**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 04/05/2021

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

**Responsibility and Liability**

SCL is responsible for upholding these policies for internal events and uses of the space. External hire clients are responsible for upholding these policies for the duration of their hire, and are responsible for ensuring the Covid safety of all those connected with their hire in the building.

**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) – including having the QR code in sight near the front door for people to check into the premises.

If anyone becomes infected with Covid 19 within 72 hours of entering the building, they must notify the SCL Venue Manager – who will then notify all key holders of the building and anyone who has entered the building within that 72 hour period.

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 without a recent negative Covid test result.

If anyone contracts Covid-19 symptoms whilst in the church, they must immediately go home, take a Covid test and inform SCL Venue Manager of the result.

If the test result is positive, the church must be closed for 72 hours and must be professionally cleaned before people may enter the premises 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 around the building outside their dedicated working space (e.g. gallery room, office, hall) and when interacting with individuals or groups outside their work bubbles

**Hand washing**

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

**Hand Sanitiser**

Hand sanitiser is available throughout the building and people are encourage to use it.

**Antiviral Wipes**

Antiviral wipes are available throughout the building, and people are encouraged to frequently wipe down high traffic surfaces such as light switches and door handles.

**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. The Venue Manager or Staff Attendings are responsible for ensuring this before and after a hire. Clients are responsible for ensuring these are wiped down frequently throughout their hire.

**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.

**Upper Floors**

Hire clients are not permitted above the ground floor.

**Regular Professional Cleaning**

The full building will be cleaned by Regional Services regularly.

**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**

To increase ventilation in the hall, SCL advises opening the windows on the 2nd floor, opening the gallery room and hall doors, as well as the fire exit door next to the apse.