



# Parish Church of St Matthew

Registered Charity No. 1132508

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## Use of Church Facilities Covid Guidelines - September 2021

As all restrictions have now been lifted, these are just some suggestions that can help keep you and everyone else safe.

### **What are the arrangements for social distancing in the venue?**

We recommend that people arrive through the front doors and exit using the hall doors on the car park side if using the Hall, and through the fire doors in the Church/Worship area if using this area. It is your responsibility to ensure group participants adhere to social distancing guidelines.

### **Are there clear signs in the venue telling us the rules for Covid?**

There are signs up around the church but we are asking groups to take as much responsibility for their groups as they can so you may want to put up your own signs (please remove when leaving and make sure you aren't damaging any walls etc. - see NB below). Have specific people to guide individuals in the right direction making sure that everyone is adhering to the guidelines.

### **NB - Use of Sticky Tape**

We have had issues with sticky tape – particularly on the floors which have been difficult to remove. Do not use your own – we can provide tape which is easy to remove.

### **Do we need a Risk Assessment?**

Yes, each group needs to provide their own risk assessment and send this to the Parish Administrator for checking. We have a risk assessment template on the Hiring Space page of our website <<http://stmatthew.org.uk/community/hiring-space.html>> and you can make it your own.

This will need to be completed and agreed before you arrive on day of your booking (or the first day of your booking if you are coming more than once).

### **What about cleaning?**

You will need to make allowances for the fact that whatever you use at the church will need to be cleaned before you leave (please provide your own cleaning supplies) so you will either need to finish early to accommodate this or add extra time onto the end of your visit. Perhaps ask all participants to wipe over the chair they have used. All your rubbish will need to be taken with you when you leave.

**Will hand sanitisers and masks be provided?**

No, you will need to bring your own sanitisers (one for the entrance and one for the exit) but there are hand washing facilities inside the toilets (we recommend a thermometer to check people's temperature as they come in to the building). All individuals are recommended to wear masks whilst moving around the building but this is not a legal requirement. Doors should preferably be left open to reduce the need for people to touch door handles and to assist with the circulation of fresh air.

**Will the kitchen be open?**

The kitchen is open but you are required to use the dish sterilizer to make sure everything is properly sanitised. There is a hot water urn that you are welcome to use.

If you have any questions or concerns please do contact us.