

## **Re-opening of St Mary's Church Hall**

### **for Church Activity Groups and Outside Bookings in Levels 0**

1. Bookings for the use of the Church Hall must be made in advance by contacting Peter Holmes (hall@stmarysdunblane.org] or at 07801 989938.
2. Each group needs to identify a 'responsible person' who is aware of the protocol for using the Hall in Level 0. Please see below details of the responsibilities to be fulfilled by the 'responsible person'.
3. An attendance register needs to be made and kept for 21 days giving contact details of every household for the use of Track and Trace.
4. A hand sanitising station at the main entrance is to be used. Internal entrance doors are to be wedged open.
5. Masks are to be worn at all times except when doing sports, when seated and when individuals address a group from the front of the Hall.
6. Tables, chairs, mats are to be set out beforehand to ensure one metre distancing between households.
7. Ten people from four households may sit together at a table. Children under the age of 12 do not count towards the total number of people who can meet, but **do** count towards the maximum number of households permitted to meet.
8. Movement within the Hall needs to be minimised. People should not move between tables. Access to the kitchen is limited to those preparing and serving refreshments. Food and drinks should be served to the tables.
9. After an event, all touch points: toilets, tables, chairs, door handles, light switches and so on need to be cleaned. A cleaning kit with disposable gloves and aprons will be provided.

[An agreement needs to be made between each group and Peter Holmes to determine whether tables, chairs and toilets etc. are to be cleaned by the group. This will depend on whether there are three days before the next use of the Hall, or whether the Church cleaner is scheduled to clean the Hall before the next booking. The cleaner will clean the Hall once a week, usually on a Thursday afternoon.]

### **Requirements to be fulfilled by the 'responsible person' where the Hall is to be used for meetings or activities during Covid restrictions**

1. Please set out in the application for use of the Hall what form of meeting or activity is proposed, naming the 'responsible person'.
2. Please explain how Covid safety measures will be applied, including registering attenders, entering and exiting the Hall, the hygiene protocols to be applied, ensuring physical distancing, ventilation, cleaning of touchpoints, furniture, toilets etc.
3. Explain how relevant measures will be communicated to those attending.
4. If any issues arise, these should be reported to Peter Holmes.