

COVID Guidelines – St Albans Quaker Meeting House

Risk Assessments

Please review the Quaker Meeting House's own [Risk-assessment](#).

It is a condition of hire that St Albans Quakers have agreed your risk assessment in relation to COVID, covering any activities that will take place during your hire. Please send this to the Lettings Administrator in good time prior to your first hire.

COVID-19 cases and testing

Please inform all your attendees that they must not attend if they have any of the three main symptoms of COVID-19, or if they are isolating while waiting for PCR test results, or if they have been contacted by Public Health England about being a close-contact case.

Please ensure all your attendees are aware of the current [NHS Guidance](#), for all adults to take lateral flow tests twice a week, as a way of breaking hidden chains of transmission.

If an attendee develops any of the three main symptoms of COVID-19 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 and Caretaker without delay.

Lettings Administrator – Heather Birt – 07957 200482

Caretaker – Ian Parker – 07772567112

Measures to combat transmission

Please ask all your group to sanitise or wash their hands on entry and exit. Sanitiser is provided.

Please ask your group to consider wearing masks, especially in crowded areas, and particularly if you come into close contact with other groups in the corridor, toilets or shared kitchen.

Please ventilate your hired room thoroughly before and after your meeting for at least 10 minutes, opening as many windows / doors as you can. We would prefer you to ventilate throughout your session. If you decide not to have windows open in the colder months, to mitigate against the resulting increased risk of transmission, please consider mask wearing throughout your session.

Please bring a bag for your belongings and keep them with you.

Rooms and Capacity

To enable 1 metre distancing, St Albans Quakers advise the following maximum capacities for hiring our rooms:

Library – max 11 people in rows with a speaker, or 9 in a circle

Foyer – max 11 people in rows with a speaker, or 10 in a circle

Small Meeting Room (currently unavailable so you will be given the MMR at reduced rate) – max 22 people in rows plus a speaker on raised area, or 14 in a circle - NOT YET AVAILABLE FOR HIRE

Main Meeting Room – max 28 people in rows with a speaker, or 18 in a circle with chairs pushed back against the pews

Main Meeting Room and Foyer combined – max 36 in rows with a speaker, or 21 in a circle with chairs pushed back against pews

Kitchen – NOT YET AVAILABLE FOR HIRE

Cleaning

We ask that you book a long enough slot to cover your own set up and take down time. However, we have added 30 mins either side of every booking to allow for COVID cleaning. We ask every hirer to clean before and after their hire session. The whole building has a thorough professional clean, and a second surface clean every week. **For your safety, please ensure you spot clean the following before and after your hire session:**

Light and heater switches

Chair backs

Door handles

Window opening devices

Any tables or surfaces that are to be / have been used

Power sockets that are to be / have been used

Any additional equipment that has been used e.g. flipchart, projector

Any cupboard door handles you have used

If any of your party has used the toilets / kitchen; any door handles, switches, flush handles, or surfaces that have been touched

Please bring your own cleaning materials with you, and take them away again.

Please bag up all your rubbish and take it away when you leave.

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