**CENTRAL ENGLAND QUAKERS [NAME] Quaker Meeting House**

**COVID 19 Health & Safety, use of buildings by hirers**

**Amendment to Room Hire Agreement** *(template for Meetings to adapt for their own circumstances)*

**Responsibilities outline**

New procedures are necessary for protecting people using the Meeting House in the light of the Coronavirus situation. The purpose of this document is to clarify with whom responsibility lies for actions at this time and will be updated when circumstances change.

The Quaker Meeting will undertake all appropriate measures to prevent the spread of infection. Unfortunately even with all the measures put in place we cannot guarantee 100% that the Meeting House is COVID free.

**Responsibilities of [NAME] Quaker Meeting:**

Produce a Covid 19 specific Risk Assessment of the building

Initial thorough clean of venue

Initial installation of social distancing and signage.

Regular cleaning of all areas including kitchen, toilets and washrooms and high touch points.

Providing hand sanitizers and disinfectant

Removal of objects which could be inadvertently touched and are difficult to clean or implement measures eg signage to minimise any possible risk'.

**Responsibilities of hirers:**

Providing a copy of their Covid-19 specific risk assessment

Naming a person to be responsible for ensuring the government guidelines are followed

Maintaining social distancing as required by current government guidelines

Ensuring that no one attends your activity or event if they or anyone in their household has had COVID-19 symptoms in the last 7 days. Anyone displaying symptoms should be isolated and cared for appropriately and areas cleaned when they have left.Report to the Quaker Meeting contact person to make them aware of the potential case.

Encouraging hand hygiene by asking members to sanitize hands on arrival

Wiping “high touch points” on arrival

Wiping things that they touched with disinfectant before leaving eg. light switches, taps, toilet door locks, flushes, toilet roll holders, tables and chairs

Disposing of any rubbish safely

Ensuring windows are open as much as possible during the group activity and closed on departure

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I have read the above undertakings and agree to abide by them when using the Meeting House

Hire Group Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Landline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_