



## Additional COVID-19 Meeting House Usage Conditions updated August 2021 (Alert level 0) – Room Hire including worship

We want to continue to keep everyone who uses the Meeting House safe and have put these additional requirements in place to do that based on [our risk assessment](#). Face coverings are still required by law in the Meeting House. Whilst social distancing is no longer a legal requirement, it remains one of the most effective measures to prevent spread of the virus.

### Information for group organisers

1. Book the room to allow time to set up and clear up after your meeting. This includes COVID specific cleaning before you leave. You will not be charged for this additional time.
2. The group organiser should arrive between 10 and 15 minutes before the meeting is due to start and allow 10-15 minutes after the meeting ends to carry out the cleaning required.
3. Good ventilation is particularly important with reduced social distancing. Open the windows wide when you arrive and are cleaning at the end of the meeting. In good weather keep the window(s) open wide and the door open wherever possible. In colder weather, make sure there is some ventilation throughout the meeting. Close and lock windows after use.
4. Group members should arrive as close to the start of the meeting as possible and leave promptly afterwards. The group leader must admit them personally and in no circumstances should you share the door code with members of your group. The hall, and landing if you are using room 4, should not be used as a waiting area. Use the back stairs to access room 4, not the main staircase which is only for the use of tenants and their clients accessing rooms 1-3 & 7-10.
5. Room capacity and the standard layout has been set to allow for 1 metre social distancing. **The ground floor meeting room** accommodates 26 people. **Room 4** on the first floor accommodates 7 people. You may alter the room layout if necessary but return it to the standard layout at the end of the meeting<sup>1</sup>.
6. We do not have sufficient space to reopen the kitchen for refreshments so group members should bring their own and take any rubbish away with them
7. You will need to hold contact details for those attending the meeting and keep them for 21 days. If a COVID-19 positive person has entered the building and there may have been contact with your group you will be asked to submit contact details to the Welsh Government's Track Trace Protect team. Further information is [here](#).

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<sup>1</sup> Room layout is currently at 2 meter distancing and will be changed in the week beg 22 August. Additional chairs are provided in each room.



8. Anyone who displays COVID symptoms while in your meeting should leave the building immediately and the rest of the group should leave as quickly as possible afterwards. Report the incident to **Clint Oldridge by ringing 07450 991652** so that the building can be closed if necessary and a deep clean can be arranged.
9. At the end of the meeting you should ask your group to leave promptly and carry out the COVID cleaning required. Information about what to clean and the cleaning materials for use will be provided in the room.
10. Further information for organisations running events is [here](#)

## **Additional requirements for places of worship to be followed when holding worship services/meetings.**

11. Welsh Government revised guidance is awaited This section will be updated when it is published.
12. Further information is available from [Cytyn/Churches together in Wales](#).
13. Congregational singing is permitted (wearing face coverings) as is playing of musical instruments but is a high risk activity. The technical advice that underlies this is [here](#)



## Information to be provided to the whole group

You should share this with group members in advance .

1. You should not enter the building
  - if you have tested positive for coronavirus in the previous 10 days;
  - if you have been in close contact in the last 10 days with a person who has tested positive for coronavirus;
  - if you are experiencing symptoms associated with coronavirus, including those associated with the Delta variant, which are more like those of the common cold.
2. Arrive just before your meeting starts. There is a hand sanitiser dispenser outside on the front door. Use this before ringing the bell. Hand sanitiser is also available in the lobby to use before leaving.
3. Face masks must be worn while in the building (**including in meeting rooms**) by all adults and children 12 and over unless exempted.
4. Move through the building as quickly as possible, not congregating in the hall or on the landing if using room 4. Access to room 4 is by the back staircase, through the doorway on the left just before the main staircase.
5. Some windows will be open in the meeting rooms to maintain good ventilation so you should wear clothes that will keep you warm enough.
6. Keep your possessions with you.
7. Toilets are available on the ground floor - one cubicle in the women's toilet, the accessible toilet and the men's urinal. After using the toilet please 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.
8. The kitchen is not available for use. Please bring your own refreshments and take your rubbish away with you.
9. All use of the building is at your own risk and it is everyone's responsibility to protect others as well as themselves by observing Welsh Government requirements and guidance.



The following pages should either be completed and sent to [roomhire@cardiffquakers.com](mailto:roomhire@cardiffquakers.com), or the information provided in the online booking form.

"I have read and understand the responsibilities that I have as group leader (pages 1 & 2) and will provide the information on page 3 to all members of the group."

"I have identified **the specific risks below** that apply to my group and the actions necessary to mitigate them. [Some examples are given which may or may not apply to your group. Delete if they do not apply and add ones that are relevant]" OR "We have conducted a risk assessment in a different format which is attached."

Signed

Date

Welsh Government guidance for organisations is [here](#)

<b>Risk</b>	<b>What I will do to mitigate the risk</b>
Members of the group usually arrive throughout the meeting rather than all at the same time.	We will appoint one person at each meeting to greet people as they arrive and direct them to the meeting room.
It is possible that more people may want to attend the meeting than room capacity allows.	If anyone attempts to attend when capacity is reached, they will be turned away.
Our group has found 2 m social distancing difficult and may not understand the need to continue to use some social distancing as one of the measures to keep one another safe.	We will remind people at the beginning of each meeting of the measures that are now in place.
Before COVID people were used to socialising informally at the beginning and end of the meeting.	We will remind everyone as they arrive and at the end of the meeting that they cannot do that inside the building because of the need to keep other users safe .
Group members are reluctant to wear face masks in the meeting room.	We will remind group members that this is a requirement for using the Meeting House (unless they are exempted) but more importantly that it is one of the effective ways to keep one another safe.
We normally pass a pot around to collect money for donations.	This will now sit on a table in the middle of the room with only one person handling the pot who will wear gloves.


