

Christ Church United Reformed Church, Marlow

Revision 20 July 2021

Additional Covid-19 Terms and Conditions for Hirers:

Christ Church is classified as a multi-purpose community facility and is subject to official guidance for the safe use of such facilities¹ (“the Guidance”). In the event of a clash between the Guidance and these terms and conditions, the Guidance will take priority. Although the Government removed all restrictions on 19 July, we would encourage all those entering our church building to be sensible and to act cautiously, bearing in mind the need to continue to do all we can to minimise the risk of infection.

Hirers are required to prepare a **risk assessment** for their activity and advise their church contact that this has been done, before the hire can take place.

Designated venues are no longer legally required to ask customers, visitors and staff to “check in” (attendees can scan the NHS QR code poster via the NHS COVID-19 app or provide their contact details). Although it isn’t a requirement, those attending events/activities at the church are strongly encouraged to scan in, using the NHS QR code that is displayed in the entrance foyer or to give their contact details to the event/activity organiser. Contact details should be retained by the organiser in accordance with official guidance.

By asking individuals to check in and promptly sharing the records of those who provide their contact details with NHS Test and Trace, you will help us to identify people who may have the virus. NHS Test and Trace will only ask for your records if there is an outbreak at your venue, and then alert attendees who checked in on the same day.

If, following the use of the premises, an event organiser becomes aware that any attendee has tested positive for Covid-19, they must inform their church contact immediately.

On entering the premises, everyone must use the hand sanitiser located in the entrance hall and then immediately proceed to the appropriate meeting area. **There must be no waiting around in the entrance hallway.** At all times social distancing must be observed.

Event/activity organisers may decide whether attendees should wear facemasks during the event/activity, but facemasks must be worn in enclosed areas such as the kitchen, toilets, corridors and when moving about the church building.

Users of the church worship area, the downstairs hall, the cornerstone room and the tower room must only use the furniture kept in that room. If attendees are seated, each person must use only one chair and ensure that it is placed socially distanced from any other. Chairs and tables should not be put away after use.

The event/activity organiser must ensure that the rooms are well ventilated.

¹ <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

There is a one-way system in force for both the worship area and the downstairs hall. **Worship area users** are encouraged to leave via the rear doors, turning left down the stairway to the main foyer and exiting through the door facing the car park. **Hall users** are encouraged to leave via one of the emergency exits. Disabled persons, those with mobility issues, those with push chairs and event organisers may exit by the same route as entering: they may either use the lift, ensuring that only one person is in the lift at any time, or the stairs, giving way to anyone coming in the opposite direction. It is the duty of the event organiser to ensure that all doors are locked securely including at the end of the hire, including emergency exits and the front door.

Use of Toilet Facilities: only one person may be in any of the toilets at a time. Knock on the door and ask if there is anyone inside. If you get a reply you must distance yourself from the door and only enter once the other person has left. Having ensured that there is no one in the toilet you may enter. Once inside wash hands before and after use of the facility.

Use of Kitchen: users must wear masks at all times and wash hands on entry and leaving and before handling food and drink. All crockery used (mugs, cups, saucers, plates, jugs, glasses etc) must be thoroughly washed with detergent before being replaced in the cupboards. Door handles, taps and surfaces must be wiped down using the anti-bacterial spray and paper provided.

It is the responsibility of the hirer to ensure that these requirements are implemented at all times. Should there be any infringement of these requirements, future hires may be declined.

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