



# St Saviour

ST ALBANS

## Guidelines for use of the Church and Hall

### Introduction:

External groups using the hall or church for any purpose, whether public or private, are expected to take responsibility for their own Covid-19 security. The guidelines below are the minimum the venue expects from its hirers

#### 1) Entrance and Exit

##### a. One way system

##### i) Hall

A one-way system should be applied to people entering and leaving the hall. The most efficient way to implement this is for attendees to enter through the front doors and exit through the double doors on to the garden. If the weather precludes this (i.e. too much heat would escape from the hall) the exit could be through the kitchen and the Vicar's porch. Special arrangements with the churchwardens will be needed to have the door to the Vicar's porch unlocked.

##### Church

If an audience is attending an event in the church, people should be asked to enter by one church door and exit by the other. It makes better sense for the entrance to be via one of the two main doors at the back of the church, so that audience members can be more easily greeted on arrival and apprised of the arrangements. The exit should be through the other door at the back

If the church is used for rehearsals of fewer than 30 people, then we suggest the side door is used, to avoid opening the whole church. However, the people rehearsing must not enter and exit at the same times.

## **b. Sanitising**

Sanitisers should be provided on entry and exit to both church and hall.

Groups should normally supply their own sanitising products. If the church supplies are used an extra charge will be made. Attendees should bring any books or objects needed with them, refrain from sharing them, and take them away at the end of the event.

## **2) Numbers attending an event**

Gatherings of more than 30 people are now permitted in a COVID-19 Secure premises and the numbers will depend on the nature of the event. We suggest that no more than 50 people should be in the hall at one time, and no more than 150 in the church, but more attendees are permitted if there is a flow of people in and out of the space.

## **3) Track and Trace**

The organisers of events are required to record a name and contact number for every person or group attending each event. This should be dated and retained for four weeks after the event, then securely destroyed. St Saviour's are entitled to request this data from the organisers but will only use it for the purposes of track and trace and will destroyed it securely after use.

## **4) Social distancing**

Attendees should socially distance from those they don't live with, including other people they know, in the church and hall and in the car park. This should be 2 metres apart for conversation and 1 metre with mitigation or facing forwards. When singing, the distance should be volume of singing should be kept to the lowest consistent with proper performance/rehearsal. Singers should either all face in the same direction, or stand in a circle wide enough to great a safe distance.

## **5) Face Masks**

Facemasks must be worn by the audience at public performances and group events. Those speaking to a group or singing are not required to wear any face covering, but social distance must be maintained. Face coverings are not mandatory in teaching contexts.

It is recommended that people arriving and leaving a rehearsal or setting up and dismantling after a performance wear a face covering, as there will be frequent opportunities for close contact and conversation.

## **6) Toilets**

The toilets may be used but users should be advised to avoid touching surfaces and asked to wash their hands thoroughly, wipe down surfaces, use paper towels and wash or dispose of them safely after use. Do not flush paper towels down the toilet. People rehearsing in the church should use the church toilet only and ensure that it is properly cleaned at the end of the event. This can be either by an arrangement with the wardens, or by volunteers associated with the event. The hall toilets are cleaned by commercial contractors three times a week.

## **7) Use of the Bar/kitchen hatch**

We do not recommend the provision of refreshments at events, but it is permitted. Users are responsible for arranging for the cleaning of the kitchen. If alcohol is to be served, the licensee should be informed as outlined in the hire documents. Those serving food or drink should be protected by a visor or shield and should observe a strict hand-washing regime.

## **8) General usage.**

Furniture in the church should returned to configuration in which is was laid out on arrival, not according to plans in the hire documents