



Dear Hirer,

Following changes to government restrictions relating to Covid-19 from July 19th, Keyworth Methodist Church has revised its requirements for those using its premises to recognise the lifting of certain restrictions. As hirers of the premises are either planning to resume their use of the building shortly, or are still considering if and when they might return, I thought it would be helpful to advise all hirers of the church's position for now, and the foreseeable future.

In summary, the points to note are :

1. Wearing of face coverings is not mandatory but **recommended** when moving around the building or mingling / close contact with others. Individuals can, of course, choose to continue wearing face coverings while indoors if they feel more secure.
2. Social distancing should be encouraged – **1 metre+ is a good guideline**. When seating people, having separation of 1m between chairs / groups of chairs (for bubbles) is recommended. Seating people around tables should provide reasonable separation (possibly only 1 person/couple per side) if tables are also well spaced.
3. Ventilation is important so windows and doors* should be opened before an event starts (and closed at the end of the event)
[* This will depend upon weather/outside temperature. The main foyer door can be wedged open **but please ensure the electric switch is in the OFF position first**. The fire exit door in the hall, or the Selby Lane door in the church, can be kept open to help air flow.]
4. The kitchen can be used for refreshments but we recommend limiting the number to **no more than 3 people** at a time and observing guidelines 1 and 2 i.e. wear face covering and avoid lengthy close contact.
5. When serving larger numbers of people with drinks, consideration should be given to a couple of people providing 'waiter service' from hatch to those seated, or managing the flow of people from seats to hatch to avoid building a queue.
6. Toilets in the hall remain limited to one stall only in use at a time
7. Cleaning of surfaces in the hall after an event is still requested due to the likely increase in multiple use of the hall in the coming weeks. Cleaning of surfaces in the church is optional as there are relatively few occasions where the church is used on consecutive days.
8. The log in the main foyer will continue to be used to record who has come onto the premises, and when. For hirers, this only requires one person (lead person) to sign the log. However, the church is not insisting on users keeping strict records of attendance for Test and Trace, although many groups may have their own records of attendance e.g. for payments of subs.

Ultimately, it is up to those hiring the premises to decide, and take responsibility for, how they wish to keep their group safe on the premises. This may vary from the church's guidelines above, either due to different contexts (eg size of group) or because of directives from national bodies. If anyone wishes to discuss their particular situations with myself, or Graham, please feel free to contact one of us.

As situations change, the church may need to revise the above guidance on restrictions and use of the premises.