

## Sample COVID-19 Hirer Code of Conduct

This document outlines a suggested code of conduct you may wish to implement at your school, in order to ensure hirers and their users comply with your COVID-19 procedures. The code of conduct should be displayed and visible to all users within your facilities and could be sent to hirers in advance of their bookings so they are aware of what is expected on arrival and during their visit. This Hirer Code of Conduct goes hand in hand with our Sample COVID-19 Terms & Conditions of Hire which can be downloaded here: <https://www.bookingsplus.co.uk/wp-content/uploads/2020/08/bp-sample-COVID-19-Terms-and-Conditions-of-hire.pdf>

### Do

- Ensure anyone who is symptomatic or suspects they have been exposed to the virus does not take part and remains at home.
- Maintain social distancing as per the latest Government guidelines and check the guidance regularly for updates:  
<https://www.gov.uk/coronavirus>
- Enforce strong hygiene practices, including hand washing/sanitising on arrival; and for longer hire periods, regularly throughout the duration on site.
- Clean equipment and touch points in the hired area such as sporting equipment, doors and door handles using the cleaning materials and black sacks/bin bags supplied by the site team at the end of the hire period. Black sacks/bin bags to be left outside the hired space to be collected by the site team.
- Maintain records of all of your activity attendee's for Track and Trace purposes. For guidance please see:  
<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>
- Ask attendees to arrive ready for their class/activity (changing rooms will be closed).
- Ensure activity attendees arrive and leave for the allotted booking times to avoid overlaps with others on site.
- Ensure that both you and your activity attendees follow any signs or guidelines outlined and displayed on site.
- Maintain good ventilation, by keeping doors and windows opened where possible.
- Ensure that any new hazards that were not previously identified on your risk assessment are added and an updated copy is sent to us in advance of your booking.
- Ensure that if you or your activity attendees are arriving via public transport, face masks are worn at all times during the journey. For guidance please see:  
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

### Don't

- Touch any equipment you don't have to.
- Use equipment which cannot be cleaned after use (such as soft furnishings).
- Touch any unnecessary surfaces in thoroughfares (such as walls) as you navigate the site.
- Wander from the designated hire area.
- Remove footwear whilst on site.
- Leave waste or belongings in the hired spaces after the letting has concluded.