

# Becket Centre COVID-19 Notice for Users

## Cleaning

We seek to ensure that the hall is kept clean and hygienic to minimise the risk of spreading the virus through contact with surfaces.

## Hand washing/ sanitising

We provide hand sanitising gel in dispensers on the entrance. In addition, hand washing materials are available in the toilets.

Notices are displayed to remind people to use the hand washing/ sanitising facilities provided.

## Respiratory hygiene

We encourage users to keep the building well ventilated by opening windows and propping non- fire doors open. We rely on hirers closing all doors and windows they have opened and securing the building when they leave.

We encourage a 'Catch it, bin it, Kill it' approach to coughs and sneezes.

Face coverings must be worn if required by law or to mitigate infection risks identified by hall users in the course of their own COVID-19 Risk Assessment.

## Social distancing

We have reduced occupancy in our meeting room(s) to accommodate social distancing guidelines, and displayed notices and, where appropriate floor markings inside and outside the building to remind people to keep their distance when arriving, moving around the leaving the hall.

We rely on hirers to ensure that they organise their activity/ event to cooperate with our social distancing arrangements.

## Protecting vulnerable people

We recognise that some people are more vulnerable to severe symptoms of COVID-19 due to age, ethnicity, pregnancy or underlying health condition. We encourage hirers to be particularly mindful of vulnerable people in the way they organise their activity or event.

## Cases of COVID-19

Anyone with symptoms or who should be self-isolating must NOT attend the hall.

We keep a record of people who hire the centre and are prepared to assist the NHS Test and Trace Service if a suspect or confirmed case of COVID-19 is linked to our building.

We ask hirers to collect contact details of people attending their activity or group in line with government guidelines.

Capacity (This will be kept under review and is subject to government guidelines)

Henrietta Suite - total 40 uncarpeted area 13 (Also subject to Government maximum rules)

Francis Room – total 5

William Scott Room –total 10

Assisi Room –total 9

Clare Room – total 10

### Managing bookings

We have revised our booking information, hire/user agreements and scheduling of bookings to help to maintain a COVID-19 Secure building and to seek to ensure that we operate within government guidelines for permitted activities.

If you have any queries or concerns about our COVID-19 Secure arrangements, please contact:

**Parish contact:** [parishoffice@stthomaswoodford.org](mailto:parishoffice@stthomaswoodford.org)

Becket Centre Committee

September 2020