

ADCA Covid-19 Protocols for Hankelow Chapel following Risk Assessment

One way systems and social distancing:

- Entrance through Hall door, exit through Church door
- Taped areas marked on floor to ensure social distancing

Protective equipment, including use of face masks:

- Disposable aprons, masks, visors and gloves to be used by staff when food/drinks served
- Face masks or visors to be worn by staff, volunteers and members while at the venue at all times other than when eating and drinking

Ventilation of rooms and use of outside areas:

- Windows open in Church Hall and Church

Use of toilets and hand dryers:

- Separate toilets for women and men – reduces number of people using the one toilet
- Paper hand towels and pedal bins needed for both toilets
- Anti-bacterial wipes or sprays to be left in toilets for cleaning after each use

Cleaning regimes and frequency:

- Church hall window sills to be completely cleared
- Clean all areas that are touched (door handles, tables, chairs, window sills, all kitchen areas) before and after each use

Hand hygiene:

- Sanitizer stations to be set up at entrance door, exit door, in between the toilets and by kitchen door plus regular hand washing in toilets to be encouraged

Close monitoring of individual health (each group):

- Members who are 'shielded' will need to sign to accept responsibility for attendance
- Vulnerable members over 70 can choose to attend once they have been informed of the steps being taken and are confident that ADCA and the Church are taking all reasonable precautions
- Staff and volunteers to have a COVID19 test before projects start again, and then each month
- Trustees are taking responsibility to stay updated on local Covid incidence and to inform members
- **Members, volunteers and staff should not attend if they have any symptoms**
- Digital thermometer will be used to take temperatures on arrival

Safety of catering arrangements:

- Follow all government guidance and maintain normal high standards
- Adhere to Methodist Church Guidance on use of kitchen and food provision

Transport, Signage and Logging Visitors:

- Tuesday Club members to be transported by WheelyBus or large car; Wednesday group members arrive independently
- Signage with clear instructions and positive message to be prominently displayed
- Log contact details of all visitors and deliveries; no drop-in attendance, register of members attending to be taken each day

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