CENTRAL ENGLAND QUAKERS TRUSTEES - C19 project team

*COVID-19: Guidance for Local Meetings/Branches on the re-opening of Meeting Houses & Offices*

**Guidelines for the conduct of those using our Meeting Houses while Covid-19 measures apply**

*We recommend that you circulate these guidelines to all Friends planning to visit the Meeting House. and to incorporate relevant parts of the guidance in the instructions given to hirers.*

*(Please feel free to adapt the wording to reflect your local circumstances and risk assessments).*

**These guidelines assume that all those using the property are compliant with government guidelines in their conduct outside the Meeting House, and in particular: -**

* Do not attend if any member of your household has symptoms of coronavirus.
* Follow advice from the test and trace process to self-isolate if you have had any contact with people suffering from the virus
* Follow Government guidance on vulnerable groups.
* Keep a safe space (currently two metres) between you and other households.
* Avoid public transport and wear protective face covering if you do use it

**For attending Meeting for Worship in our Meeting House: -**

* Register your attendance in advance as only up to the allowed number of households can be admitted. Do not exceed maximum numbers as advised by signs.
* Use hand sanitiser on entering and leaving the building. Follow cleaning instructions. Wash your hands regularly
* Do not make physical contact with Friends beyond your household group, and observe distancing protocols
* Follow any one-way systems and queuing procedures.
* Do not stand in corridors. Move through without delay.
* Give way to people exiting.
* Toilet facilities are only accessible by one person at a time. Observe the rules for controlling this.
* Follow instructions given by those responsible for the building.
* Take care for children and vulnerable adults in your care.
* Use litter bins provided.

Consider others and follow advice and instructions on signs.

Do not go into any taped-off areas

Once you are seated in the Meeting House, do not change your position or use other seats

**General points**

For the time being there will be no books (QF&P, Holy Bible, Advices & Queries) on the table for general use. There will not be the usual carafe of water or glasses. Please bring your own if you feel you wish to have them. Tea/coffee will not be served after Meeting until such time as it is safe to do so.

**Issued: 18 June 2020**