

Additional COVID-19 Meeting House Usage Conditions updated February 2021 – Room Hire including worship

We want to keep everyone who uses the Meeting House safe and have put these additional requirements in place to do that.

Information for group organisers

1. It is especially important while COVID restrictions are in place that you 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.
3. Good ventilation is important so you should open some windows in the room you are using (remembering to close and lock them 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. Furniture has been laid out to maintain 2 m social distancing and should not be moved. **The meeting room** accommodates 12 people, mainly on wooden benches facing towards the middle of the room, marked and labelled to indicate where people may sit to ensure 2m distance and the two benches that can be used for members of the same household or anyone accompanied by a carer. **Room 4** accommodates 5 people sitting in a circle.
6. Direct each group member to an unoccupied seat which is furthest from the door, thus ensuring that no-one needs to walk past anyone else to reach an available seat. On leaving the room, supervise departure with those nearest the door leaving first.
7. We are not able to offer use of the kitchen so group members should bring their own refreshments and take any rubbish away with them
8. 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](#).
9. 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.

10. 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.

Additional requirements for places of worship

11. There is detailed [guidance for places of worship](#) which should be followed when holding worship services/meetings. This includes

- adapting your normal services and ceremonies to ensure the safety of those present and to minimise the spread of infection;
- those in attendance should be seated rather than standing, this reduces the risk of contact;
- congregational singing, chanting and shouting is not allowed indoors;
- avoid sharing articles such as prayer mats, hymn books and religious texts. Individuals should be encouraged to bring their own where relevant. These should be removed by the individual and not left in the place of worship
- the distribution of food or drink should be avoided except where they are integral to the worship or religious belief or ceremony, there is detailed guidance about how to manage this safely;
- where rituals or ceremonies require water to be applied to the body, small volumes can be splashed onto the body. Where practical, others present should move out of range of any potential splashing.

Information to be provided to the whole group

This information will be available on our web site [here](#). You should share this with group members in advance .

1. You should under no circumstances enter the Meeting House
 - if you have been asked to self-isolate by Track, Trace and Protect;
 - if you have, or have had in the last 10 days, COVID symptoms – a new continuous cough, a high temperature or a loss or change of taste and smell;
 - if a member of your household has had these symptoms in the last 14 days;
 - if you or a member of your household has, or has had in the last 14 days, coronavirus;
 - if you are awaiting a COVID test result unless the test is solely because of a routine requirement of your job.
2. Those who have been vaccinated should continue to follow all the required measures as there is insufficient evidence that vaccination prevents transmission of the virus.
3. You should maintain 2m distance from others if queueing to enter the building, while moving through the building and in the meeting room [this does not apply to a member of your household or a carer who accompanies you]
4. Face masks should be worn while in the building unless you are exempted.
5. Some windows will be open to maintain good ventilation so you should wear clothes that will keep you warm enough.
6. There is a hand sanitiser dispenser outside on the front door. Please use this before ringing the bell.
7. Use hand sanitiser again once in the lobby.
8. Avoid passing people in the hallway or on the stairs, waiting for your route to be free. Touch as little as possible. If you are using room 4, access by the back staircase, accessed through the doorway on the left just before the main staircase.
9. No articles are to be left in any of the public spaces under any circumstances.
10. Toilets are available on the ground floor - one cubicle in the women's toilet and the accessible toilet. After using the toilet please spray the toilet seat and flushing handle with antibacterial cleaner and dry using cleaning paper provided. Dispose of the paper in the bin provided before washing your hands. Spray and wipe the taps in the same way after use. The toilet on the first floor should not be used: it is only for the use of tenants.
11. The kitchen is not available for use. Please bring your own refreshments and take your rubbish away with you.
12. Please use the hand sanitiser before leaving the building.
13. 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 regulations and guidance](#).

To be returned to clint@cradiffquakers.com

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** 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

| Risk | What I will do to mitigate the risk |
|--|--|
| 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. |
| One/some people in the group have difficulty with social distancing. | We will ask one person to take responsibility for explaining what is required and helping them throughout the meeting. |
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Signed

Date