**SCL Policies for the Prevention of the Spread of Coronavirus on the SCL Premises**

Last Updated by the SCL Venue Manager (Emily Rose Simons) on 10/9/2020

Note: For the purpose of this document ‘SCL staff’ includes Petra Kehr-Cocks and members of the Consistoire.

**Updating**

SCL policies will be updated regularly, taking the most current information from the UK government into account. If an agreement with an external person or company (for example, a hirer or an artist) is no longer up to date with the most current government guidelines and SCL policy, it is up to SCL to decide if to amend arrangements or to stay with the originally agreed arrangements.

**Travelling To and From SCL**

SCL advises people to take into consideration the [government guidelines on transport and travel](https://www.gov.uk/government/collections/coronavirus-covid-19-transport-and-travel-guidance) when making their travel plans.

**Track and Trace**

SCL will co-operate fully with the [NHS Track and Trace system](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works).

SCL will keep record of visitors coming into the building, whether volunteers, hirers or people who are part of artistic programming.

When an event in the hall is run by an external person/organisation they must agree to keep a record of everyone coming into the church in conjunction with their activity and be co-operative with the NHS Track and Trace system.

**People contracting Coronavirus symptoms**

SCL’s understanding of coronavirus symptoms is ascribed to the most up to date NHS guidance. According to the NHS at the time of writing, these are a high temperature, a new, continuous cough, or a loss or change to sense of smell or taste.

Anyone with these symptoms is not permitted to enter the building.

If anyone contracts these symptoms whilst in the building:

* Evacuate the church apart from the unwell person and one other person (either the Hirer or a member of SCL staff)
* Isolate the person in a separate room whilst arrangements are made for them to be taken home or into medical care.
* If possible, both people must wear a face mask and disposable gloves throughout the period of supervision/support - SCL has a stock under the sink in the foyer.
* Once the unwell person has left the building, cleaning cloths and PPE to be double-bagged, clearly labelled and left in the foyer.
* Hands must be washed thoroughly immediately after removing & disposing of PPE
* Anyone supervising/caring for the person who is unwell should return home, shower and change clothes ASAP.
* If a member of SCL staff is not on the premises, The Hirer must inform SCL ASAP
* The venue manager will email all members of staff and Consistoire of the closure.
* Church and isolation room must be closed for 72 hours before the building will be deep cleaned by the Regional Services (the cleaning company) before the building can be reopened again.

**Masks**

Since 8th August 2020, the government requires that masks are worn in places of worship. At the Swiss Church, the following rules apply:

* Masks must be worn during church services
* External hirers and premises users must wear a mask when moving outside their dedicated working space (e.g. gallery room, office, hall) and when interacting with individuals or groups outside their work bubbles and if they’re in a non-dedicated space
* A mask must be worn at all times and by all participants in the small meeting room on the first floor.
* If you are exempt from wearing a mask, please let Venue Manager Emily Rose Simons know.
* These rules will be updated regularly and may change at any point.

**Hand washing**

Anyone entering the building must wash their hands immediately, and then regularly throughout their time in the building.

All sinks must have two bottles (both full if possible) of liquid soap by them.

**Hand Sanitiser**

Hand sanitiser is available:

* By the front door
* In the main hall
* On the cabinet by the lift on the ground floor
* On the table of the meeting room
* In the office
* In the organ gallery
* In the gallery room

**Antiviral Wipes**

Antiviral wipes will be available (usually next to the hand sanitiser):

* By the front door
* In the main hall
* On the cabinet by the lift on the ground floor
* On the table of the meeting room
* In the office
* In the organ gallery
* In the gallery room

**Door knobs, taps, the handrail leading down to the basement, and toilet locks, taps and flushes**

Door knobs, taps, the handrail leading down to the basement and toilets locks and flushes will be cleaned regularly by antiviral wipes available through the building :

* Weekly by Regional Services
* Before and after every hire/group activity by Regional Services
* Before and after every hire/event by the staff attendant/venue manager
* Regularly throughout a hire/event by a nominated person for the hire/event.

**Social Distancing**

Regardless of any relaxation in government guidelines, anyone on the premises must keep a 2 meter distance.

**Ground Floor Capacity**

The capacity in the main hall is 28.

There may be an addition of one person in the apse.

There may be an addition of one person in the foyer.

If one person is in the apse, and one is in the foyer, the capacity of the ground floor is 30.

There may also be an addition of a member of SCL staff. In this instance, the building capacity can be 31.

**2nd and 3rd Floors**

Only SCL staff are permitted above the ground floor.

**Prohibited Activities**

SCL prohibits all indoor performances including, dance, drama, comedy and music to take place in front of a live audience.

SCL also prohibits any indoor sports or exercise activities.

**Regular Professional Cleaning**

The full building will be cleaned by Regional Services regularly, and between each public use of the building.

**Foyer**

Loitering in the foyer is not permitted. The seating area will be blocked off and signs will be made to encourage people to enter and exit the building swiftly.

**Piano**

The piano must be locked. Anyone wishing to play the piano must ask permission beforehand from the Venue Manager. They must wipe the keys with an antiviral wipe before and after they play (the wipes will be on the piano.)

**Organ**

The organ gallery must be locked. Anyone wishing to play the organ must ask permission beforehand from the Venue Manager and have permission from the Music Director (Peter Yardley Jones). They must wipe the keys with an antiviral wipe before and after they play (the wipes will be on the cabinet in the organ gallery.)

**Touching items in the Apse**

No one is permitted to touch the items on the table in the apse apart from SCL staff.

**Chairs**

SCL advises people to avoid using chairs whenever possible. If they must be used, each chair used must be wiped clean with an antiviral wipe before being used and before being stacked.

**Building Ventilation**

For one hour before and one hour after an event that is open to the general public, the additional doors must be open (when only SCL staff is in the building) and then closed/locked before the SCL member of staff leaves the building:

* The kitchen door
* The storage room door
* The door to the male toilets
* The accessible Toilet Door
* The electrical cupboard

The following doors must always be open when the building is in use:

* The doors to the main hall
* The fire exits doors by the apse
* The fire door at the bottom of the basement stairs
* As well as the following opened by SCL staff:
  + The gallery room door
  + The meeting room door
  + All the windows