

COVID –19

Guidance for the St Peter's Hall, Inkberrow

The Standing Committee of St Peter's Parochial Church Council has decided that it is appropriate to allow St Peter's Hall to re-open from 31 July 2020.

The following measures have been put in place in order to protect our hall users, volunteers and staff and their associated families. Please familiarise yourself with these guidelines before entering the hall premises.

General Guidance

- If you or anyone you live with shows any symptom of Coronavirus you must not enter this hall building. For advice relating to symptoms, testing and stay at home guidance please visit <https://www.gov.uk/Coronavirus>.
- Please refer to the government guidelines on self-isolation/test and trace if a case of Covid-19 is suspected in your household.
- If you or anyone in your household has tested positive for COVID-19 in the last 14 days and has entered the hall during this period, please contact: Rev'd Bruce Rienstra 01386 792222 or Maria Lazenbury (Benefice Administrator) 01386 793747, Mobile 07498 550592, admin@cofe-inkberrow.org.uk.
- Only activities currently approved by the Government are permitted to take place in the hall.

A **maximum of 10 people** will be allowed in this building at any one time (where an activity or use is exempt from the rule of 6) . All users of the hall should follow the guidelines on social distancing and adhere to the 2 metre rule or 1 metre with risk mitigation (where 2 metres is not viable).

- **Face coverings** must be worn when entering the Hall premises unless you have a face covering exemption because of your age, health, or another condition. They may only be removed if permitted to do so in accordance with government guidelines for the proposed activity being undertaken.
- Only hall users who have pre-booked their sessions may enter the hall premises. If you need to cancel your session, please contact admin and advise accordingly to assist with test and trace records.
- As the hirer you are required to keep appropriate records of your members/attendees for test and trace in accordance with government guidelines.
- If you have a smart phone, please scan the **QR code** displayed to assist with Test and Trace to help with the spread of COVID-19. You can do this by downloading the NHS Covid-19 app. Alternatively, please complete a test and trace consent form which are available in the hall entrance area. Upon completion please post the form under the office door.

- All church volunteers, staff and contractors entering the hall must contact admin in advance to advise of your visit, (or when this has not been possible) complete a test and trace consent form. These will be made available in the hall entrance.
- Please follow good hygiene practices including washing/sanitising hands before and after entering/exiting the hall building. A washroom facility with hand soap, paper towels will be available. Sanitiser will also be available. *[Please note if you are the responsible adult or carer for an individual or child you are responsible for ensuring they too follow the appropriate hygiene practices].*
- Where possible please minimise the use of the toilet facility. After using, please clean the contact surfaces using the cleaning wipes provided and disposing of them in the bin provided.
- In addition to the above please follow and adhere to the COVID-19 guidelines outlined by your hiring group leader or representative in relation to the specific activity you are undertaking within the hall.
- Where and when possible all doors and windows should be opened to improve ventilation in the hall premises during the period of hire. Please secure closed all doors and windows upon completion of your use of the hall/prior to leaving the premises.
- The hall facility will be cleaned on a regular basis, but not before and after each and every user. **Please note each hirer/group is responsible for ensuring any contact surfaces are wiped down after use.** In addition, please ensure the doors handles of all entrance and exit doors to and from the hall along with those in respect of the toilet facility are cleaned at the end of your hire period. Appropriate antibacterial cleaning products will be made available for your use within the hall.
- Where possible please use the lower church car park to allow people to socially distance and to leave the parking facility alongside the churchyard wall for those who have accessibility needs.

We appreciate everyone's continued co-operation during this difficult time to enable us to take the necessary and sensible measures to allow us to the hall open safely for the benefit of our local community.

If you have any queries in relation to the ongoing use of St Peter's hall, please do not hesitate to contact (Hall Bookings) Maria Lazenbury either via admin@cofe-inkberrow.org.uk or 07498 550592.

St Peter's PCC Standing Committee

Last Updated 24th September 2020