

# Life & Portrait Drawing Guidelines for The United Church

Richard will take a list of all attendees, and any new contact numbers for Track and Trace purposes and if you are taken ill with the virus after being at the class please let me or Richard know immediately so that we can advise those who've been in contact with you to self isolate.

Please don't come if you feel at all unwell, have a cough or a temperature, and note that you attend at your own risk.

Thank you for your co-operation.

Angela,

Chair

Crowborough Arts

- ◆ As you know there have been many guidelines for public buildings from the Government about how to be 'COVID safe'. This church has received guidelines from the Methodist Church and the URC Church about how to risk assess our building and how to make sure it stays 'COVID safe'. In order for the trustees to be able to do this we require you, the hall user, to follow our guidelines too.
- ◆ The group leader is required to make a risk assessment for their group, this does not need to be seen by the trustees, as it is the group leader's responsibility to keep the members of their group safe.
- ◆ Please keep the social distancing rules and keep 1 metre plus away from other people, no physical contact.
- ◆ In a church and community building it is a requirement of law for anyone 12 years or over to wear a face covering inside. Exceptions include those with physical or mental disabilities that prevent them from wearing a mask safely and the group leader who needs to speak to others.
- ◆ Only use the room that you have agreed to hire. No popping into other rooms to wait. Avoid touching the doors of other rooms.
- ◆ Ask all participants in your group to use hand sanitizer on entering and leaving the church. We would ask the group leader to provide hand sanitizer.
- ◆ Use of toilet facilities is permitted. Only one person in the toilets at a time. Children are permitted to use them with an adult if needed.
- ◆ If you require access to the kitchen, let a trustee know you will be using it and limit this to one person using the kitchen. Try to keep this as the same person for the duration of your session. Wash and dry anything and any areas you have used.
- ◆ Please follow the one way signs in the church building. You may put up your own one way signs, if you feel they are needed for the duration of your session.
- ◆ The group leader is to keep a record of who comes into the building for their group and their contact details for 21 days.
- ◆ If you are showing any COVID19 symptoms, please do not enter the building.
- ◆ If you or someone in your group is showing COVID19 symptoms, you must leave the building, along with the rest of your group. Please inform a trustee, who will make sure that the necessary cleaning is done.
- ◆ Singing is not permitted anywhere in the church building.
- ◆ Take steps to avoid making any loud noise. No shouting. Keep music volumes low, so as to avoid shouting over it.
- ◆ Ventilate the hall by opening windows.
- ◆ On leaving the building, please wipe door handles, surfaces and light switches. The church will provide spray and paper towels for this.
- ◆ Make sure windows are shut and the building is secure before leaving.
- ◆ Stagger start and finish times of your sessions, to avoid several people coming in and out of the building at the same time. Avoid parents coming into the building for pick ups.