

Appendix D

Management of Activities and Social Distancing at Community Facilities - A Risk Based approach

This Appendix has been reviewed and updated substantially to reflect the tier regulations of 2nd December 2020.(see also Section 2.2c of the Information Sheet and below, part B).

Following the end of lockdown community groups have needed to know whether or not they can once again use community facilities to hold their usual – or a version of their usual – activities and, if so, what conditions may be appropriate so as to reduce the risk of spreading infection and address fear. Booking secretaries need to know which bookings can be accepted as areas move between tier restrictions.

Government Guidance makes clear that the overarching points are HANDS – FACE - SPACE:

“It is critical that everybody observes the following key behaviours:

- HANDS - Wash your hands regularly and for 20 seconds.
- FACE - Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.
- SPACE - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors)”.

The Social Contact rules (social interactions for groups)

These key points may help address misunderstandings:

- The Public Health regulations permit most activities at community halls (see below for restrictions) and the Government Guidance for Community Facilities confirms they can take place in a Covid-19 secure hall within the hall’s own capacity limits.
- The aim is to contain risk of virus spread to small groups.
- In tier 1 the “rule of 6” applies to indoor activities, i.e., people must not socialize in groups larger than 6, which must be socially distanced from other groups.
- In tiers 2 and 3, within a COVID -19 secure hall people must not socialize with anyone they do not live with or who is not in their support bubble; these are household/bubble groups.
- Qualifying groups can be larger than 6 where a “support bubble” or “linked household” has been formed with another household, or a single household is composed of more than 6 people.
- For brevity, we refer here to these groups as “rule of 6 or household/bubble groups” to avoid confusion with activity groups.
- These “rule of 6 or household/bubble groups” must avoid mingling or mixing with other such groups. This does not prevent a friendly smile or greeting, discussion in a meeting, but **mixing, handshakes, sharing items and close contact between people in different groups must be avoided.**

The Government Guidance for Community Facilities (30th Nov 2020) says (the bold italics are ACRE’s insert): “we strongly advise that activities where there is a ***significant likelihood*** of groups mixing and socialising (and where it would be difficult to prevent mingling and therefore breaking the law) should not take place in a community facility”. While some activities are listed as examples, that is a flag for organisers to take particular care if people attend or rehearse in

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groups, owing (for example) to greater vulnerability owing to age. Activities such as WI and amateur choirs are important for the wellbeing of individuals, particularly those who have been isolated from the company of friends and family over the last six months. The emphasis in Government Guidance is clearly on the need to conduct such activities safely. Those organising activities which are likely to be attended by older or clinically vulnerable people should ask everyone to take particular care to observe social distancing requirements and wear face coverings (unless an exception applies).

A. Which activities can now take place?

A series of posters displaying information about the various tiers of restrictions in England from 2 December 2020 are available here: [Tier posters: Medium, High and Very High](#).

The following is a summary relating to activities likely to take place in or around community halls. All activities should follow relevant Guidance for their sector, if any, eg For community cafes, Guidance for restaurants and pubs, for indoor markets, Guidance for retail, for plays and concerts, Guidance for Performing Arts. Links are provided in section 6.

Permitted in all tiers

- **Activities which provide essential services:** e.g. Pre-schools, food and medicine distribution, making PPE, Pop-Up COVID-19 testing or vaccination, services by voluntary and charitable organisations, essential retail activities such as Community Shops and indoor markets selling foods e.g. Farmers Markets. Non-essential retail such as Craft Markets, Antique Fairs, Car boot sales is currently permitted (Dec 2020) but may change - Government Guidance for the retail sector applies.
- **Supervised activities for children and young people:** e.g. cubs, youth clubs, railway modelling club, Sunday school, holiday playschemes, before or after school activities. Government guidance for out-of-school settings applies.
- **Parent and Child groups:** Up to 15 people aged 5 and over are permitted, either for voluntary or "business-led" activities (e.g. music for toddlers). Soft toys should be avoided. Parents can be encouraged to bring toys which are not shared with other children. Government Guidance for "early years" may be helpful in making arrangements e.g. focus on hand cleanliness, arranging the room into small groups. Social distancing will be difficult so arrangements may be needed for any families with clinically vulnerable close relatives who attend.
- **Use by Schools:** Guidance provided by the Charity Commission for charitable halls regularly providing space is available from ACRE Network members if required.
- **Office and other forms of employment:** e.g. Building work to the hall, Parish Council, or other office, hire by local companies or organisations for training events, distribution purposes, video recording/transmission. Personal care and close contact services such as hairdressers, health therapists. The relevant Government Guidance for that type of employment should be observed.
- **Activities which can be held outdoors and where social distancing can be readily achieved:** e.g. dog training classes, exercise classes. Equipment should be cleaned regularly e.g. gate latches, handles, balls etc. People who play team sports can train together (e.g. hold fitness sessions) in accordance with Guidance from their Governing Body. See **Appendix K** and link to DCMS guidance in Section 6.

- **Activities held indoors where smaller numbers of people attend:** eg: meetings or seated activities held in a large hall such as communal worship, art classes, history group, dog training classes, weight loss groups. While Government recommend that meetings continue to take place digitally rather than face-to-face where possible, and in tier 3 people are asked to avoid attending such activities if there is any likelihood of mixing with others, they are not prohibited in a Covid-19 secure venue. Meetings are permitted of civic, political or community groups (including parish councils, ward meetings of political party, charity trustees), MP or councillor surgery/drop in sessions and for other legal (eg governance) purposes. Halls in tier 3 should risk assess carefully: Age and vulnerability of participants, poor broadband connectivity, rurality, likelihood of mixing may all be relevant. A combination may be feasible: A small distanced face-to-face meeting may help involve new members and enable those who struggle with digital technology to participate, while others participate on line or by phone.
- **Public meetings and public consultation events (e.g. planning):** These important aspects of local democracy are permitted. However, digital participation can be encouraged. A one-way system can be created for exhibitions. For large meetings attendees can be asked to use the furthest seat from the entrance first unless hard of hearing, leaving two seats between groups of people on either side. Handouts can be provided at the end rather than at the beginning. Contact details should be taken (for NHS Test and Trace) by one person so attendees do not share a pen.
- **Libraries and book lending schemes:** Users should be asked to clean hands on arrival, regularly if browsing and when leaving. Returned books should be placed in a box for 72 hours before placing back on display, cash donations placed in a bowl and handled by one person wearing gloves.
- **Formal support groups:** Examples are given in Government Guidance but it is not an exclusive list and is clearly intended to cover those who are vulnerable. They include, but are not limited to: bereavement support, Al-non, Narcotics Anonymous and may include health-related support groups eg a Stroke Club. Up to 15 may attend, plus staff. Although social distancing should be encouraged, in these groups close personal contact may be required to deliver the support required to improve mental or physical wellbeing, eg a hug, help to exercise to improve mobility.
- **Weddings and funerals:** can go ahead with 30 people attending funeral ceremonies, 15 people attending weddings, wakes and linked commemorative events. (Wedding receptions only permitted in tiers 1 and 2). People are encouraged to use Covid secure premises rather than holding wakes or receptions at home.

Tier 1: Medium alert

- **Socialising:** People must not socialise in groups larger than 6 people (+support bubble), indoors or outdoors, other than where a legal exemption applies: The 'rule of 6'. People may attend larger meetings or activities (eg film shows) organised by or at premises operated by a business, charitable, philanthropic organisation or public body providing they are in a "rule of 6" group. They may not "mingle" with others outside that group.
- **Hospitality:** Those selling food or drink for consumption on premises are required to:
 - provide table service only, for premises that serve alcohol
 - stop taking orders after 10pm, and close between 11pm and 5am
 - those not serving alcohol, eg cafes, must take reasonable steps to ensure customers remain seated
- **Films, plays, shows, concerts, bowling and bingo:** Early closure (11pm) applies. Films, plays and concerts can stay open to conclude performances that start before 10pm. Alcohol may be purchased at a bar for consumption where seated.
- **Public attendance at outdoor and indoor events (performances and shows):** is permitted, limited to 50% capacity.
- **Public attendance at spectator sport and business events:** can resume inside and outside, limited to whichever is lower: 50% capacity, or either 4,000 people outdoors or 1,000 people indoors
- **Organised outdoor sport,** physical activity and exercise classes are permitted
- **Organised indoor sport,** physical activity and exercise classes are permitted if the rule of 6 is followed. There are exceptions to following the rule of 6 for disability sport, sport for educational purposes, supervised sport for under-18s.
- **Places of worship remain open,** subject to the rule of 6 unless a legal exemption applies
- **Weddings receptions:** Sit down receptions permitted for 15 people (plus catering staff).
- **Travel outside the area:** People living in a tier 1 area who travel to a higher tier area should follow the rules for that area while there.

Tier 2: High alert

- **Socialising:** People must not socialise with anyone they do not live with or not in their support bubble in any indoor setting. People may attend larger meetings or activities (eg film shows) organised by or at premises operated by a "business, a charitable, benevolent or philanthropic institution or a public body" but may not "mingle" with others. So, within a COVID 19 secure hall people must minimise interactions with anyone not in their household/support bubble.
- **Socialising Outdoors:** the 'rule of 6' applies
- **Hospitality:** Alcohol can only be served as table service with substantial meals. Consequently, bars and social clubs must close unless also serving meals or, where a bar is provided for a film, play or concert, it can be open for up to an hour in total (which may be in part beforehand and part during an interval) and alcohol can only be sold to ticket holders for consumption at seats. No orders are to be taken after 10pm and bars or cafes must close between 11pm and 5am.
- **Films, plays, shows, museums, bowling and bingo:** Early closure (11pm) applies. Films, plays and concerts can stay open beyond 11pm to conclude performances starting before 10pm.
- **Public attendance at outdoor and indoor events (performances and shows):** Is permitted, limited to whichever is lower: 50% capacity, or either 2,000 people outdoors or 1,000 people indoors.

- **Public attendance at spectator sport and business events:** can resume inside and outside limited to whichever is lower: 50% capacity, or either 2,000 people outdoors or 1,000 people indoors
- **Places of worship:** remain open subject to not socialising with people outside the household/support bubble while indoors, unless a legal exemption applies
- **Organised outdoor sport,** and physical activity and exercise classes is permitted
- **Organised indoor sport,** physical activity and exercise classes will only be permitted if it is possible for people to avoid mixing with people not in their household/support bubble. There are exceptions for indoor disability sport, sport for educational purposes and supervised sport and physical activity for under-18s, which can take place with larger groups mixing.
- **Weddings receptions:** Sit down receptions permitted for 15 people (plus catering staff).
- **Travel:** Those living in a tier 2 area must continue to follow tier 2 rules when travelling to a tier 1 area.

Tier 3: Very High alert

- **Socialising indoors:** People must not socialise with anyone they do not live with or not in their support bubble in any indoor setting. People may attend larger meetings or activities organised by or at premises operated by a "business, a charitable, benevolent or philanthropic institution or a public body" but may not "mingle" with others. So within a COVID 19 secure hall people must minimise interactions with anyone not in their household/support bubble.
- **Socialising outdoors:** This is permitted in public spaces. The 'rule of 6' applies
- **Bars, social clubs and cafes:** are closed – takeaway, click-and-collect, or delivery services are permitted.
- **Films, plays, shows, bowling, bingo, indoor play areas, snooker:** These are not permitted as the following are closed: indoor play areas, including soft play, bingo halls, bowling alleys, cinemas, theatres, and concert halls, snooker halls.
- **Leisure and sports facilities and gyms:** may be open, but Government Guidance is conflicting. It is recommended that the latest version of Government Guidance for sports is consulted, which (mid December) indicates that while one to one training is permitted, group exercise and dance classes (including even static wellbeing classes such as yoga and pilates) should not go ahead. There are exceptions for indoor disability sport, sport for educational purposes and supervised sport and physical activity for under-18s.
- **Organised outdoor sport,** and physical activity and exercise classes can continue. however higher-risk contact activity should not take place
- **Spectator sport and other indoor and outdoor public events:** There should be no public attendance at spectator sport or indoor performances. Large business events should not take place. Large outdoor events (performances and shows) should not take place, with the exception of drive-in events.
- **Places of worship:** Remain open, subject to attendance within a household/ support bubble, unless a legal exemption applies.
- **Wedding receptions are not allowed.**

Exemptions from gatherings limits (socialising) in all tiers include:

- for work purposes or providing voluntary or charitable services, including in other people's homes
- for childcare, education, or training – meaning education and training provided as part of a formal curriculum
- for supervised activities provided for children, including wraparound care (before and after-school childcare), groups and activities for under 18s, and children's playgroups
- for formal support groups, and parent and child groups – up to 15 people aged 5 and older
- to provide emergency assistance, avoid injury or illness
- to fulfil a legal obligation, such as attending court or jury service, and voting.
- Protests organised by a business, a charitable, benevolent or philanthropic organisation, a public body or a political body
- To visit a person understood to be dying, where the visitors are members of the household, close family members or friends of the dying person,

Notes on the exemptions:

- i) The usual limits on group size are to limit the spread of infection. It would be unwise for an activity to call itself a "support group" in order to avoid the limits on group size. Even where an activity may be exempt, organisers should consider whether it would help limit the risk to adjust their activities and operate in groups. For example, Men's Sheds provide a voluntary service, and are wisely advising local groups to operate in groups.
- ii) Where a group includes someone covered by one of these exemptions, they are not counted as part of the gatherings limit. For example, a counsellor can run a support group of 15.
- iii) **Businesses:** While there is an exception for those at work, it is unlikely to apply to people attending an activity run as a business, such as a weight loss group, only to the person at work, who can interact with people as required. Social distancing must be maintained at such groups and some people attending may be in the vulnerable category. Those who attend must be in "rule of 6 or household/bubble groups" and groups not permitted to mingle (ie mix) with others.

B Application of the above tier restrictions to hall bookings

A risk-based approach needs to be taken, bearing in mind:

- the hundreds of different kinds of organised activities which take place in or around village and community halls and playing fields;
- the important need to address isolation, loneliness and mental health issues vis a vis the age and vulnerability of those attending;
- the needs of families with young people;
- the need to enable people to remain fit and healthy;
- the need for people who normally earn a living around community facilities to do so.

This note cannot cover every situation and is intended only as a guide to help halls draw up their own policy towards accepting bookings, with tips shared by halls, so that the Booking Secretary knows how to respond to requests.

The following should be considered in risk assessing whether each potential hirer can meet the COVID-19 secure guidelines, or whether an activity could take place online.

- Can attendance at indoor activities be limited to the capacity figures the hall sets and will the organiser be able or willing to comply with social distancing requirements (see Section 2.2) and gathering limits for their tier?
- Are more people likely to attend than the room has capacity for? If so, what arrangements would be made? A meeting which usually takes place in a committee room may need to be moved to a larger space to allow social distancing.
- The likely age of those attending. If 70 or over, or if clinically vulnerable, can arrangements be made to ensure 2m social distancing **throughout** their use of the premises, including when using toilets. (Shielding for the clinically vulnerable was paused on 1st August but their social interactions need to remain low).
- Are the organisers willing to clean regularly used surfaces before the event, while it takes place and before leaving? Are they willing to ensure compliance with the requirements to wear face coverings and recording details of those attending or use of NHS QR codes (see Appendix M).
- Is the event designed to enable public participation eg a planning consultation, public meeting? If so, would broadband issues affect inclusion? Can it be held both in person and online?
- If activities are to be held outdoors what arrangements will be made in the event of rain or a cold snap, e.g. tents, umbrellas?
- Will other organisations be using the premises at the same time? If so, what arrangements will be made to avoid contact between the different groups e.g. staggered start/finish times, stewarding entrances/exits, Occupied/vacant signage for toilets?
- If an activity will take place outside, will it require access to toilets? If so, a charge would be reasonable to help defray cleaning and other costs such as water rates and insurance.
- Will it comply with relevant Government Guidance for specific activities (eg sports, performing arts, out of school settings, retail)
- Organisers may be following guidance issued by their own governing bodies (eg for sports), which may be more specific to their activity and should provide reassurance. If there is a slight difference between that guidance and the information here, it will be preferable to follow the latest Government Guidance, which is regularly updated.

The following are all subject to relevant social distancing requirements, cleaning and hygiene being met. If an activity is not covered here, we suggest you look at the closest match:

Activities requiring more careful management:

- **Activities which are mainly social or private: In tier 3** Government Guidance is that people should avoid engaging in social activities outside their own household. In tier 3 private hire should be avoided, except weddings, funerals and wakes.
- **Playing games at tables:** While the older age profile and difficulty complying with social distancing at card tables (normally 67cm) has led the English Bridge Union to advise Bridge Clubs against re-opening for a period, an informal local group may be able to arrange social distancing if "rule of 6 or household/bubble groups" play together and do not mix with other groups, and slightly larger tables are used. Using new cards or cleaning them is advisable. For games such as scrabble, tiles would need to be cleaned and not touched by other players.
- **Other larger events including those with seated audiences: (tiers 1 and 2 only).** e.g. gardening club, film show, bingo, quiz night. Attendees can be asked to use the furthest seats from the entrance first unless hard of hearing. A booking system can be

encouraged to manage numbers and obtain contact details for NHS Test and Trace.

- Weddings and wedding receptions (wedding receptions are not permitted in tier 3):** Weddings and civil partnership ceremonies are permitted where attended by up to 15 persons (excluding those officiating). Musicians may play and a small group of singers perform, but guests may not sing and recorded music is recommended. The bridal couple are not required to wear face coverings and only they may dance. Sit down wedding receptions are permitted in tiers 1 and 2, for no more than 15 people (excluding caterers). See also Government guidance on Places of Worship, on Weddings and for cafes and restaurants in relation to catering.
- Other life cycle events:** While an event to “mark a person’s death or celebrate their life following a death, such as a funeral” can be held for up to 30 people, government guidance suggests that families consider deferring a celebration or memorial service until it can be held safely and that community facilities should not facilitate large gatherings or celebrations at present. Wakes and similar events are permitted for up to 15 so a hall may be hired to provide refreshments and toilet facilities for relatives and friends who have travelled a distance to attend a funeral. Any refreshments should be provided in accordance with guidance for cafes and restaurants ie there should either be “table service” or people should be seated in order to eat and drink, in “rule of 6 or household/bubble groups”. Baptisms and other life cycle or religious events should be postponed if possible, and where held comply with “rule of 6/household groups”.
- Family celebrations and Christmas:** A small celebration such as a wedding anniversary lunch might be held in tiers 1 and 2, in accordance with Guidance for restaurants and wedding receptions (ie up to 15), providing there is compliance with social distancing and “rule of 6 or household/bubble groups”, or, for Christmas lunch, a “Christmas bubble”. If there is any likelihood of a larger gathering the hall should not be made available. In tier 3 a Christmas lunch would be permitted in compliance with the exception for visits to someone who is dying (their last family Christmas). Loud music or broadcasts are not currently permitted, the purpose being to avoid aerosol dispersal as people raise their voices to be heard, and must be restricted to 85db(A) at the source of play (except for live music).
- Social Clubs, bars and cafes (tiers 1 and 2 only):** Held in accordance with regulations for the hospitality sector, above. There is a legal obligation to ensure people are not admitted other than in “rule of 6 or household/bubble groups” and that groups do not mix. Tables must be 2m part (or with other mitigation such as back to back seating). Any **singing on the premises by customers in groups of more than six or dancing by customers must be stopped**. Takeaway refreshments can be provided in all tiers. Music must not be louder than 85db(A) at source, except for live music. Games such as darts and snooker are discouraged in the Government guidance for pubs. However, they can be permitted if not played in a Social Club or bar but as an activity in their own right or e.g. at a Youth Club.
- Indoor Performances, Rehearsals, broadcasts:** In all tiers rehearsals, filming and broadcasting of music, drama and dancing is permitted, including by professional touring performances, amateur dramatics, pantomime groups, children’s entertainers, band practices, orchestras, choirs, whether amateur or professional. Public performances are only permitted in tiers 1 and 2. These should all be held in accordance with the Government guidance for performing arts, summarized in **Appendix J**. Children’s

entertainers need to get back to work and will have plans for managing social distancing and encouraging hand washing, so offer a good option for organised activities for children and young people, eg at half term. Performances are encouraged to close by 10pm, but permitted to finish later.

- **Children's birthday parties:** Many families do not have the space for this at home. Large private gatherings or celebrations are not permitted, neither is loud music or activity which would encourage shouting or singing. Small children's birthday parties are not banned but should either be confined to one household/bubble or managed by someone with suitable experience eg in a school, out of school setting, pre-school or a professional children's entertainer. The Guidance for Out of School settings and a maximum of 15 is recommended.

Group 3: Not permitted

- **Outdoor events:** Gatherings of 6 or more people in public spaces such as playing fields, recreation grounds and public gardens are not permitted unless organised by a business, charity, benevolent or philanthropic or political organisation, public body or sports organization in compliance with Covid-19 Secure guidelines. Informal or self-organised sport can only take place within the legal gathering limit of 6.
- **Dances and discos, teenage or adult parties:** Dance floors and nightclubs are not permitted to open. Loud music is not permitted. Performers are advised not to encourage impromptu dancing by audiences.
- **Group singing eg by worshippers or audiences.** Places of worship should take account of the Performing Arts guidance.
- **Gatherings of more than 30 people:** unless organized by a business, charitable, philanthropic organization or public sector body.

C. Concern by trustees about responsibilities and confusion about the way different Government Guidance applies.

The following may help:

1. **Trustees** of Village Halls are unlikely to be at risk if they have undertaken and followed a COVID-19 Risk Assessment before re-opening their Halls, unless the activity is on the specific 'banned' list that is referred to in Regulations.
2. Risk under the 'crisis regulations' falls to the **event organiser**. If a **hirer, the event organiser**, does not feel the Hall is in a condition that enables them to comply, they should not make the booking. Obligations on the **event organiser** include keeping a record of those attending for NHS test and trace and taking steps to avoid groups of people mingling at activities.
3. **Trustees and managers of** Village Halls will, of course, want to ensure that their premises make it as easy as possible for both hirers and individuals to comply with relevant Guidance through the provision of adequate handwashing, signage, spacing/capacity guidelines, multiple small tables etc. specific to their Hall. The manner or extent to which managers choose to do this is unlikely to alter the risk for them under the regulations.
4. **Hirers** must commit themselves to operating in a COVID-19 Secure way by following the Government's Guidance in force for their activity. The Government guidance says: "if

- organising an activity, you should carry out a COVID-19 risk assessment to identify actions which could minimise the risk of transmission”.
5. **Trustees and managers** of Halls should follow good practice themselves and avoid creating the conditions for the spread of COVID-19 in their community. For this reason, they will want to avoid letting to any **hirer** where there may be an obvious risk of the Guidance being hard to comply with.
 6. In order to assure themselves on 4, above, trustees of Halls should ensure **hirers** inform all participating **individuals** that they must adhere to social distancing guidelines and the face covering requirement. *The responsibility rests with the **individual** to comply and with the **hirer** (the event organiser) to have carried out a risk assessment and operated the event under COVID-19 Secure guidelines to make it possible* e.g. by laying out seats or tables so as to enable individuals or groups to achieve social distancing from the next individual or group.
 7. The Government guidance for **individuals** advises: “you should not hold or attend celebrations of any size (such as parties) where it’s difficult to maintain social distancing” and “limit social interaction with anyone outside the group you are attending a place with”.
 8. **Event organisers** should arrange activities so as to avoid “rule of 6 or household/bubble groups” “mingling”, ie mixing with other groups. The group limit does not stop people saying hello, waving, smiling, or conversing briefly in the way many are now used to doing while social distancing in the street, shops or at work. However, an **individual** in one group may not join another group during an activity or event, just as people in restaurants may not join another table. An **event organiser** should ask **individuals** who attempt to mingle with another group to stop.
 9. **Space requirements may be difficult to determine** in advance of occasional events, whereas for regular activities this is likely to be less of a problem: This is because there is a tension with the advice to individuals, which is that they should limit their social interactions with anyone they do not live with. Consequently, even if in tier 1 people attend in a “rule of 6 group” if they are from different households they may still require sufficient space for social distancing within their group, especially if over 70 or shielding. Organisers can therefore **ask** whether social distancing is needed *within* a group, so that when an activity is being booked or people are being seated, sufficient space is made available.
 10. Common sense can be applied.

Managing social interactions for “rule of 6 or household/bubble groups” – examples

Activity or Event	How to Manage groups?	Can Face Coverings be removed? (Other exceptions also apply)
Sewing group:	People attend with one or two friends with whom they wish to chat as a group. They do not live together and most people being over 70 they wish to sit socially distanced. Large tables are put out by the organiser/caretaker. Within tier 1 “Rule of 6 groups” people can choose eg to be side by side, with household/bubbles 1 - 2m apart, at one large table or have individual tables set apart from other groups. Those within household/bubble groups (tiers 2 and 3) can be closely seated at their own table, 2m from the next table.	To take refreshments (seated) or if they interfere with the activity. If glasses steam up, they should be removed for safety (sharp scissors, needles).
Quiz: (Not in tier 3)	Most people attend in family or friendship groups. They can be asked to book in advance. In tier 1, some tables will have groups of 4 – 6 family members closely seated, one or two tables may have a larger “qualifying group” of more than 6 closely seated while other groups of up to 6 will need larger tables so friends can sit together but socially distanced, but in tier 2 only household/bubble groups can sit together. At the interval remind people not to mingle between groups, especially if children attend who may want to mix with friends. Invite people from each table to use toilets one by one.	To take refreshments, when seated.
Art class:	12 people usually sit socially distanced. Only the instructor moves round the room. They can remain as they are or, in tier 1, the class can form groups, e.g. 2 x 6 or 3 x 4. Members of groups would then be able to chat and move within their group during the class and coffee break, but not with other groups. The tutor would still need to interact with each group, with attention to social distancing, but being at work is excepted and does not count towards each group limit.	To take refreshments. when seated. If it would interfere with the activity (e.g., glasses steam up).
Bingo: (not in tier 3)	Each group needs to be socially distanced from other groups. If people don’t book in advance, someone would need to take them to a row of seats or table large enough for their group. They	To take refreshments, when seated.

	could be separated from other groups by both a 2m wide gangway and the table separating them from those in rows behind or in front.	
Public meeting	Seats might be placed in forward facing rows eg 8 on each side of a 2m gangway, each group or individual separated from the next group or individual by empty seats in the row or sitting in a different row. Someone should be available to help seat people so as to achieve social distancing.	To take refreshments, when seated. If it would interfere with the activity eg by a speaker. A PA preferable if available.
Film show (not in tier 3)	Barns Green Village Hall, Sussex, held 2 shows, with advance bookings. Limiting group sizes to households/bubbles of 4, empty seats between, gave a capacity of 46. They can continue this way or, if the county moves to tier 1, raise the group limit to 6. The seats are the refreshment area, people bring their own.	Once seated during a film show face coverings can be removed to eat and drink and replaced before leaving.
Wedding reception (not in tier 3)	Up to 15 people can attend a seated reception. The hirer should be asked how the tables should be set out so that household groups, especially those with vulnerable people, socially distance from others.	Not required by the bride and groom. Guests may remove them once seated for the meal.
Coffee morning (not in tier 3)	People attend to socialise with others but arrive singly or in pairs. In tier 1 the organisers may allocate or allow them to join a table of up to 6, socially distanced, but in tier 2 they must sit 2m from others. Organisers should explain they must not mingle or move to another table.	To take refreshments, when seated.