

COVID19 ARRANGEMENTS TO OPEN DEVIZES MEETING HOUSE

Method Statement for Meetings for Worship

Before opening the Meeting House

Deep clean of the MH by our usual cleaning contractor. The cleaning regime to be shared and agreed with the contractor - see appendix 1 - In the case of a suspected Covid case the Meeting House will be closed for 72 hours and until it has been deep cleaned.

Preparation of MH to be carried out by Premises Committee:

- Check for dust and mould
- Air the building.
- Visual check of electrical system
- Fire alarm check
- Run water from all taps for 5+ minutes
- Turn on the gas supply
- Print and install instruction posters - see appendix 2
- Mark the ground outside the MH - see plan in appendix 3
- Mark 2m distance in from the entrances, on MH floors - see plan in appendix 3
- Tidy the garden

Prior to holding Meetings for Worship

- Agree the risk assessment and this method statement with LM.
- Put the risk assessment and new practices on our website
- Communicate the new practices with members and attenders
- Find out how many will want to come to meet at the MH
- If too many, prioritise who should come and when

Preparation of MH to be carried out before each meeting (Doorkeeper duties)

1. The doors into the library closed and no access allowed beyond - check the notice is in place.
2. Open the doors to the MH - entrance from garden unless it is raining in which case it will be from the foyer.
3. Put sanitising hand sanitiser and antiseptic wipes by the entrance door
4. The chairs to be set out as per the plan in Appendix 3 - chairs not needed should be removed and put in the kitchen, maintaining the fire escape route.
5. The door to the Gents to be wedged open
 - a. check the notices are in place on both cubical doors, in the disabled toilet and by the washbasin
 - b. Check that hand sanitiser and antiseptic wipes are sufficiently stocked and stationed inside and outside the cubicle
 - c. Check there is soap by both wash basins and that paper towels are sufficiently stocked

Gathering procedure (Doorkeeper duties)

5 steps for a short conversation with each person at the entrance:

1. Warm welcome while maintaining social distancing.
2. I'm asking everyone whether they have a high temperature, a new continuous cough, or loss or change to your sense of smell or taste?
3. Are you at high risk from Covid-19, or is someone at home?
4. Explain arrangements for handwashing / sanitising and toilets.
5. Explain about one-entrance/exit system and to sit in the furthest available chair.

The doorkeeper must compile a list of members and attenders for NHS Test and Trace purposes- see the template in Appendix 4, one to be used for each Meeting. If there is anyone new or not likely to be on our members list, get their contact details as well.

The trustee for Devizes, or in their absence by a person appointed by them, will take the list at the end of each meeting and destroy it 21 days later.

The doorkeeper is asked to wipe down door handles, the back rail of chairs and light switches with sanitising wipes after everyone has gone home. Surgical gloves should be worn.

New personal practices for Meeting for Worship:

Friends are asked to:

- Not come if they are at high risk from Covid 19 or have symptoms of the disease. They could join by Zoom. We will be blending online with practical worship. Details can be obtained from our Trustee: robin@environomic.co.uk.
- Wash hands and visit the toilet before leaving home.
- Bring their own Advices and Queries, Quaker Faith and Practice or bible. Copies of Advices and Queries will be available for Friends to take and keep.
- Face covering is now mandatory while in the MH.

You do not need to wear a face covering if you have a legitimate reason not to. This includes:

- if you have a physical or mental illness or impairment, or a disability that means you cannot put on, wear or remove a face covering
- if putting on, wearing or removing a face covering would cause you severe distress
- if you are travelling with, or providing help to, someone who relies on lip reading to communicate
- if you are travelling to avoid injury or escape the risk of harm, and you do not have a face covering with you
- if you need to remove it during your journey to avoid harm or injury or the risk of harm or injury to yourself or others
- if you need to eat, drink, or take medication on public transport
- if you are asked to remove your face covering by a police officer or other official, for example to check your railcard

- in other situations set out in further [government face covering guidance](#)

- Bring their own water to drink.
- Wash hands at the MH or use hand sanitiser.
- Keep a 2m distance from everyone else - including when getting out of a car and waiting to enter the MH.
- Only park in the marked bays - not in front of the garages or other parts of the car park.
- Enter and leave the meeting room one at a time and go to the furthest chair.
- Observe the instructions in the toilet if they have to use it while at the MH.
- Not to use the rooms beyond the doors into the library or the Ladies.
- Make any one-off donations to Quakers online or the charity concerned. There will be no collection boxes.
- Go straight home after meeting.
- There is currently no special provision for children.

Appendix 3 - Meeting Room Seating & Floor Marking Plan

- Due to limited space Devizes Meeting regret they cannot accommodate Friends from other Local Meetings

