



St. Matthew's Church Hall – User Checklist

All Hall Users have a responsibility to assist the Church in ensuring that the Church Hall remains safe for all Users, particularly regarding COVID-19. Compliance with the following is a pre-requisite of hire:

- Hall sessions must comply with the times agreed, with arrangements in place for external waiting for Users not collected/ awaiting transport, so as not to cause delays for other Users.
- The rule of six applies to all Hall Users except Pre-School & Link Club.
- Activities which take place in the Hall must be compliant with government regulations. No physical activities can take place which compromise social distancing; involve sharing of equipment or increase the risk of aerosol transmission e.g. shouting; running or any exertional exercise. This is particularly important for school age children as the Hall use must reflect what takes place in a school classroom.
- Any individuals displaying signs of COVID-19 should be denied access and asked to contact NHS111 for advice. If someone becomes ill during a session, the person should be sent home; the session stopped & all attendees (+ parents of children) advised of possible contact by the Leader. The Hall Management Committee must be notified immediately so that other Users can be informed that the Hall will be out of use until advised by NHS Test & Trace.
- Open windows to maximise ventilation during the session. Please close at the session end.
- Follow the one-way system, ensuring entrance and exits are used appropriately.
- Set out the Hall to maintain social distancing & all adults to wear face masks whilst in the Hall, unless exempted as per Government guidance.
- Do not allow anyone into the Hall who is not an attendee – drop off and collection of children must take place outside of the gate. Contractors attending on official business will be notified to the Leader.
- A register of attendees must be kept for all sessions to facilitate NHS Test & Trace.
- Noticeboards must contain only essential information, which are laminated. No artwork unless laminated can be displayed.
- Surfaces are to be cleared at the end of the session to facilitate cleaning. No soft toys to be used, as these cannot be cleaned & cupboards must be kept shut. No personal belongings are to be left at the end of a session. Tea-towels to be removed each session.
- Cleaning schedules are to be adhered to by each User, who will supply their own cleaning products to comply with the cleaning regime. All bins are to have liners put in at the beginning of the session by the User and removed at the end of the session and bins wiped.
- In case of emergency – the first aid bag + an additional bag of emergency PPE are in the kitchen cupboard to the right on entry. Please only use the PPE in an emergency & notify the Hall Management Committee to ensure restocking occurs. Please double bag any waste.
- Spot checks will take place so that the Hall Management Committee has assurance that everyone is following the necessary guidance, your assistance with these is expected.

THANK YOU

Your help in keeping everyone safe is appreciated.

Sessional Cleaning Schedule

At the end of each session, the User is expected to have undertaken the following cleaning. Normal household cleaning agents can be used, and these along with the bin liners are to be supplied by the User and removed each session. Please ensure safe storage of any chemicals in the kitchen cupboard which can be secured, during a session. Mops are provided and must only be used in the area for which they have been designated. Please leave mop buckets dry and mops clean, rung out & mop heads left to facilitate drying.

General tidiness

- Leave shelves and surfaces clear of clutter so these can be wiped easily
- Leave tables and chairs stacked neatly
- Ensure all personal belongings have been removed

Chairs & tables

- All need to be individually wiped both on the top surface, underneath & legs. Antibacterial wipes are easy as surfaces then dry quickly, but cloths & agents such as Flash are acceptable. **NB** please ensure several cloths are used, and make sure metallic parts of tables & chairs are dried to avoid rusting.

Frequently touched surfaces/door handles/pegs

- Use of an antibacterial wipe or spray is strongly advised for these areas

Bins

- User to provide liners which should be inserted into the bins at the beginning of the session and removed at the end.
- At the end of the session, bins should be wiped
- A small plastic bin for outside use (marked as such) should be lined & taken outside if children are using the outside area, so they can discard used tissues etc. The bin liner should be emptied at the end of the outdoor session and wiped out.

Toilets

- These will be heavily used during each session so please ensure liquid soap and paper towels remain stocked up
- At the end of the session, the basin; taps; surrounding areas and toilets are to be thoroughly cleaned
- Toilet floor to be mopped

Kitchen

- All surfaces to be cleaned
- Any food removed, unless stored in the fridge/freezer
- If food has been made for Users, kitchen floor to be mopped

Hall/Entry

- These should be swept and where there are signs of footfall; spillage or dirt, mopping is also required