**Meeting House**

**Address**

June 2020

Dear Friend,

Re-opening the Quaker Meeting House

We hope that you and your members are well.

The XXXXXXX Quaker Meeting is awaiting guidance from both the Central England Quakers Trustees and the government on when activities can resume at the Meeting House.

We have been advised that Quaker Meeting Houses used by community groups will most likely fit into the hospitality sector. We are eagerly awaiting the government guidance for this sector. Churches will be advised by the government’s Places of Worship Taskforce and are likely to be phased in quite separately.

We will need some information about your group and how you anticipate meeting the guidelines for social distancing and safe activities when you return to the Meeting House. The main hall is approximately (insert details of your rooms and number of people can be accommodated).

You will need to prepare and provide us a copy of a risk assessment before you return to hold sessions and guidance will be given. But for now, the information we request is:

1. When do you anticipate returning to having sessions at the Meeting House?

2. How many participants attend your sessions? How many of them are in the at-risk category?

3. Can your activities be adapted to allow for social distancing between participants and low risk activities? eg singing and choirs pose a high risk of infection.

4. Who will be responsible in your group for ensuring the government guidelines are followed?

5. Will your public liability insurance cover your activities during this period?

We will need a copy of your public liability insurance for our records.

Please email your replies to (email contact address) or mail them to [Contact person’s preferred address]

Yours in friendship,

On behalf of XXX Quaker Meeting

**(Issued by C19 project team, 18 June 2020)**