

Covid Hire Policy

It is vital that when hiring the premises, the Church ensures practical arrangements are followed and covid guidelines adhered to that ensure the buildings and gatherings therein are COVID-19 secure.

By hiring/using any part of Croxley Green Baptist Church buildings, you are agreeing to adhere to the covid precautions contained herein:

Please ensure you provide your own hand sanitiser, disinfectant wipes and supply of face masks.

1. A *Primary Covid Marshall* must be appointed for your booking.
2. The Primary Covid Marshall must conduct an initial site audit using the *Pre-event Checklist Form* located in Appendix 1 of this document. This audit will take approximately 20 minutes, so please ensure the Primary Covid Marshall arrives on site with enough spare time to enable this to be undertaken before other people begin entering the building.
3. A sufficient number of Covid Marshalls at least one per hire space should be present for the duration of your hire. Covid Marshalls should ensure they familiarise themselves with the most up-to-date Government covid guidelines in the days immediately prior to the hire period to ensure the latest recommendations can be closely adhered to.
4. Covid Marshalls should keep a minimum distance of 2 metres from other people at all times (or even further, should Government advice alter between receiving this document and the hire period).
5. Covid Marshalls must familiarise themselves with the *Coronavirus Emergency Action Plan* located within this document under Appendix 2 prior to the hire period and ensure that the steps therein are closely adhered to.
6. Covid Marshalls should prepare themselves to take covid control should the Primary Covid Marshall instruct them to do so and should familiarise themselves with the necessary information required in order to facilitate this prior to the hire period.
7. All Covid Marshalls must wear PPE including a face mask covering their mouth and nose. To provide confidence for attendees, wearing a face visor is also advised as well as a face mask. Wearing a visor alone without a face mask does not offer sufficient protection.

Duties of a Primary Covid Marshall

Prior to Hire/Use

1. Undertake the *Pre-event Checklist Form* (see Appendix 1) including:
2. Checking the room arrangement for the event.
3. Open windows within the event area, secure open the external doors and internal doors to minimise the need to touch these during the hire period.
4. Ensure cleaning equipment (wipes, sanitiser, and pedal bins) are in place.
5. Ensure a current list of *Government Countries Quarantine List* is available for all Covid Marshalls.
6. Ensure all Covid Marshalls are briefed on the one-way system for attendees entering and exiting the building as per the *Covid Site Map* included with your booking form.
7. Covid Marshalls and those running the event understand that they do not enter other areas of the building that are marked as out of bounds (including most of the toilets and the kitchen area).
8. Ensure Covid Marshalls and those running the event fully understand that they may use the toilet closest to the side entrance during the period of hire (marked on the *Covid Site Map* included with your booking form), but that no attendees are authorised to use these facilities.
9. Ensure you prepare the room with signage accordingly, preparing and bringing with you any necessary social distancing/one-way signs and blue tack for use on the doors and walls. Please do not attach any signage to the floor which could either present as a trip hazard or damage the Church floor.

During Hire/Use

10. Supervise the work of other Covid Marshalls and ensure that Covid Marshalls and attendees are adhering to COVID-Secure guidelines and practices.

11. Ensure *Coronavirus Emergency Action Plan* (Appendix 2) is completed if necessary.
12. Monitor any queues either outside the building, or internally to ensure the correct social distancing rules are being adhered to by attendees.
13. Ensure anyone attending the event is adhering to the current social distancing guidelines.
14. Ensure hand sanitiser availability is monitored/topped up accordingly throughout the event.

Post Hire/Use

15. Ensure any of your own signage is removed from the doors/walls after the event and are safely disposed of offsite.
16. After the event, take away bags of waste away from site and dispose of them off site accordingly.
17. Wipe the hire key with a suitable cleaning product, place inside an envelope marked "returned hire key" and return via the post box beside the side entrance of the building (marked in green on the Covid Site Map included with your booking form).
18. Any equipment used (e.g. tables and chairs), touch surfaces including light switches and door handles/plates and touch surfaces within the toilet facilities are wiped down with a suitable sanitising product.

Duties of a Covid Marshall

1. Monitor the current social distancing rule for those arriving at the building. Ensure people are staying at least 2 metres apart (or further if Government advice alters between receiving this document and the date of the event).
2. Remind those entering the site that the social distancing rule applies both outside and inside the building.
3. Keep a record of names and contact details of all who attend in order that they may be contactable should the need arise by the NHS Track and Trace system; record their name, address, and a contact telephone number.
4. Ask attendees to confirm that:
 - a. They do not currently have any of the key symptoms of COVID-19 (fever, persistent dry cough and loss of taste or smell) and have not had such symptoms for 14-days, *and*
 - b. They have not been asked to self-isolate by NHS Track and Trace, *and*
 - c. They have not returned from overseas from a country currently in the UK Governments quarantine list.

If attendees cannot confirm these, then advise them for the sake of reducing the risk of infection to others they cannot attend worship. Ask them to return home and seek and follow the government guidelines as needed.

5. Ensure that each attendee uses hand sanitiser on entering the building.
6. Check that everyone (unless exempt) is wearing a face mask and provide one if required.

Within the Building

7. Direct attendees accordingly, ensuring that safe social distancing rules are always adhered to and the one-way system as detailed in the *Covid Site Map* (included with your booking form) is followed for those entering and leaving the premises.
8. Monitor capacity, ensuring that said capacity does not compromise covid social distancing within the building at any time. Restrict access to certain areas where

necessary to ensure covid social distancing can always be safely maintained.

9. Ensure doors remain open whenever possible.
10. Regularly clean any surfaces that are likely to be touched by different individuals using suitable anti-bac spray and disposable wipes.
11. Clean the internal and external door handles to the toilet after each time it has been occupied using suitable anti-bac spray and disposable wipes.
12. The Covid Marshal undertaking cleaning duty should wear disposable gloves.
13. Be alert for anyone showing symptoms of COVID-19.
14. Anyone coughing or showing other clear COVID-19 symptoms should be asked to leave the building immediately, along with their household and contact NHS 111 for advice on isolation and testing.
15. Cleaning should be carried out of any surfaces that may have been contaminated as soon as possible.
16. Those who have had any contact with the individual should wash their hands.
17. Advise people leaving the building not to congregate near the exit, nor to remain outside the church for a significant time.
18. Monitor covid social distancing within the car park as people leave.

Appendix 1 - Pre-event Checklist Form

This checklist is to be used in conjunction with the most up-to-date government guidance regarding the coronavirus (Covid-19) pandemic. This checklist should be completed prior to the event day and should be fully communicated to all Covid Marshalls. It is the responsibility of the Primary Covid Marshall to ensure the site is safe to open and that adequate covid controls are put in place.

Item	Y or N	Comments	Reported to
Has the latest government guidance been checked and followed?			
Have any Covid Marshalls reported any symptoms of COVID-19?			
Is there adequate hand soap, paper towels and running water in place?			
Has hand washing facility or sanitiser been provided in all locations needed.			
Are bins available for disposal of any rubbish?			
Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place and are Covid Marshalls briefed on the one-way system as per the Covid Site Map?			
Are Covid Marshalls briefed on agreed procedures for arrivals, departures and emergencies?			
Has the hire space been laid out and marked in line with current covid social distancing requirements?			
Are procedures in place to record names and contact details of attendees?			
Has the building been ventilated in line with recommendations to maximise air flow?			
Is there any other information to consider?			

After carrying out the above checks, please sign below. I, the Primary Covid Marshall have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19 recommendations.

Primary Covid Marshall Signature: _____ Date: _____

Appendix 2 - Coronavirus Emergency Action Plan

Should someone attending the church display symptoms of Coronavirus the following steps will be taken:

- 1) The person will be asked to leave as soon as possible, return home and seek guidance from NHS111 as to self-isolation and testing.
- 2) Anyone known to have been in close contact with the case advised to wash their hands as soon as possible.
- 3) Any surfaces likely to have been contaminated cleaned in line with cleaning guidance.
- 4) Consider whether to bring the service to an early conclusion.
- 5) Consult Health & Safety Executive website as to whether the event should be reported, see <https://www.hse.gov.uk/coronavirus/riddor/>