

# INFORMATION FOR USER GROUPS HIRING ROOMS AT TRINITY CHURCH KEEPING EVERYONE SAFE DURING THE CORONAVIRUS PANDEMIC

## 1 Introduction

The coronavirus pandemic presents us all with huge challenges as we try to return to a more 'normal' way of life. All of the groups that use our rooms at Trinity Church are in the business of bringing people together in one way or another. Unfortunately we all know that it is when people come together that coronavirus presents its greatest threat. In order for us all to do what we do best in bringing people together, we need to work together to find ways to do this in a manner that is safe for everyone.

This document outlines the measures that we are taking at Trinity Church to help to make our premises a safe space for the different user groups that hire our rooms. It also outlines the expectations that we are placing upon all of those who hire our rooms.

We ourselves are seeking to follow all of the government guidelines and we will expect all of our user groups to do the same.

## 2 What we are doing to create a Covid-19 secure space

### 2.1 Social Distancing

We are introducing a number of measures to try to maintain 2m social distancing within our buildings, and where that is not possible 1m social distancing with mitigating factors.

#### 2.1.1 Zoning the building

We have divided our building into three 'zones' and have tried to minimise the contact that groups using one zone will have with groups using the other zones.

#### 2.1.2 Entering and leaving the premises

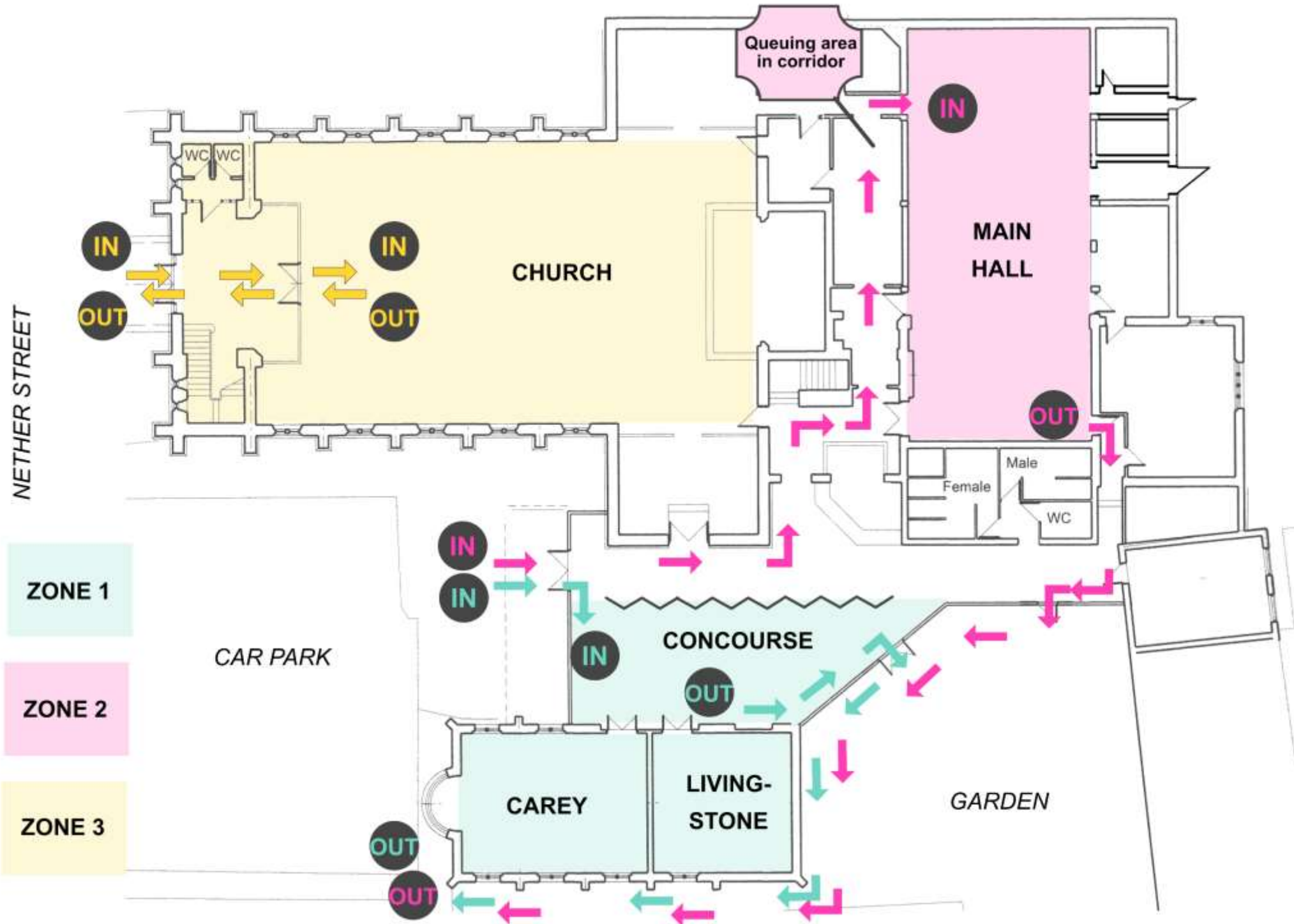
We have introduced a one-way system in the concourse so that people arriving and leaving the building do so from different doors.

Groups using the church itself will now enter and leave by the main church doors on Nether Street and NOT through the doors from the car park into the concourse.

We are also looking closely at times when groups are due to arrive and leave, and will try to avoid occasions when large groups are due to arrive and/or leave at the same time. We may, therefore, ask some groups to change the times that they meet in order to manage this.

The plan below shows the zones and the proposed flow of people through the building.

**N.B. IN THE EVENT OF AN EMERGENCY, GROUPS SHOULD EXIT THE BUILDING USING THE NEAREST EMERGENCY EXIT, REGARDLESS OF THE 'ONE WAY' SYSTEM AND SOCIAL DISTANCING.**



### 2.1.3 The Concourse

The concourse is the area where the coffee bar is located and is usually a hub of activity when our buildings are busy. It is a meeting place before and after meetings, a place for refreshment breaks in the middle of meetings, and a waiting area for parents and others while groups are taking place. For the past year or so it has also been the home to The Last Cuppa coffee shop.

Unfortunately we cannot see how this space can be used in this way while maintaining social distancing, especially when it is also used as a main thoroughfare for people entering and leaving the premises.

We have therefore reluctantly taken the decision to remove the tables and chairs from the concourse and to screen off part of the area so that it can be used to offer additional space for groups using either Carey or Livingstone Rooms.

This means that:

- There will no longer be any space for groups to sit and have refreshments in the middle of their meetings.
- There will not be space for people to sit and wait for meetings to begin. We are asking groups to inform their members that they should not arrive early for meetings.
- There will not be any space for people (e.g. parents) to wait while groups are taking place.
- The only people who should be on the premises at any time are those who are attending a user group or who are there at the invitation of Trinity Church.
- The Last Cuppa will not be re-opening for the time being.

We are sorry to have to introduce these measures. We believe that the concourse has contributed to the friendly and welcoming atmosphere of the Trinity Church Centre and hope to be able to open it up in the same way in the future.

### 2.1.4 Room capacity

Social distancing means that the number of people that can gather in each of our rooms is severely limited.

We have calculated the maximum number of people that each of our rooms can hold. The capacity of each room is indicated by three figures.

- A The first figure is the capacity of the room based the number of people seated in the room with all of the chairs set 2m apart.
- B The second figure is the capacity of the room based on individuals standing in the centre of non-overlapping 2m diameter circles.
- C The third figure is the number of people seated in the room with all of the chairs set 1m apart.

All groups using our rooms will need to carry out a Covid-19 risk assessment and will only be able to exceed the 2m room capacity if they have taken measures to mitigate the risks. Groups will not be able to exceed the capacity for 1m social distancing (C).

| Room                         | A<br>Capacity 2m social<br>distancing seated | B<br>Capacity 2m social<br>distancing standing | C<br>Capacity 1m social<br>distancing seated |
|------------------------------|--|--|--|
| Church                       | 30   | 54   | 80   |
| Main Hall                    | 21   | 32   | 50   |
| Carey                        | 9  | 12   | 18   |
| Livingstone                  | 6  | 9  | 14   |
| Concourse area<br>(screened) | 11   | 16   | 20   |

### 2.1.5 Toilets

In order to maintain social distancing in our toilet areas, only one person will be able to use the toilet areas at any one time. This means that only one person should use the ladies toilet off the concourse at any one time. If there is anyone either in a cubicle or washing their hands, the next person should wait until they have left before entering the toilet. The same with the gents toilet. If someone is in the cubicle, or at the urinal or washing their hands, the next person should wait outside.

All groups using the church should now use the toilets in the foyer of the church. Again, only one of these cubicles will be in use. Anyone in the church needing to use the accessible toilet off the concourse will still be able to do so.

Groups using the main hall should be aware of the single toilet adjacent to the Minister's Vestry.

## 2.2 Face coverings

It is a legal requirement for face coverings to be worn in our buildings at all times.

We expect all user groups to comply with the legislation. The only individuals and groups excepted from the need to wear a face covering are those with a legally valid exemption.

For example the government includes the following in the list of those not required by law to wear a face covering:

- children under the age of 11 (Public Health England do not recommended face coverings for children under the age of 3 for health and safety reasons)
- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability

The government also says that there are some scenarios where people are permitted to remove their face coverings including:

- if you are undertaking exercise or an activity and it would negatively impact your ability to do so

In the latter circumstances it will still be necessary for all group members and leaders to wear a face covering in the common areas of Trinity Church.

## 2.3 Hygiene

Good hygiene is essential in preventing the spread of coronavirus.

### 2.3.1 Hand sanitisers

Hand sanitisers will be placed at all entrances to the church. Everyone entering the building will be expected to use the hand sanitisers.

### 2.3.2 Toilets

Hand sanitisers will also be placed at the entrance to all toilets. Everyone using the toilets will be expected to use the hand sanitiser BEFORE entering the toilet areas.

Notices will be displayed within the toilets reminding users to wash their hands in warm soapy water for at least 20 seconds after they have used the toilet.

### 2.3.3 Refreshments

The communal use of the coffee bar and sink in the concourse could be a potential cause of the spread of coronavirus. User groups will therefore no longer have access to the coffee bar area. It has always been our policy that food and drinks (other than water) should not be consumed in the meeting rooms. During this period no food or drink is to be brought onto the premises for consumption other than bottles of water. Users will have to bring their own water with them.

## 2.4 Cleaning

We will introduce an enhanced cleaning regime to try to prevent the spread of coronavirus.

- All frequently touched surfaces (e.g. door handles) will be cleaned regularly through the day.
- All tables and chairs will be cleaned after use by a group and before being stacked away.
- All toilets will be cleaned regularly through the day.

## 2.5 Information

Notices will be prominently displayed throughout the building reminding people to respect social distancing and to practice good hygiene.

# 3 What we are asking user groups to do to create a Covid-19 secure space

## 3.1 Follow government guidance

It is the responsibility of each of our user groups to make themselves aware of the government guidance that applies to their particular activity. Each user group must comply with the government guidance and advice that is relevant to their sector.

## 3.2 Carry out a Covid-19 risk assessment

Every user group must conduct a Covid-19 risk assessment.

The risk assessment must be comprehensive, showing how the group is adapting its activities and programme to the threat of coronavirus and must also show what mitigating measures have been put in place if social distancing cannot be maintained at 2m.

A copy of the risk assessment must be submitted to the Church Centre Administrator at least one week before the date of the first booking. No booking will be accepted without a satisfactory Covid-19 risk assessment.

### 3.3 Support and re-inforce Trinity's social distancing and hygiene measures

We are asking each of our user groups to communicate clearly to their members the importance of following the measures that we have introduced at Trinity to keep everyone safe.

This will include:

- reminding members that they should not attend the group if they think they have any symptoms of Covid-19, if they have tested positive for Covid-19 or if they have been asked by NHS Test and Trace to isolate
- communicate clearly to members the policy regarding the wearing of face coverings
- ensuring that members know which entrances and exits to use
- taking responsibility for practicing social distancing when group members arrive and leave (particularly when children are being dropped off or picked up by parents/carers)
- encouraging members to use the hand sanitisers on entering the building
- reminding members of the rules for using the toilets
- communicating clearly to parents, family and friends that there are no longer any facilities for people to wait in the concourse while groups are in progress
- refrain from serving drinks and refreshments and using the sink and taps in the coffee bar.

### 3.4 Cleaning

Trinity Church will be responsible for ensuring that your room and its surfaces are cleaned before each session. If surfaces within the room need to be cleaned during your session to prevent the potential spread of Covid-19 it will be the responsibility of the user group to provide suitable wipes and/or equipment to carry out such cleaning.

It will remain the responsibility of each user group to ensure that the room is left in a clean and tidy state. However chairs and table should NOT be stacked away. This will enable them to be properly cleaned after each use.

### 3.5 Equipment

Trinity Church will no longer be able to provide equipment that is potentially shared by different groups and people (e.g. flipcharts and pens, data projector etc). Any such equipment must be provided by the user group. Any electrical equipment brought onto the premises must have a valid PAT testing label.

### 3.6 NHS Test and Trace service

We are encouraged by the government to maintain a record of people using our premises for the NHS Test and Trace service.

We are asking all groups to take responsibility for keeping a record of those attending their group for the purpose of NHS Test and Trace.

The record should contain

- The names and contact telephone number for all participants
- The date and time of the group

These records should be kept for 21 days and then destroyed (unless the records are being kept legitimately for other purposes).

Groups will be expected to inform Trinity Church if anyone attending their group subsequently tests positive for coronavirus. Similarly, groups will be expected to make their records available either to Trinity Church or to NHS Test and Trace should someone attending another group at the same time test positive for coronavirus.

### 3.7 Addition to hiring agreement

Our Hiring Agreement will now include an Addendum to the Additional Rules.

All hirers will be expected to sign a copy of the Addendum. The text of the addendum is shown below.

## COVID-19 ADDENDUM TO THE ADDITIONAL RULES

### 1. Room Capacity

Hirers should not exceed the maximum capacity for each of the rooms for social distancing as shown below:

| Room                         | A<br>Capacity 2m social<br>distancing seated | B<br>Capacity 2m social<br>distancing standing | C<br>Capacity 1m social<br>distancing seated |
|------------------------------|--|--|--|
| Church                       | 30   | 54   | 80   |
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### 2. Covid-19 Government Guidelines

Hirers must follow all Government guidelines to ensure that their activity is Covid-19 secure.

### 3. Covid-19 Risk Assessment

Hirers must complete a Covid-19 risk assessment and must submit a copy to the Church Centre Administrator at least one week prior to the first booking. Trinity Church reserves the right to request amendments to the risk assessment.

#### **4. Trinity Church Covid-19 safety measures**

Hirers must abide by and promote all measures adopted from time to time by Trinity Church in order to keep the premises Covid secure.

#### **5. Food and drink**

No food or drink is to be consumed on the premises at any time other than water. Any water consumed will need to be brought onto the premises by users.

#### **6. The Concourse**

The Concourse (or any other part of the premises) is not to be used as a waiting area for family or friends of those attending groups. Hirers must ensure that those dropping off and picking up group members do so in a way that maintains social distancing.

#### **7. NHS Test and Trace service**

The hirer must keep a record for 21 days of all attendees for the NHS Test and Trace service. The hirer must inform Trinity Church if any attendee tests positive for Covid-19 after attending Trinity Church. The hirer must co-operate with Trinity Church and with NHS Test and Trace in the event that someone attending Trinity Church Centre tests positive for Covid-19.

#### **8. Face coverings**

It is a legal requirement for face coverings to be worn in our premises at all times, except for those covered by a valid legal exemption. It is the hirer's responsibility to ensure that the legal requirements regarding face coverings are adhered to.

## **4 Working in partnership to create a safe and friendly environment**

Our aim is to work in partnership with all of our user groups to create a safe and friendly environment for everyone to meet.

We are eager to get the Church Centre open again so that people once more can enjoy all of the opportunities that are afforded by the different groups that meet here. But we are well aware that we need to take every precaution to ensure that the social hub that is Trinity Church Centre does not become a means of enabling the spread of this deadly virus.

In doing this, we depend upon the co-operation of everyone involved:

- the group organisers in thinking through their activities to keep everyone safe
- the leaders and volunteers who will put things into practice on the day
- everyone coming into our building, co-operating with us to keep themselves and everyone else safe.

Please join in partnership with us so that despite social distancing, we can still do that wonderful thing of bringing people together either to learn, or to dance, or to support one another, or to paint, or whatever reason it is that we are gathering.