



St. Matthew's Church Hall – User Checklist

Meeting & Casual Users

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.
- 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 Church 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.
- Whilst not mandatory, the Church Hall Management Committee is supporting NHS Test & Trace by asking the Leader of any session to maintain a record of attendees for a 21-day period.
- Hand sanitisation is an important infection control measure – Lead Users are requested to bring their own supplies and encourage its use.
- During the session, maximise ventilation by keeping windows and doors open as much as possible. Please close at the end of the session.
- There are now no restrictions on activities, but Users are reminded that exercise and singing increase aerosol transmission of the virus so this needs to be factored into the numbers of Users in a session; the importance of social distancing and whether face covers should be worn.
- Regular cleaning plays a vital role in the transmission of the virus so Users are asked to avoid general clutter – everything must be removed from surfaces at the end of sessions; no personal belongings left on pegs; teat-towels removed from the kitchen and cupboard doors closed.
- 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 and removed at the end of the session. Rubbish is to be removed and this can be placed in the waste bins at the side of the Hall.
- No animals are allowed, except for assistance dogs.
- Noticeboards must contain only essential information and all notices must be laminated. Artwork can be displayed if it is laminated.
- In case of emergency – a first aid bag is located in the kitchen cupboard to the right on entry.
- Spot checks by the Church Hall Management Committee will take place to ensure compliance, so that all Users remain safe. Your cooperation is appreciated.

Meeting 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 supplied by the Church Hall Management Committee. 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 inverted to facilitate drying.

General tidiness

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

Chairs & tables

- All need to be individually wiped on the top surface. Antibacterial wipes are easy as surfaces then dry quickly, but cloths & agents such as Flash are acceptable.

Frequently touched surfaces/door handles/pegs

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

Bins

- Bin liners are provided which should be inserted into the bins at the beginning of the session if required and then removed prior to leaving.

Toilets

- At the end of the session if used, the basin; taps; surrounding areas and toilets are to be cleaned using antibacterial wipes

Kitchen

- All surfaces to be cleaned and sink plugs removed at the end of the session
- Any food or milk must be removed,
- If food has been made for Users, kitchen floor to be mopped, otherwise crumbs swept up

Hall/Entry

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