

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 21/7/2020

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

Before Reopening

Before reopening:

- Soap, hand sanitiser and antiviral wipes must be present around the building and there must be significant provisions in the stock room.
- All the required signs must be put up around the building
- The Legionnaires Service must have taken place
- A deep cleaning from Regional Services must have taken place

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](#) when making their travel plans.

Track and Trace

SCL will co-operate fully with the [NHS Track and Trace system](#).

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, disposable gloves and apron 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

Anyone entering SCL is strongly advised to wear a mask that covers their nose and mouth. It is not the responsibility of SCL to provide face masks (though we intend to have a stock of them if needed).

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 sanitising stations will be:

- By the front door
- At all corners of the main hall
- In the vestry
- On the cabinet by the lift on the ground floor
- At the top/bottom of each flight of stairs
- On the table of the meeting room (the door of the meeting must always be open)
- By each desk in the office
- In the organ gallery
- In each corner of the gallery room
- In the lift

Antiviral Wipes

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

- By the front door (on the table next to the hand sanitiser)
- On the stack of chairs closest to the wall on both sides
- On the piano
- In the vesty
- On the cabinet by the lift on the ground floor
- At the top/bottom of each flight of stairs
- On the table of the meeting room (the door of the meeting must always be open)
- By each desk in the office
- In the organ gallery
- In each corner of the gallery room
- In the lift

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. This cleaning schedule must be either be:
 - 1) Following the SCL cleaning procedure every 20 minutes
 - 2) Following the SCL cleaning procedure before and after breaks
 - 3) Other (if the first two options do not apply to The Hirer).
- Ad Hoc cleaning by anyone in those areas will be encouraged through ample provisions of antiviral wipes throughout the building and signage.

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. There must be signs informing visitors of this.

All Other Room Capacity

Only one person can be in the office, the meeting room, the gallery room, the organ loft, the storage room or the kitchen at one time. Only SCL members of staff are permitted in these rooms.

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.

SCL prohibits the consumption of food or alcohol on the premises.

Regular Professional Cleaning

The full building will be cleaned by Regional Services before and after the building is used.

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 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 piano.)

Organ

The organ gallery must be locked. Anyone wishing to play the organ must ask permission beforehand 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, or 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 in the church, 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

When the office is in use, the door must be kept open.

Food, Beverages and Kitchen

The consumption of food and beverages on the premises is strictly prohibited. The kitchen is also out of bounds.

SCL Policies for the Prevention of the Spread of Coronavirus in the SCL Office

Last Updated by the SCL Venue Manager (Emily Rose Simons) on 14/7/2020

Work From Home

SCL staff must work from home whenever possible.

Track and Trace

Staff must let the venue manager know when they were and when they plan to be in the building.

Entering and Exiting Office

Staff must sanitise their hands when entering and exiting the office.

Sanitising Equipment

Staff are advised to sanitise their keyboard and mouse before and after using. Staff are also advised to sanitise any equipment they use before and after they have used it.

Keep The Door Open

Staff are advised to keep the door open when in the office to increase ventilation, as well as many windows around the building as possible. It is also advised to switch on a fan,

Food and Drink Consumption

Staff are advised to avoid food and drink consumption in the office. If staff need to use office cutlery and crockery, they must clean all items they use with soap and warm water before and after use. Before and after consuming food or drink, staff must sanitise their hands.

Sanitising Hands

Staff can either wash their hands with soap and warm water for 20 seconds or use hand sanitiser. Staff are advised to sanitise their hands frequently whilst in the office.

Office Capacity

It is advised to keep office capacity down to 1. If more than one person needs to be in the office at one time, a 2 meter distance should be kept and it is advised that everyone should wear a mask.