



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
- 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 to maintain a safe social distance
- Fold back the dividing screen between the Front and East meeting rooms to create a single larger space and enhance air circulation
- We are currently waiting for further guidance in regards to the use of the kitchen. It will remain closed except for emergency use and the First Aid Box.
- Provide a PPE pack in the women's toilet, for use if there is a COVID-19 incident.

All Users of the building will:

- On arrival
 - Encourage **all** attendees to apply hand sanitiser in the lobby on entering the building, and use face coverings in line with the current government guidance on holding meetings in a multi-purpose community facility.
 - Open windows and fire exit doors for ventilation
- After each session
 - Securely close all windows and fire exit doors.
 - Ensure all rubbish is bagged and placed just inside the kitchen ready for the cleaner to collect.

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 their first 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.
- Maintain safe social distancing noting that more people can be accommodated if from the same household or bubble.
- Keep a record of attendees and contact phone numbers as appropriate and 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 as 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 19th July 2021. 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