

Foyer use by small groups

Guidelines for foyer users to minimise the spread of Covid 19- July 2020

1. On entering the building please use the hand sanitiser provided at the entrance.
2. Please observe current social distancing regulations (minimum of 2 metres from other people) when arranging and using the room.
3. Use only the foyer, kitchen and the adjacent toilet. Do not enter other areas of the building except in case of emergency. **(Kitchen 1 person only)**
4. Use the chairs and tables in the foyer; do not retrieve furniture from other rooms.
5. Wipe the tables and chairs with sanitising wipes or use an anti-bacterial spray and cloth before use.
6. Face masks are to be worn by all whilst in the building.
7. Please compile a test and trace list of all visitors using the foyer and retain it for 2 weeks
8. Should you need the toilet use the one next to the foyer. Wipe the seat and hand basin after use with the wipes provided. Dry your hands using the paper towels provided.
9. At the end of the session please empty all bins used and fit new liner bags. Dispose of waste in the appropriate bin in the outside passage way. The bin key is on a hook just inside the kitchen door.
10. Check the toilet hand towel dispenser and restock if necessary. Stock is in the balcony toilet.
11. Please wipe tables and chairs at the end of the session.
12. Please report any shortages to Helen Branson or Andrew Clay
13. Please use the hand sanitiser as you exit the building

Stay Safe, all blessings