

## **Covid-19 Rules and Guidance for Users of Upper and Lower Rooms and Main Hall of Buxton Methodist Church**

These notes are intended for persons or groups hiring church premises.

Buxton Methodist Church will ensure that the rooms to be hired, access areas and toilets are cleaned before use, particularly contact points (handrails, handles and other hard surfaces).

From 8<sup>th</sup> August 2020, the government has made it mandatory for the general public to wear face coverings in public buildings, including church premises. There are valid exceptions to this (please see separate document). Face coverings are not required to be worn during indoor sport, but should be used when entering and leaving the premises.

Group organisers will be required to:

- Maintain a register of attendees, should that be required for future contact tracing. The record to be maintained for 21 days.
- Make their own assessment of the maximum number of attendees for safe distancing, with respect to their planned activity. This should not exceed the maximum stated below.
- Make attendees aware that they are responsible for maintaining social distance, whilst on church premises
- Ensure that the maximum numbers for any room are not exceeded.
- Ensure that attendees have facilities for hand sterilisation
- Follow any future changes in guidance from UK government to protect themselves from transmission of Covid-19.
- Ensure that attendees respect the length and timing of the hire period, to limit potential contact with other groups and facilitate cleaning.

### **Use of Upper Room**

Entrance to the building will be through the upper side entrance on Chapel St and then via the staircase into the upper room.

The maximum number of persons using the room is **16 + 1 group organiser / leader**

Note there is a single unisex toilet on the first floor level. No other toilet facilities will be available.

Unless group organisers have made arrangements to use the kitchen facilities in the upper room these should not be used. Use of the kitchen will require additional cleaning, which will be charged to the hirer. Generally attendees should be encouraged bring drinks or other refreshments, with them for their personal consumption, to reduce the risk of transmission.

### **Use of Main Hall and Lower room ( these will not be hired out at the same time)**

Entrance to the building will be through the lower side entrance on Chapel St.

The maximum number of persons using the **main hall** for:

- **Meetings 36 + 1 group organiser / leader**
- **Exercise classes 20 + 1 group organiser / leader**

The maximum number of people using the **lower room 12+1 group organiser / leader.**

The male and female toilets on the corridor to the lower room are available. No other toilet facilities will be available.

To reduce the risk of transmission, the main kitchen facilities are closed and must not be used. Group organisers can make arrangements for fresh or hot water to be available in their room, but generally attendees are encouraged bring drinks and other refreshments with them, for their personal consumption, to reduce the risk of transmission.