

St Matthias Church Centre

Babbacombe Road
Torquay
TQ1 1HW
Tel: 01803 214175
Email: admin@st-matthias-church.org



14th September

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**Special Conditions of Hire during COVID-19**

Note: These conditions are in addition to the ordinary conditions of hire for St Matthias Church and Centre

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SC1: The hirer will be responsible for ensuring those attending their activity or event (including any in a vulnerable group) comply with the COVID-19 Secure Guidelines while entering and occupying the hall or other rooms, in particular using the hand sanitiser supplied when entering and leaving the building. See poster overleaf.

SC2: The room being hired will have been generally cleaned prior to your arrival. Please sanitise surfaces used prior to your group arriving using the products supplied or your own sanitising products and again before you leave. Please take care cleaning electrical equipment and use cloths - do not spray!

SC3: Please ask your group to adhere to the advice given with regard to toilets on posters situated on the toilet doors and inside.

SC4: Please record the name and contact telephone number or email of all those who attend your event on arrival and keep for a period of 3 weeks after the event and provide the record to NHS Test and Trace if required.

SC5: Please make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** alert you, the hirer and use the Test and Trace system so that others with whom they have been in contact can be alerted.

SC6: Please keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. Please ensure they are all securely closed on leaving.

SC7: Please ensure that you manage the number of people attending your event so that the 2m social distancing can be maintained while waiting to enter the premises and also as far as possible within the premises, positioning chairs and furniture in accordance with social distancing guidelines.

SC8: Please take away all rubbish created during your hire to minimise the possible spread of the virus including tissues and cleaning cloths (black bin liners can be found in the kitchen).

SC9: Please take steps to avoid people needing to unduly raise their voices to each other during events particularly during exercise classes where music may be played.

SC10: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Church Centre please arrange for them to go home immediately. Please inform the Centre Manager in the Church Office or telephone on 01803 214175 / 07811 980592.

SC11: From 8 August the government guidelines require that face coverings are worn in community centres, but do not need to be worn during exercise.

Additional Information:

- Maximum capacity Hall – 24
- Maximum capacity Lounge - 10
- We have changed our methods of payment during this time and are no longer taking payments in the office. Please pay online or by cheque either in the post or by using the postbox outside.
- Where more than one group is scheduled to arrive or leave the Centre at the same time, we will arrange for those groups to stagger their entry/exit times so that everyone is still able to maintain social distancing. We will also use additional doors in and out where necessary.
- Kitchen facilities – if possible we would prefer that hirers bring their own cups/mugs etc for refreshments. However the kitchen facilities are still available in the Hall and Lounge but we ask for the following to be observed:

Hall

- Cutlery and crockery must be washed using the dishwasher
- Tea towels are no longer provided
- Please take away your rubbish and recycling – black bags are provided

Lounge

- Please use paper cups and disposable stirrers provided or bring own cups
- Please take away your rubbish and recycling – black bags are provided

Thank you for your help with this ongoing situation. We hope that you enjoy being back at the Centre and do let me know if you have any queries.

Pere Snow

HELP KEEP ST MATTHIAS COVID-19 SECURE

- You must not enter if you or anyone in your household has COVID-19 symptoms
- Maintain 2 metres social distancing
- Use the hand sanitiser provided on entering and leaving the premises
- Please wear a face covering
- Avoid touching your face, nose or eyes
- “Catch it, Bin it, Kill it” – please dispose of tissues into one of the bins provided, then wash your hands
- Take turns to use confined spaces such as corridors, kitchen and toilet areas
- Keep the room in use well ventilated
- If you develop COVID-19 symptoms within 7 days of visiting these premises please notify the leader of your group and follow the Test and Trace procedure

THANK YOU