

Additional Rules for Room Users for Covid-19

1. All room users will follow latest government guidance on self-isolation where applicable.
2. Organisers will, by law, maintain a list of those attending each event for NHS Test & Trace contact purposes, with name and either address or contact telephone number. Attendees should be made aware that their details will be shared with NHS Test & Trace if necessary.
3. Organisers will ensure that everyone who is symptomatic does not to attend or is refused entry, and will carry out verbal symptom checks on entry.
4. Organisers will ensure that if a member of their group reports symptoms of Covid-19 or has a positive test for Covid-19 that the appropriate list for that event is passed to NHS Test & Trace and that the church room manager is informed immediately.
5. All room users will use hand sanitiser on entry to the building, and after using the toilet.
6. Organisers will monitor capacity and stop entry when capacity reached.
7. Social distancing measures to be maintained where possible, including the arrival and departure of the venue (2m or “1m plus mitigations”)
8. All attendees over 3 years are required to wear a face covering.
9. No physical contact between persons from different households/bubbles.
10. Seating arrangements should be adapted to maintain social distancing.
11. Attendees will be instructed not to gather in groups, except with members of their own household, either inside or outside the building.
12. No serving of food and drink items prior to, during or after the event.
13. Organisers will ensure that the entrance door is monitored at all times prior to the start of the event to ensure social distancing and security. External doors may be left open to ensure a flow of air only whilst they are being monitored and they must be secured if left unattended. Attendees should be discouraged from touching door handles and surfaces.
14. Windows may be opened to ensure a flow of air, but must be secured before vacating the premises.
15. No distribution of books or leaflets unless the attendees are going to take them away with them.
16. Organisers will set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Attendees may use the materials provided to spray clean toilet before or after use if they feel it necessary. All toilets are now designated as one person occupancy unless you are supervising a child.
17. Children under 11 to be accompanied to the toilet.

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18. Organisers will ensure that everyone is asked to take waste home with them if possible. All waste to be assumed contaminated and handled appropriately. All waste will be handled with suitable PPE.
19. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.
20. Hand sanitiser is available in the corridor areas and each group to provide hand sanitiser in rooms used for meetings.
21. Regular cleaning of surfaces likely to be touched regularly with provided sanitiser spray.
22. Equipment and resources are integral to many types of activities. For individual and very frequently used equipment, such as pencils and pens, it is recommended that leaders, children and young people attending your settings have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble or small, consistent group; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between groups or bubbles, such as sports or art equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.