Guidance for Use of the Church Building During Covid-19

This document details the extra precautions that users of the Church building must take to ensure the safety of people attending events at Church Crookham Baptist Church.

Meeting organisers should ensure they read, follow and enforce the points in this document. It is a conidition of use of the hall that these instructions are followed.

Whilst this might sound like a lot of rules, we hope you appreciate we have everyone’s best interests at heart. If you have questions or comments then please ask.

Our risk assesment can be seen at: <https://www.churchcrookhambaptistchurch.org.uk/policies/>

**Relevant Government guidance and legislation:**

* Any meeting in our building is covered by UK Government legistaion and guidance for Places of Worship - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>
* As a community facility, we are also drawing on the guidance for multi-purpose community facilities - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

**Attendance**

* No-one should enter the building if showing signs of coronavirus:
	+ a high temperature,
	+ a new, continuous cough,
	+ a loss of, or change to, your sense of smell or taste.
* No person should enter if they are currently self-isolating.
* Due to social distancing we have set the maximum attendance as follows:

|  |  |
| --- | --- |
| **Room** | **Number of People** |
| Front Foyer | 6 |
| Sanctuary | 15 |
| Hall | 18 |
| Toilets | 1 person at a time in each toilet |

* Group leaders must keep a list of those attending for use by NHS Test and Trace and mainatin this list for 21 days

**Whilst on the Premises**

* Everyone should wash their hands upon entry (or use hand sanitiser).
* Maintain social distance of 1 metre (chairs could be laid out in advance to faciliate this)
* It is a requirement to wear a face covering indoors unless a person in unable to as per Government guidance - <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
* The toilets can be used but please generally remain in the area of the building that you have booked
* The kitchen and refreshment facilities should not be used. *(If needed, it may be possible to book the kitchen for a particular day or evening – please speak to Helen Butler).*
* Maintain good ventilation by opening windows (weather and climate conditions permitting) and propping open doors where possible – remember to close windows before you leave the building
* The normal fire alarm and emergency exit procedures remain in place and take priority over any social distancing rules
* With the exception of hand towels in the toilets, please take all rubbish away with you.

**Signs or Positive Test for Coronavirus**

* If anyone develops symptoms of Coronavirus they should leave the premises and be tested as soon as possible
* If anyone attending meeting is tested positive then inform one of the following church contacts as soon as possible:
	+ **Helen Butler (Hall Bookings) - 01252 623022**
	+ **Simon Hawes (Church Secretary) – 01252 612282 / 07720 270770**
	+ **Paul Brice (Pastor) - 07713 348291**

Simon Hawes

Updated 19th September 2020