

Building Use - General

Guidelines for room use – Risk Control Covid 19- July 2021

- 1. On entering the building please use the hand sanitiser provided.**
- 2. Wear a face mask when moving around the building.**
- 3. Please observe social distancing (minimum of 1 metre from other people) when arranging and using the room.**
- 4. Only a maximum of 2 people should be in kitchen areas at any one time. All items used from the kitchen eg. cups and saucers must be washed, dried and put away before leaving the building. All tables must be wiped and sanitised at the end of session.**
- 5. Return any chairs and tables to their normal position and leave the room as you would expect to find it.**
- 6. Please compile a test and trace list of all visitors using the building and retain it for 2 weeks or alternatively use the NHS Test and Trace App.**
- 7. Please check and sanitise the toilet at the end of session.**
- 8. Please wipe tables and chairs at the end of the session.**
- 9. Please report any shortages to Helen Branson or Andrew Clay**
- 10. Please use the hand sanitiser as you exit the building**

Stay Safe, all blessings