



Additional COVID-19 Meeting House Usage Conditions from 26 December 2021 – 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](#). 2 metre social distancing and face coverings are required by law in the Meeting House.

Information for group organisers

1. Your booking should include any time required to set up and pack away. Please do not enter the room before the start of your booking as other people might be using it before you, and it may not yet be cleaned.
2. Please also allow an additional 10-15 minutes for COVID specific cleaning before you leave. This should not be included in your booked time, and you will not be charged for this additional time.
3. Good ventilation remains important because of the increased transmissibility of the Omicron variant even with increased 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 has been revised with the **reimposition of 2 metre social distancing**. **The ground floor meeting room** accommodates 13 people, with room on the 2 benches/2 benches and 1 chair at either end of the room for members of the same household or another group of up to 6 people. **Room 4** on the first floor accommodates 5 people with 2 m social distancing or 6 (rule of 6) if your group members feel comfortable with this.
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](#).



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. Further information is available from [Cytyn/Churches together in Wales](#).
12. Congregational singing is permitted (wearing face coverings) but is a high risk activity. The technical advice that underlies this is [here](#)
13. Guidance about holding children's meetings produced by Quakers in Britain is [here](#) plus a [specific risk assessment](#).



Information to be provided to the whole group

You should share this with group members in advance .

1. 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.
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. 2 metre social distancing is in place throughout the Meeting House. This does not apply to members of the same household, children under 12 or carers.
4. Face masks must be worn while in the building (including in meeting rooms) by all adults and children 12 and over unless exempted.
5. 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.
6. Some windows will be open in the meeting rooms to maintain good ventilation so you should wear clothes that will keep you warm enough.
7. Keep your possessions with you.
8. 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.
9. The kitchen is not available for use. Please bring your own refreshments and take your rubbish away with you.
10. 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.
11. Maintain 2 metre social distancing at all times.



Specific Risks

Please identify the specific risks that apply to your group, and the actions you will take to mitigate them. These should be detailed when completing the online booking form (<https://cardiffquakers.com/booking-form/>)

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

Example risks that might apply, and possible solutions:

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.
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 will find the return to 2 m social distancing difficult and may not understand the why it has been reintroduced.	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.