



Additional COVID-19 Meeting House Usage Conditions

1. 2 metre social distancing must be observed throughout the building.
2. Face masks must be worn in communal areas and meeting rooms unless a person is exempt.
3. No one should enter the building
 - if they have tested positive for coronavirus in the previous 7 days;
 - if they have been told to isolate by a contact tracer because they have been in close contact in the last 7 days with a person who has tested positive for coronavirus;
 - if they are experiencing symptoms associated with coronavirus, including those associated with the Delta and Omicron variants, which are more like those of the common cold.
4. There is a hand sanitiser dispenser outside on the front door. Please use this before pressing the entry buttons and opening the door.

Lobby

5. There is hand sanitiser on the table in the lobby as you enter and for use as people leave.
6. In place of a signing-in book, continue to email roomhire.cardiffquakers@gmail.com when you use the building, providing the following information:
 - Name
 - Organisation
 - Date
 - Time of Arrival
 - Time of Departure
7. To book the disabled parking space, email roomhire.cardiffquakers@gmail.com with your booking requests.

Admitting your clients/visitors to the building

8. Your clients/visitors should spend the minimum time required in the building and be asked not to arrive early for appointments. Meet them in person is possible. The benches in the hall can accommodate 2 people with 2metre social distancing should any clients have to wait there for a short period, but please avoid this as far as possible, especially when there are groups in the meeting room or room 4.
9. You should hold **contact details** for any clients or visitors. These need not be shared with managers of the Meeting House but you and your client/visitor should be aware that if a Covid-19 positive person has entered the building and there may have been contact with you or your visitor, they and you may be asked to submit contact details to the Welsh Government's Track Trace Protect team.



Moving through the Building

10. Move through the building as quickly as possible. Use the back stairs to access rooms 5 & 6. Avoid passing people on the stairs, waiting for your route to be free. Touch as little as possible.

11. No articles are to be left in any of the public spaces.

Stairs

12. There is a hand wipe/sanitiser dispenser at the bottom of the stairs.

Kitchen

13. The kitchen is available for tenants to use but is closed for general use.

Use of the toilets

14. One cubicle in the women's toilet, the accessible toilet and the men's urinal are available on the ground floor. The first and second floor toilets are open.

15. After use, spray the toilet seat and flushing handle with antibacterial cleaner and dry using cleaning paper provided. Spray and wipe the taps in the same way after use. Dispose of the paper in the bin provided before washing your hands.

Your work areas

16. You should maintain good levels of hygiene and ventilation in your rooms opening windows and doors where possible. You must take responsibility for any additional mitigation measures that are required for your work.

Cleaning

17. GSIL will be cleaning the communal areas 5 times a week but we ask that tenants also reduce the risk of COVID transmission by wiping down, with sanitising agent provided, any surfaces which you or your clients may have touched between the front door and your room.

Exiting the Building

18. There is a hand wipe/sanitiser dispenser inside the front door. Please use this before leaving the building.

19. All use of the building is at your own risk and it is every individual's responsibility to protect others as well as themselves by observing Welsh Government regulations and guidance.

What to do if anyone displays COVID-19 symptoms while in the Meeting House

20. Anyone who displays COVID symptoms while in the Meeting House should leave immediately and you should vacate the room/area that may have been contaminated.

21. Report the incident to **Clint by ringing 07450 991652** so that the building can be closed if necessary and a deep clean can be arranged. It may be necessary to close the building for a period of up to 72 hours.