

Information for Hall Users August 2020
St John the Evangelist Church, Bexley Village

We are pleased to be opening the Hall again on 1st September, and we know that all of you are looking forward to getting back to those activities which take place weekly. There are a number of things which we must all be mindful of in these times. The key points are listed here but the most important factor is that as we are all aware things can change quickly and it is essential that everyone keeps up to date with any changes in the rules for working together in groups.

Key points to be noted:

- Each group using the hall should have completed a risk assessment, taking into account any specific issues that arise from their particular activity.
- Each group leader using the hall is responsible for ensuring that they are up to date with government guidance, taking account of the fact that this is likely to change on a regular basis.
- Social distancing rules should be adhered to with at least one-meter distances kept between hall users.
- No performances to be held, even small or private ones.
- Maximum numbers should be considered based on the activity to be undertaken and the space available.

- Separate entrance and exit into the hall should be used as far as possible.
- Groups should consider how to manage start and finish times to ensure that there are no queues.
- We will carry out cleaning on a regular basis, but each group must ensure that the hall is left clean after their session
- Groups should ensure that Hand sanitizer is available for those attending sessions.
- The Kitchen will not be in use at all for the time being.
- Group leaders must ensure that social distancing is maintained in the toilet area.
- Users should wash/ gel their hands on the way in and out of the building if at all possible.
- Face coverings to be worn unless there is a recognised exemption or if those present are under 11 years of age.
- No one who feels unwell to enter the premises (group leaders should consider temperature checks)

- Consideration to be given to users over 70 or who have medical conditions to ensure that they feel safe in the building.
- Doors to be fixed open as far as possible and any windows opened. This will need to be managed carefully as if music is played then it may not be possible to have the doors open.
- Any waste from the session must be removed at the end of the session.
- There should be no singing or close dancing.
- Group leaders must keep track and trace data for all users and be responsible for shredding it when it is no longer required.
- If it is appropriate leaders of groups to also read the Government guidance that is available for leisure, gym providers.

I would be grateful if group leaders could let us know if there are any issues which arise that have not been considered.

Many thanks

JWo 24/08/2020

•