

## Guidance for opening the hall/annex in Covid times

### Pre opening

1. Send risk assessment paperwork to church council
2. Read the church council guidance and take measures to comply with it
3. Keep up to date with current government and Bedford Borough covid guidance
4. Check liability insurance
5. Ensure participants/parents know the measures which are in place, including face coverings if appropriate
6. Ensure that participants/parents are aware of the advice on illness/symptoms
7. Check you have sanitised anything which you are bringing into the buildings
8. Remember to bring in sanitiser for entry and exit points
9. Have system in place for collecting/checking names and contact detail
10. If possible encourage people to not touch anything as they move in the building
11. Have appropriate posters ready
12. Give dates and times for opening to church council
13. Have one person responsible for the session

### On opening

1. Open main door, and leave open
2. Sanitise hands on entry and as appropriate when setting up
3. If need be put sign up asking people to remain outside, and display any posters/leaflets
4. Open all exterior doors and windows in hall/annex and leave corridor doors open
5. Turn lights on
6. Ensure only one toilet door is open in each building (disabled in main building)
7. Check that any posters clearly displayed
8. Set out equipment where appropriate, having pre sanitised anything brought from home
9. Ensure one way system is in operation for people entering, only those who are attending event to enter
10. Ensure names and contact names and numbers are taken/confirmed
11. Payment, where necessary, to go in own container. Have sanitiser available for people to use when paying
12. Ensure distancing is carried out plus other measures eg face coverings, sanitising hands on entrance

### After session

1. Ensure people, including yourselves, sanitise hands on leaving
2. Clear hall/annex and remove all belongings/equipment from your group
3. Close all windows and exterior doors
4. Clean floor if appropriate
5. Empty bins and take rubbish away
6. Open toilet doors with wedges
7. Clean all surfaces touched eg handles, switches, window catches
8. Clean toilet if used eg taps, drier, switches, flush, seat, handles
9. Sanitise hands
10. Turn light switch off
11. Lock door behind you

### Note

Currently no group is using the chairs. If the chairs are going to be used we will need to have a system in operation.