

Trinity's Responsibilities

1. General

We will:

- i) provide hand sanitizers, paper towels, bleach and disposable gloves in the small and large halls for use by the leaders for cleaning before and after their sessions,
- ii) provide hand sanitizers at all external doors,
- iii) arrange for the areas used by the hall users to be cleaned each evening and for supplies to be replenished as and when required,
- iv) provide and "install" 2m distance signs outside external doors to remind people of the need to social distance,
- v) provide PPE, next to the First Aid kit in the kitchen, to be used in an emergency,
- vi) put up notices about coronavirus and social distancing in appropriate places around the building.
- vii) install a wall mounted container in the passageway (on the right hand side of the church) by the external door to the small hall area for the disposal of cigarette butts.

2. Toilets

We will in all toilets:

- i) provide liquid soap dispensers and paper towels,
- ii) remove all hand towels,
- iii) switch off hand dryers,
- iv) put up notices in the appropriate places about washing hands, putting used paper towels in the bins provided and putting the seat down before flushing.

3. Hall Users

We will ask all Hall users to:

- i) provide us with a Risk Assessment for their group by Friday 14th August and prior to any group being given permission to re-start sessions,

Reopening the church premises post covid 19 lockdown **August 2020**

- ii) provide us with the numbers they envisage attending their activity to ensure social distancing,
- iii) once started, keep a record of who attends their sessions,
- iv) tell us if anyone from their group feels unwell or tests positive for covid 19,
- v) report any problems about the state of the way the premises have been left by previous groups,
- vi) ensure that they clean all surfaces touched at the end of their session, to wipe down the toilets before and after their session, to close all windows and doors and to sign the cleaning record before leaving.

Alison Lessiter

5th August 2020

.....

.....

Church Secretary

Date

Signed on behalf of the Church

Hall Users Responsibilities

1. Responsibilities prior to be given permission to re-start

Leaders must:

- i) undertake a Risk Assessment for their group to be given to Liz Morgan by 14th August,
- ii) calculate the number of people they expect will be able to attend their activity (you may have access to the building to undertake these tasks – talk to Liz)
- iii) calculate how long it will take to check your area before starting and to clean at the end of the session. Some adjustments to timing of groups may be necessary to ensure that there is sufficient time for this to happen.

2. Once groups have re-started

We expect:

- i) the leader will be the only person entering and leaving the premises by the back door,
- ii) groups using the large hall will enter via one of the hall doors and leave by the other door i.e. operate a one-way system,
- iii) groups using the small hall will enter and leave by the door down the right hand side of the church passage (entering by the newly refurbished toilets) ensuring that social distancing is maintained,
- iv) attendees will provide their own refreshments as the kitchen may not be used except by the leader in an emergency,
- v) the leader to keep a record of who has attended each session for the purposes of track and tracing. The leader to inform the church if anyone tests positive so that we can take the appropriate action,
- vi) the leader to organise as much ventilation as possible in the hall when the sessions are taking place by keeping windows and doors open as much as possible,
- vii) each group will restrict access to their part of the building i.e. large hall users use the toilets at the end of the hall; small hall users use the newly refurbished toilet

3. At the end of each session

- i) only items which are stored in a cupboard may be left on the premises.
- ii) everything which has been touched by the group must be cleaned and this must be recorded on the sheet provided (cleaning materials will be provided),
- iii) during cleaning the doors should be left open,
- iv) the leader must ensure that all windows and doors are closed and all handles (on doors and windows) are wiped prior to locking up and leaving.

This document is an addendum to the hall letting agreement previously signed and must be read in conjunction with it.

It may be amended if circumstances change or if the Government or Synod guidance relating to covid 19 changes.

.....
Name of Group

.....
Signed

.....
Date