

## Return to Church 2 - Covid 19 Protocols (April 21)

1. All rooms need to be booked before use. Please contact Johnny Hagan at [jbhagan7@gmail.com](mailto:jbhagan7@gmail.com) to make a booking.
2. The activity leader should confirm that all attendees (or members of their household) don't have any of the symptoms listed in the government guidelines.
3. There will be 72 hours between activities in the Main Hall (to allow sufficient time for any potential virus to disappear from soft furnishings) meaning that the Main Hall will generally only be used for Sunday Services and the Prayer Meeting on Wednesday's. If the Main Hall is needed in between times the fogger can be used to clean seats as required.
4. Bookings made for the Minor Hall, Creche and Library will require the seats used to be stacked and labelled after use with the date and time of their use. Bookings for the Loft may require the use of the fogger if another booking is planned within 72 hours.
5. The activity leader is required to arrange the chairs in a suitable layout ensuring 2m distancing and only those from the same household or social bubble are permitted to sit together. It is also the activity leader's responsibility to direct people to their seats. If children are attending, they must be accompanied by their parents at all times. While conversation, with face masks, is permitted for short spaces of time please ensure you adhere to 1m distancing while doing so.
6. There is a responsibility on the activity leader to ensure any hard surfaces and touch points i.e. doors, handles etc. are cleaned before leaving the premises. Cleaning products will be provided for each separate area in the church.
7. A list of those who attended the activity needs to be recorded and must be forwarded on the day of the activity to [rogermullan14@gmail.com](mailto:rogermullan14@gmail.com) for contact tracing records.
8. When microphones are being used in the Main Hall the AV team will provide microphone covers which will be disposed of after each service.
9. When meeting indoors it is important to wear a face mask and this is required for everyone except people who are exempt on medical grounds.
10. 2m floor markings must be adhered to when entering and exiting the building and should also be adhered to as people are being directed to their seat.
11. Small group activities should last no longer than 60 mins and the building should be vacated as quickly as possible after the activity.
12. It is best to not use the heating (when possible) as the hall uses a recirculation system and when possible, the windows should be opened for ventilation. In colder weather the heat can be set to warm the hall before the activity (if requested beforehand).
13. Interior doors should be wedged open to avoid multiple people touching them.
14. The kitchen is not to be used under any circumstances.
15. It is the activity leader's responsibility to ensure that attendees only use the area booked.

### Use of Toilets:

1. Anti-bacterial wipes will be provided and should be used by any individual who uses the toilet to clean around after use.
2. A bin will be provided for disposal of paper towels and wipes – please only dispose of wipes in the bin and do not flush down the toilet.

These protocols are subject to change in line with updated guidance from the NI Executive.