

## Keyholder Information on attending the church building

Please **do not** come to or enter the church at the present time:

- Should you have confirmed as tested positive for Covid-19
- Should you or anyone in your household feel unwell with recognised symptoms (as advised by the Government)

Only enter the church if this is absolutely necessary and using the following guidelines below:



- Use the hand gel provided when entering building.
- Sign in and out on the sheet provided.
- Don't enter any space you do not normally use or do not need to enter.
- Try to avoid touching surfaces such as furniture, doors etc. Turn on lights etc using a non-touch method
- Open windows in the room that you are using to maintain air flow (subject to weather and sensible security precautions).
- Maintain a 2m distance from other people at all times.
- Wash your hands frequently during the day, with soap, for at least 20 seconds.
- Follow any guidance on signs throughout the building with regard to Covid 19
- Offices will be limited to a maximum occupancy of 2 people who must maintain a social distance. Ideally, talk to office users from the door.
- Wipe down communal equipment such as photocopiers and printers before and after use with the wipes provided.



### Use of kitchen

- A maximum of two people should be in the kitchen at any one time.
- Do not make drinks for other people
- Wash your hands thoroughly before carrying out any tasks in the kitchen

- Wash mugs and utensils before and after use and wipe tea/coffee/milk containers before and after use.
- Wipe down all surfaces and appliances you have used using the disinfectant spray and disposable cloths (e.g. microwave, cupboards, fridge, water boiler, taps.)



#### Use of toilets

- One person to use either of the male/female WC's at any one time.

When leaving the building ensure that to turn off the lights, check external doors and windows are closed and locked and then use hand gel.