



WALSWORTH ROAD BAPTIST CHURCH

CORONAVIRUS - PROTOCOL FOR VISITING GROUPS

1] Outside the building

All visiting groups will provide a Risk Assessment for approval by the Recovery Steering Group, Deacons, or Minister, prior to any meeting in the building, that should complement that of the church itself.

Group organiser/keyholders will monitor arrivals.

When arriving at the church please observe appropriate distancing from others arriving and attempting to enter the building.

Parents dropping off children should ensure that they and their children observe distancing and avoid crowding; if necessary by waiting briefly in the garden. Organisers of children's events should monitor children's arrival and call them in appropriately.

Please follow any guidance about which ways in are available.

2] Entering the building

Avoid touching entry doors wherever possible. Except for poor weather group organisers should fix 'open' entry doors.

Everyone entering the building should be registered on a WRBC COVID-19 monitoring form. This should be left in the box provided to be maintained by WRBC in accordance with the guidelines covering the existing forms should 'track and trace' action be needed.

Use hand sanitiser on entry. This will be by entry doors.

Observe the correct distancing from others. We encourage groups to wear a face-covering in the building; it is up to groups whether to pursue this option - however we should be informed either way and if any change is made.

If another group is also using the building at the same time, organisers should ensure that distances are maintained. This might include one group delaying entry for another.

3] Going into the room being used

No rooms not booked for the activity are to be used in any circumstances.

Please observe distancing through the doors and corridors into the room/area. Be particularly aware of people who are less mobile or uncertain.

Avoid touching doors or rails unless necessary. These will have been cleaned but minimising touch will help others.

Please follow guidance by signage or any group organisers.

Avoid direct “face-to-face” conversations with others apart from essentials. Arrange seating and groupings to maintain distancing and be ‘side-on’ as much as possible. Face coverings are encouraged.

4] Toilets

The toilets will be open but appropriate hygiene must be observed:-

- Only one person at a time in each toilet area;
- Outer doors will be propped open to avoid need to touch them;
- Please use soap after using the toilet;

One-use paper towels or sensor-style hand-dryers are to be used; any used towels must be disposed of in the bin provided.

Group organisers are responsible for ensuring these arrangements are carried out.

5] During the activity

People in the active group must remain within the areas agreed, especially in another group is present in the church property. Organisers must be responsible for this.

People present must continue to observe appropriate social distancing, including avoidance of direct “face-to-face” positions.

Singing activity has been banned by national guidelines.

Church equipment and other communal objects will not be used except by prior arrangement. Group organisers should be responsible for their own equipment (e.g. toys, craft materials, electricals) unless with specific agreement from the church. People are encouraged to bring their own things (toys, instruments etc.), but not to share them with others. Equipment brought in should be cleaned prior to being brought on site.

Until further notice, the kitchen will not be in use for tea/coffee, water or biscuits etc. However, people are welcome to bring their own drinks provided it is in sealed containers (to avoid accidents and spillage) and not shared with others.

6] After the activity

People should leave the used area as directed by signage or by organisers. They should use whichever available exit is safest; wherever possible doors will already be open. Please avoid lingering in exit doorways or corridors – there is space outside the church to speak to others.

Maintain appropriate distancing even after leaving the building. Avoid “face-to-face” conversations and talking together that goes on for too long, even outside.

Please avoid sharing anything such as books, cards, flowers, gifts etc. at the end of an event.

For a children’s event, parents arriving to collect children should avoid coming into the reception area unless necessary and wait for their children outside, coming forward when the children are seen ready to go. Organisers should monitor children’s exits, to indicate to parents when all is ready. Everyone should be aware of possible movement of cars and vehicles outside the church.

Organisers should assist the hygiene of the church by doing some cleaning of their area. A “kit-box” of materials will be available in each area, to include anti-bacterial wipes, spray, gloves, apron etc. Key things to address are door handles/push-plates, handrails, tables etc. Please dispose of used things in bags provide, double-bagging and place directly in the bin outside. Sanitiser can then also be used.

It is important to lock up securely after use of the building, to avoid the risk of any contamination being brought in.

Please inform the church immediately if there are problems with the maintenance of these provisions (e.g. cleaning resources have run out, problem with doors etc.).

Please inform the church if a member of a group that has met on the premises in the past five days tests positive for Coronavirus so that we can complete additional testing. We reserve the right to contact other groups using the premise should this be the case; however, we will not name the group or individual in any external communications we do make.