

St Mary's Church Hall Covid-19 Secure Interim Booking Policy

(Version 2 - 070920)

Effective from 01 August 2020 until 31 December 2020 and will be reviewed monthly as guidance changes

Welcome Back!

Many thanks for your custom over the years, or if you're a new hirer, welcome! We would love to welcome you all back to St Mary's Church Hall and we will do this within the latest government guidance, we will do it with safety as the main driver and with your help and cooperation. We are following the government guidance which can be found here <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>

We are planning to reopen the Church Hall (Main Hall only) for bookings from Monday 7th September 2020

Until 31 December 2020 we are operating on a reduced booking schedule, to enable us to maintain the correct procedures to keep the Church Hall Covid-19 Secure and everyone, including our staff, safe. Any local lockdowns, or Covid-19 outbreaks within the Church Hall or one of its users, would mean the immediate closure of the hall until further notice.

For activities that are permissible by the government in their latest and subsequent guidance, we are offering the following sessions for hire **for the main hall only**, the Howe Room, due to its size, will not be available for the foreseeable future. The kitchen and stage area are not to be used at present. Please ask your group members to bring their own drinks and any group who previously used the stage they should only use the main hall for the time being. Full hire details, requirements and how to book are below in Sections 1, 2 & 3. Please make sure you read each section before booking.

We are offering this interim schedule until the 31 December at £12.50/hour

- ◆ Monday – Thursday: 10 am to 12 Noon :: 2 pm to 4 pm :: 7 pm to 9 pm
- ◆ Friday: 9 am to 11 am :: 1 pm to 3 pm :: 4 pm to 6 pm
- ◆ Saturday: 10 am to 12 Noon
- ◆ We will give priority to those who have booked with us in the past to maintain similar timings, but we recommend that you book as soon as possible
- ◆ We may be able to be flexible on times on request, but this cannot be guaranteed and can only be looked at once all other booking are in and after 21 September
- ◆ No booking is secured until you've had a confirmation from the office and all times are entry and vacate by times, there can be no crossover of hirers
- ◆ As we've had to absorb a lot of financial cost in the reopening the hall users are reminded that the heating in the hall is not switched on until 1 October – please let your members know this

Section 1: What has changed in the Church Hall?

- In line with public buildings, and to help with costs, the heating will not be switched on until 01 October. The Blowers in the Main Hall have been disconnected to stop the spread of the virus.
- At the entrance we have marked 2 metre lines on the floor to keep people safe whilst queuing
- Any queue should follow the current physical distancing rule for outside
- There is a one way system for entering and leaving the building: in through the normal entrance and out via the car park fire escape exit
- There are sanitizer stations on the wall at the entrance and exit
- Face masks must be worn inside the building except for those with an exemption or the activity entered into exempts the wearing of one
- As the lobby area is a 'pinch point' we would ask that only 3 people are in there at any one time
- For activities where parents/guardians collect children then they should wait in the coned off area of the car park which is for people to stand in and wait whilst maintaining physical distancing
- Once in the hall it is the group leaders responsibility to ensure physical distancing between households is

maintained – this is still 2 metres inside the Church Hall

- The main hall is limited to a maximum of 30 people at any one time, however this will be additionally limited by other factors including activity type and the proper 2 metre physical distancing between households and the latest government guidance on the number of households that can gather in a building – see Section 2
- The toilets are limited to one person at a time (other than a carer to assist if required)
- The kitchen is closed
- The door from the main hall through to the stage and Howe Room has a Staff Only sign on it (except for emergency use as it is still a fire escape). We would ask that you and your members respect this as this keeps that area safe for our staff to use as we have an obligation to keep them safe and mitigate any risk to them
- The stage and the Howe Room is out of use
- For those who use the hall during office hours and would normally pop into the office this is no longer possible, all communication must be by phone, email or letter, once again to mitigate the risk to our staff
- Full Covid-19 compliant signage and certification is in place and will be updated as guidance changes

Section 2: What do we require from you and/or the leader of each group?

- If you wish to book some sessions, forget any historic bookings you had with us, and please use the new Interim Booking Form (available at <https://bit.ly/churchhallcovidsecure>) to book from 7 September to 31 December 2020
- The leader of the group/session would be responsible for the following
 - Ensuring any requirements of Section 1 are followed by them and their members
 - That the leader, or any member of the group, should not enter the building before the time of hire and the leader should make sure the building is empty and locked by the end booking time
 - Keeping Track and Trace records for 21 days of those who attended their group and report any Covid-19 case immediately following the latest guidance at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>
 - Cleaning
 - Any equipment you own that is left on the premises should be cleaned as it is stored away – see below re cleaning
 - Any equipment you use which belongs to the hall, chairs, tables etc. should be cleaned after use by the leader or their representatives
 - Cleaning can be done with normal household cleaning products such as spray cleaner and kitchen roll. The used kitchen roll should be bagged and placed in the outside waste bin
 - The leader should bring appropriate cleaning material with them to clean any equipment or surfaces used - the Church Hall does not supply these products
 - We, the Church Hall, will supply regular cleaning of high traffic areas, but not those stated above used by you
 - The leader, following a risk assessment of their group activity, should set the number of people allowed in entire building, at any one time. This should be done bearing in mind a 2 metre physical distance within the hall, following the latest guidance from any ‘body’ you may be a part of i.e. U3A, Dance, Drama etc. and within the current government guidance at <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>

Section 3: How do I book for the period up to 31 December 2020?

Thank you for reading There is a lot to take in, but it is necessary for the foreseeable future to keep us all safe and are not negotiable so please don't ask Polly or Teresa to act outside of this policy. If you can't abide by this policy then I'm afraid we can't take a booking from you at the moment and we hope we can help you in the future. However, If you would like to book under this 'new normal', then please download the Interim Booking Form from our website (<https://bit.ly/churchhallcovidsecure>), complete it, and return it to the Church Office by email or post – please don't call in person or telephone as the staff are furloughed or working from home so we can't process bookings that way for the time being.

Revd Mike (Rector) Chair of St Mary's PCC who manage the Church Hall