



Brunswick Parish Church and Community Hub **Building Hire Covid-19 Arrangements**

Brunswick Parish Church and Community Hub is a Covid Secure building. We have made every effort to ensure that we are complying with current Government guidelines and legislation. In order to ensure that our building remains a Covid Secure environment, we require all building users to ensure that they are also operating within current guidelines and legislation for their activity.

General building guidelines

- Please do not enter the building if you have any of the following symptoms:
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Please ensure that you observe good hand hygiene
- Please wear a face covering (unless exempt)
- Please maintain a safe distance from people who are not part of your household or bubble and avoid socialising with those who are not from your household or bubble.

What we will do to help keep the building Covid Secure

- Provide hand sanitiser stations.
- Ensure that toilet facilities are well stocked with soap and hand towels.
- Make cleaning materials available to each group
- Do a walkthrough of the building with you to explain which areas you may use and any one way systems which may be in place.
- Provide a copy of the building risk assessment upon request
- Provide clear signage to remind users of the Covid-19 guidelines
- Provide NHS:Test and Trace QR codes for the building for people to use with the NHS:Test and Trace app.

What we expect you to do to help keep the building Covid Secure

- Remind your group of the Covid guidelines and ensure that they follow them to the best of your ability.
- Be aware of the government guidelines and legislation that govern your particular activity.
- Complete a Covid 19 risk assessment for your activity to ensure the safety of your group.
- Only use the areas (or walkways) of the building that you have hired or that have been allocated for your use (unless there is an emergency).
- Do not interact with any other group using the building (unless absolutely necessary).
- Clean down any surfaces that will have been used by your group using the provided cleaning materials (including entrances and toilet areas) before you leave.
- Take NHS:Test and Trace data for your group (this must be kept securely and must comply with data protection rules).
- Immediately alert the Rector, Rev Simon Gatenby, if you have a suspected or confirmed case of Covid-19 within one of your groups so that the proper procedures for the building can be followed.