



St Mary the Virgin, Rickmansworth
The Church of England and The Methodist Church in Partnership
Serving the whole community

Contents

	Page:
1. Contents	2
2. Welcome	3
3. If you have symptoms	4
4. Entry Procedures	5
5. Exit Procedures	5
6. Doors	5
7. Movement around the building	6
8. Numbers of people allowed in the building	6
9. Social Distancing	6
10. Cleaning	6
11. Hygiene: Face coverings, hand sanitising	7
12. Toilets	7
13. Plan of building for information	8

**Information for
Hirers and Users of St Mary's Church Centre
during the Covid-19 Coronavirus Pandemic**

Version 1_3: 12 August 2020

Welcome



As the Lockdown eases and we look towards the Church Centre being used again by the local community the needs of each Hirer and their group members all inform decisions and plans being made.

The future pattern of Hiring and how the Church Centre is accessed are also being informed by UK Government Covid-19 safety regulations in place.

Please read this Booklet carefully and observe the guidance given. If you have any questions, please contact the Church Administrator. It is important that we do all we can to keep everyone safe.

Deborah

Reverend Deborah Snowball
Vicar of Rickmansworth

Church Administrator: Mrs Katrina Bond
01923 721002

3. If you have symptoms

For the well-being of others, please do not attend public worship if you have symptoms which suggest that you might have Covid-19.

HM Government **NHS**

CORONAVIRUS - the symptoms

If you have any of these symptoms, self-isolate and get tested

- High temperature
- New, persistent cough
- Loss or change in sense of smell or taste

The most common symptoms of coronavirus (Covid-19-19) are:

- recent onset of a new continuous cough or
- a high temperature or
- a loss of, or change in, normal sense of taste or smell (anosmia).

If you develop these symptoms, however mild, or you have received a positive coronavirus (Covid-19) test result, then you should immediately self-isolate stay at home for at least 10 days from when your symptoms started. If you live with others, all other household members who remain well must stay at home and not leave the house for 14 days.

The Governments [stay at home guidance](#) and [explanatory diagram](#) give further information.

4. Entry procedures

All Hirers and their Class/Group/Family must enter via the main door only. No other door should be used for entry to the building at any point.

5. Exit procedures

The exit for the Main Hall is via the Fire Doors at the far end of the Hall into the Courtyard and then through the far Fire Exit door into the Churchyard. No other exit is to be used except by the main Hirer.

The exit for Room 2 is via the Fire Exit door at the bottom of the staircase door into the Courtyard and then through the far Fire Exit door into the Churchyard.

Exit for the main Hirer/Leader - once all cleaning procedures have been followed - is via the Fire door at the bottom of the staircase and out through the far Fire Exit door into the Churchyard. Please ensure both Fire Exit doors are closed firmly.

There must be no exit through the main door by anyone.

These exit procedures are in place to avoid cross-contamination and adhere to bio-security. Failure to adhere to these requirements may result in the cancellation of future bookings by the Hirer concerned.

6. Doors

Upon arrival, all internal doors should be lodged open with a doorstep. This is to avoid cross-contamination. Upon departure, all doors should be closed again.

7. Movement around the building

Very clear signage is in place to guide people around the building safely. Please ensure all Class/Group/Family members follow the directions carefully - especially children.

8. Numbers of people allowed in the building

The maximum number of people allowed inside the building is

- Main Hall: 30
- Room 1: 6

The kitchen is **not available for use** at the present time. There is no waiting area for use between activities/events.

9. Social Distancing

Hirers are responsible for ensuring Social Distancing is maintained whilst inside the building, as well as when people are gathering to access the building.

10. Cleaning

All Hirers bear responsibility for ensuring that the building is clean for both their use and the members of their Class/Group/Family. Please note:

- Cleaning materials are provided: in the Entrance Hall for use in the Main Hall; in Room 1 for use there.
- The following should be cleaned before your group members arrive: All touch points (door handles, doors to toilets, handles to Exit via the Main Hall and/or Room 1 dependant on your use)
- There are very clear instructions for the main Hirer to adhere to at the end of each Booking.

11. Hygiene: Face coverings, hand sanitising

The use of face coverings is compulsory unless you are exempt under [UK Government Guidelines](#).

Everyone must sanitise their hands at the following times:

- On the way in to the Church Centre
- On the way out of the Church Centre

Once inside the Church Centre, please try to avoid - as far as possible - contact with any touch points: door handles, light switches.

There are hand-sanitising stations around the building as well as anti-bacterial soap in the toilets.

12. Toilets

In order to decrease the risk of cross-contamination:

1. When you've finished using the toilet and flushed it, please use one of the alcohol wipes from the pack on the cistern to wipe down:
 - Toilet flush handle
 - Door lock mechanism on the inside
 - Body of the cistern
 - Toilet seat
 - Afterwards, place the wipe in the bin outside the toilet cubicles.
3. Wash your hands with warm water and soap for 20 seconds.
 - Leaving the tap running whilst doing so
 - Dry hands with a paper towel; use this to turn off the tap.
 - Place the paper towel in the bin outside the toilets.
4. Do not touch the doors on the way out!

