

## **ST ALBANS QUAKER MEETING**

### ***Covid 19: Summary of additional requirements for hirers***

Please review our risk assessment. It is a condition of hire for us to have agreed your risk assessment in relation to Covid covering any activities that will take place during hire.

Appoint someone to wipe down touchable surfaces when you arrive and before leaving the premises. We will supply sanitising materials for this purpose. We will allow you 15 minutes before and after to do this.

A face mask must be worn unless exempt.

Maintain social distancing, inside and outside the Meeting House in line with current Government requirements.

Follow the one-way system to your meeting room. Do not linger in the foyer.

Sanitise your hands on entry and exit. Sanitiser supplied.

Keep all of your belongings with you. Please bring a bag to put them in.

The kitchen is locked. Each person may bring his/her own simple refreshments. Do not share them with others. Please ask them to bring a bag to put their rubbish in to take home

Appoint someone to ensure that at least two windows and room doors open for the duration of the session and ensure they are closed at the end of the session. Wedge open the door which leads from the corridor to the Disabled and Unisex toilets.

Sit in an available chair farthest from the door.

If you use the Meeting's equipment, eg flipchart and easel it must be wiped down before and after use with our available sanitising materials. Replace it to where kept.

There are 5 toilets accessible from the corridor. Do not queue or linger while waiting to use one.

Follow the instructions posted in the toilet for correct hand washing and waste disposal.

At the end of the session all attendees apart from lead hirer should exit through the foyer door.

The lead hirer should lock the foyer door from the inside, return to the main entrance to leave, locking the door.

If any attendee develops Covid-19 symptoms whilst attending, the lead hirer must take out the red card kept with the COVID PPE Kit in the foyer saying 'Covid Suspected Here' and hang it on one of the hand sanitiser tables by the front door. They must advise the Lettings Administrator without delay.