hall well ventilated. Close doors and windows on leaving.**