

St John the Evangelist Centre,

Guide for Hirers following Re-opening During COVID19 -Rev C

1. This Guide is intended as a supplement, during COVID-19, to the Community Centre General Information and Conditions of Hire, which will be the basis of your booking.
2. It is the Hirers responsibility to ensure that in our Centre masks are worn and social distancing exercised during your events, following Government advice. Please follow the guidance signs on the wall and floor in each room to ensure social distancing. It is achieved by limiting numbers in each of St John's Centre area, as follows:
 - a. **Church-35 people**-socially distanced with 3 seats between household groups;
 - b. **Wilkinson Room-20-22 people**-according to seating arrangement to control social distancing;
 - c. **Grey Room- 4-6 people**--according to seating arrangement to control social distancing;
 - d. **Kitchen-2 people**-socially distanced;
 - e. **Lobby**-no waiting in this area please.
3. We ask Hirers to carry out their own Risk Assessment of their activity in the Centre and deposit a signed copy with St John's and to maintain an appropriate Track & Trace Record of their activity in the Centre.
4. Our Caretaker has clear written Guidance to ensure the cleanliness of the rooms, doors, seats and surfaces of the Centre to the Church's COVID19 standards **before your booking**;
5. It is the User's responsibility to ensure COVID19 cleanliness of the rooms **at the end of your booking**, using Dettol wipes provided. We ask you to clean all surfaces people have touched, including the following:
 - a. Table-tops;
 - b. In & out access door handles;
 - c. Seat tops;
 - d. Toilet handles;
 - e. Window handles;
 - f. Push plates;
 - g. Any used equipment, especially kitchen items, such as kettles;
6. If bins have been used you can tie up the bin bags at the end of your booking and dispose of them in our black bin outside. We will provide spare black bin liners at the bottom of each bin so that next Hirer can use a new bin liner for their event. You should dispose of the Dettol wipes in the bin bags provided. Any washable items used, such as tea towels, should be in bags for washing, alternatively you may bring your own cleaning materials;
7. We ask Centre Users to note the signage in the rooms for their guidance and that the process for preparing this Guide was based on the signed ACRE Checklist and Risk Assessment Forms available for inspection.