

St. Luke's Guidance on use of Hall during Covid-19 Restrictions

Valid from 4th July 2020:

The Parochial Church Committee of St Luke's Church, Ramsgate wants to ensure the safety and wellbeing of all those using our church hall, especially during this time of Covid-19. The following guidelines are intended to be used once the government allows the use of community halls for inside meetings and whilst there is still a need for social distancing because of the risk of spreading Covid-19.

We insist all users should follow the following steps:

- All organisations hiring / using the church hall should inform St Luke's Vicar the name of the person in their organisation who has overall responsibility to ensure everyone from their organisation is following (or where necessary being supported to follow) the current government & NHS COVID 19 guidelines available online at www.gov.uk.
- **The maximum number of people who can use the church hall is set at 30 persons.**

Entering and Exiting the building:

- Where people are entering and exiting the building at the same time use only the front entrance to enter the church hall and use only the rear side entrance to leave the church hall.
- Where necessary (e.g. a person(s) in a wheelchair or in the case of emergency evacuation) may use the side fire escape door.
- On arrival everyone should wash their hands or use the hand sanitiser, which will be made available near the entrance door.

Social Distancing:

- Follow the current social distancing guidance. As there are no mitigating factors in place this should be kept at a 2m distance.
- Use of the kitchen - a maximum of two people are allowed in the kitchen at any one time with social distancing guidelines of 2m being followed.
- Use of Toilets - only one person should be using the male or female toilets at a time and hand washing afterwards.

Cleaning:

- Surfaces and knobs etc. must be cleaned after use using the anti-bacterial wipes provided.
- St Luke's will clean the hall after each hall hire session, including disinfecting kitchen surfaces and doorknobs and handles.
- Any concerns should be written in the book by the stage / notice board area and or brought to the attention of the vicar or church warden. These guidelines are in addition to the existing hall hire conditions.

**These guidelines may change in line with advice
from the government or the Church of England (last updated – 19/10/20).**