

## **Checklist for Hirer/Group Leader Entering and Leaving St Luke's Hall under the COVID19 Secure Requirements.**

### **Main Hall**

#### **Entering**

1. Unlock the front door, deactivate the alarm, close and lock the door until set up is complete. The inner porch doors should be tied back.
2. Sanitise your hands
3. The inside double doors to the main hall should be open on arrival. If required, set up chairs facing in one direction and tables using the social distancing grid marked on the floor.
4. Open windows for good ventilation. Keys are on hooks by central heating controls.
5. Once set up is complete, open both sides of the front door for ease of entrance.
6. Advise your group to enter adhering to social distancing and to take up an appropriate place in the main hall.
7. Advise your group that the use of the toilets on entry is to be avoided as it will restrict people from entering if more than one person wishes to use the same toilet.
8. Once your group is settled in the hall, you should lock the front doors for security but leave the inner porch doors tied back.

#### **Leaving**

1. When your session is finished open the inside double doors, the front doors and the rear fire exit doors before anyone moves.
2. Instruct your group to leave by both the front doors and the rear fire exit doors in an orderly manner to make adhering to social distancing easier. Advise them to sanitise hands on departure.
3. Sanitise hands and close/lock all windows and rear fire exit doors ensuring the bottom of the door is properly engaged at the bottom.
4. Wipe chair frames with antiviral spray and place back on the trolleys.
5. Wipe down any tables used with the antiviral spray and paper towels/J cloths provided, fold and stack on the trolleys. Ensure that they are stacked on their narrower edges inside the lip of the trolley with the table tops facing in one direction
6. Check no litter except for used paper towels/J cloths is left in the waste bins or anywhere in the hall/reception area/toilets. Group members must remove their own litter otherwise you will have to remove it.
7. If the kitchenette has been used, clean surfaces with the antiviral spray and paper towels/J cloths provided.

8. Leave insider double doors open.
9. Leave the inner porch doors tied back.
10. Ensure that the right hand side of the main door is engaged in the locks top and bottom. Leave the left hand side of the main door open to make your exit easier.
11. Sanitise hands before setting the alarm. If the small hall is being used do not set the alarm.
12. Close and lock the door even if the small hall is being used for security.
13. Close the car park gate. Please note our rental spaces are now at the back of the building and occupied during the working day.

## **Small Hall**

### **Entering**

1. If the main hall is in use, you must enter the small hall directly by the side door via the ramp. Unlock the outer door but close and lock it until you have set up the room for your group to enter.
2. If the building is empty enter by unlocking the front door and deactivating the alarm. The inner porch doors should be tied back.
3. Sanitise your hands, close and lock the front door for security.
4. If required, set up chairs facing in one direction and tables using the social distancing grid marked on the floor. There is one small folding table permanently in the small hall.
5. Open windows for good ventilation.
6. Once set up, open the side door to allow your group to enter adhering to social distancing. Advise them to sanitise their hands and move to an appropriate marked place.

### **Leaving**

1. Instruct your group to leave by the side door through which they entered. Do not allow anyone to leave by the front door even if they use the toilet before leaving. Adhere to social distancing.
2. Sanitise hands and close/lock all windows.
3. Wipe chair frames with antiviral spray and place back on the trolleys.
4. Any tables used in addition to the one left in the hall on entry, must be wiped down with the antiviral spray and paper towels/ J cloths provided and stacked back on the trolleys. Ensure that they are stacked on their narrower edges inside the lip of the trolley with the table tops facing in one direction
5. If the kitchenette has been used, clean surfaces with the antiviral spray and paper towels/J cloths provided.
6. Check that no litter except for used paper towels/J cloths is left in the waste bins or anywhere in the small hall/reception area/toilets. Group members must remove their own litter otherwise you will have to remove it.

7. Once your entire group has left and the building is empty, lock the side door by turning the thumb screw anticlockwise to the left. Do not touch the handle afterwards as it will unlock the door. If the main hall is being used exit by the side door, sanitise hands before leaving and lock the side door from the outside
8. To secure the building, open the left side of the front door for ease of exit, check the right hand side of the door is locked at the top and bottom, leave the inner porch doors tied back, sanitise your hands, set the alarm, exit and lock the front door.
9. It is a good practice to try the small hall side door from the outside to ensure it is locked correctly. If you find it opens, lock it with the key.
10. Close the car park gate. Please note our rental spaces are now at the back of the building and occupied during the working day.

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