

Premises Committee Chairman: Fiona Yeomans (email: fiona@yeomans.org.uk)

Resident Caretaker: Andrew Lee (email: caretaker1@guildfordurc.org.uk tel: 07410 950207)

<Group name>

c/o<Leader>

<DATE>

Dear <>

Essential Information for Users of Premises at Guildford URC During the COVID-19 Pandemic

The Church members and officers are very pleased to be welcoming you back to your regular meetings and send our best wishes to everyone after this long and very difficult time.

The following information is being issued to all users of the church's premises and is intended to minimise the spread of COVID-19 infection, for everyone's safety. It is a condition of your group entering the premises that all members abide by these instructions. Please confirm by email that the <NAME OF GROUP> is aware of the content of this letter and will comply.

If we become aware that our instructions are not being followed we will require any individual who refuses to comply to leave the premises immediately. If necessary this will be extended to the entire group. In the last resort we will cancel your future bookings. This is for the safety of other users and our employees: of course we hope it will not be necessary to ask you to leave the building.

These instructions are in addition to the regular conditions of hiring already signed by your group or organisation.

Government advice is being updated in response to the developing progress of the pandemic and we will react accordingly. Please refer to the version of this document on the Home page of our website www.guildfordurc.org.uk for any updates. Our full Risk Assessment can be found [here](#).

As at the date of this letter, Government regulations state that no more than 30 people may attend a meeting at one time. This **must** be observed.

All individuals enter the building at their own risk. Guildford URC has assessed the risks and has put precautionary measures in place, but cannot be responsible for anyone coming into contact with COVID-19 infection. We recommend that particularly vulnerable individuals should take their own precautions against infection, including potentially not entering the building.

DO NOT ENTER THE BUILDING IF YOU HAVE COVID-19 SYMPTOMS:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

CLEAN YOUR HANDS OFTEN

- there is hand-sanitiser at the entrance doors to the building
- there is hand soap and paper towels in all the toilets
- avoid touching your mouth, eyes and nose. "Catch it/Bin it/Kill it" – dispose of tissues into your own rubbish sack immediately and then clean your hands

OBSERVE "SOCIAL DISTANCING" AS DEFINED BY THE GOVERNMENT

- it is recommended that you maintain a distance of 2m between people where possible
- do not restrict easy passage along the paths round the church by standing in the way of other users (eg by standing talking to other group members)
- do not smoke in any outdoor area other than the car park
- please try as far as possible NOT to arrive more than 10 minutes before the start of your meeting (except for the meeting leaders)

OBSERVE GOVERNMENT RULES ON FACE COVERINGS

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

KEEP THE ROOM YOU MEET IN WELL-VENTILATED

- keep windows open, and doors too where practicable

DO NOT MAKE/SERVE DRINKS AND FOOD ON THE PREMISES

- please bring your own drinks and do not enter the church kitchens
- please remove any rubbish from your meeting including disposable cups and used tissues

KEEP A RECORD OF ATTENDEES AND INFORM US IMMEDIATELY IF YOU BECOME AWARE THAT A MEMBER OF YOUR GROUP RECEIVES A POSITIVE TEST FOR COVID-19

- Please keep a temporary record of attendees for 21 days. This is not compulsory but would enable us to warn our employees and other users of the building, and assist NHS Track and Trace. The church will not ask for the name or other details of the positively-tested person

WE WILL

- allocate rooms to minimise contact between members of different groups
- regularly clean surfaces which are touched frequently, including door handles, handrails, plastic chairs and toilets. If instead we ask your group to wipe these "touch points" we will provide suitable materials

Please continue to liaise with Andrew Lee about the arrangements for your meetings. If you have any questions which he is unable to answer please feel free to contact me.

Yours sincerely,

Fiona Yeomans
Premises Committee Chairman