



Watford Quaker Meeting

COVID-19: Appendix to Terms & Conditions for Hiring Meeting House Rooms

The risks posed by the COVID-19 pandemic mean that all users of Watford Quaker Meeting House need to adopt rigorous measures to protect themselves and each other. We are all expected to follow government guidance, in particular '*COVID-19: Guidance for the safe use of multi-purpose community facilities*' and specific guidance for different activities.

This document sets out how Watford Quaker Meeting and organisations hiring meeting house rooms will work together to ensure the safety and wellbeing of all users.

To prepare the meeting house for all users, Watford Quaker Meeting will:

- Undertake a risk assessment for the building, and provide it on request
- Ensure the building is cleaned at least weekly by our cleaners
- Provide cleaning materials for use by hirers
- Place sanitising stations in the lobby and all meeting rooms
- Turn all three toilet areas into unisex toilets, for one person entering at a time
- Equip the toilets with soap dispensers, a mild bleach solution and wipes, paper towels and lined pedal bins, and post signs on the wall to encourage hand sanitising, hand washing and good hygiene
- Place signs outside the front door to instruct people arriving to queue outside at 2m apart, and maintain 2m distancing inside
- Introduce a one-way system through the building when there is more than one hirer using the building, with users of the main meeting room leaving by the fire exit side doors
- Fold back the dividing screen between the Front and East meeting rooms to create a single larger space and enhance air circulation
- Place the kitchen 'out-of-bounds' (except for the First Aid Kit and emergency use)
- Remove or place in storage all soft furnishings and leaflets
- Cover the library shelves with polythene dust sheets
- Provide a PPE pack in the first unisex toilet, for use if there is a COVID-19 incident.

All Users of the building will:

- On arrival
 - Ensure **all** attendees apply hand sanitiser in the lobby on entering the building, and use face coverings in line with government guidance (with the specified exemptions)
 - Wipe all touch points (door handles, finger plates, light switches, chairs, benches, tables, taps and toilet seats) with the mild bleach solution provided
 - Open windows and fire exit doors for ventilation
- After each session
 - If using the Main Meeting Room while another group is in the building, leave via the fire exit side doors
 - Wipe all touch points (door handles, finger plates, light switches, chairs, benches, tables, taps and toilet seats) with the mild bleach solution provided
 - Ensure that **all** rubbish is bagged and put beside the trade bin by the front gate
 - Securely close all windows and fire exit doors.

- It may be possible for some user groups to arrange for a professional cleaner at £12 an hour instead of the user group undertaking cleaning. Contact the Warden to discuss this.

In addition, all users of the meeting house will:

- Carry out their own COVID-19 risk assessment and put in place appropriate measures to ensure the safety of their group and other users of the building
- Take responsibility for their group members abiding by government guidance (including social distancing, hand washing/sanitising and face covering), plus their group's risk assessment, and the arrangements made by Watford Quaker Meeting
- Provide a copy of their Risk Assessment to the Warden at least three days before the hiring date. The Quaker Meeting is not taking any responsibility for the appropriateness of Hirers' risk assessments but asks that they are fully compliant with the latest government guidance for 'Multi-purpose community facilities', and any specific guidance for their activities
- Keep the number of people attending their sessions at or below the following, so that 2m social distancing can be maintained while seated:
 - Main Meeting Room 16 (spaces around the walls are indicated by doves)
- plus up to 7 more if people are sitting together from the same household/bubble
 - Front/East Room 12
- plus up to 2 more if people are sitting together from the same household/bubble
 - West Room 4
- If the user group wishes to use further mitigation measures (beyond face coverings) to enable a few more people to attend, the measures will be shown in their Risk Assessment
- Keep a record of attendees and contact phone numbers for 21 days in case this is needed by NHS Test and Trace, in line with government guidance
- Report to the Quaker Meeting House Warden as soon as possible any incidents of actual or suspected Coronavirus, so that other users may be warned and appropriate action taken to clean the building if necessary before it is reused
- Inform the Warden of any problems encountered, or if supplies need replenishing

It is a condition of the hiring that the measures outlined in this document are adhered to by both parties to the agreement with effect from 2nd September 2020. Watford Quaker Meeting reserves the right to refuse admission to any group or person not following these terms and conditions, and also close the meeting house should circumstances change with respect to government guidance on controlling COVID-19.

I have read and agree to implement the measures outlined above.

Print name _____

Signed _____

Date _____

On behalf of (hiring organisation): _____

Print name _____

Signed _____

Date _____

On behalf of Watford Quaker Meeting