

Measures in relation to reducing COVID-19 risks when using the Rainbow Room

The Property Steward will require an on-site meeting with the Group Leader to agree all measures before the event(s) take place. Relevant appropriate instructions must be issued to visitors before they come so they know what to expect (including a reference to government advice to stay at home if vulnerable or suffering COVID-19 symptoms).

Scope of this document

Usage Location	This document covers usage of St John's Rainbow Room (back hall) and is in addition to our normal Conditions of Use. At present it only covers the period when the Nursery are not "in residence", i.e. normally between Friday afternoon and Sunday afternoon. Additional measures will be worked out for other rooms.
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Social Distancing

To maintain 2m social distancing (entrances)	Reminders of distancing (inside and outside) to be advised by displayed notices. Visitors should arrive and depart via the rear (coded) door of the premises but there should be a different distinct time allocation for both arrival and departure to avoid congestion. Other rooms (including the Upper Room) must not be used without express authorisation of the Property Steward. Distance markings will be placed on the floor of the entrance. The group leader will use a fob for access via the rear (coded) door. Only the rear toilets (from the back corridors) may be used.
To maintain 2m social distancing (main area)	Arrangements must be identified by the Group Leader to maintain appropriate social distancing during the session. The Group Leader must agree the timings of the session(s) with the Property Steward. The Group Leader must agree a maximum number of visitors with the Property Steward. Windows and doors should be open as much as practicable during the session.

Adjustments to activities

Risk Assessment	The Group Leader must consider appropriate adjustments to the activity and measures to put in place, bearing in mind Government COVID-19 guidance, and produce a risk assessment.
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Good Hygiene/PPE

All users to clean hands on entering building	Hand sanitizer to be used (1 inside rear door, alternatively wash hands thoroughly), to be advised by displayed notices.
Appropriate PPE	The Group Leader must identify appropriate PPE for themselves and their visitors (to be included in the Risk Assessment) according to Government guidelines. This is likely to include face coverings for adults and children over 11.
Refreshments	As kitchen facilities will not be available, participants should be advised to bring their own refreshments if needed (e.g. bottled water, etc.).
Toilets	Hands to be sanitized before using the toilets. Rear toilets only may be used, hands to be washed thoroughly. Good handwashing practice notices to be displayed in and outside the toilets.
Chairs	Any used chairs must be cleaned before being returned to their stack.
Surfaces used	In entrance and corridor, all door handles to be cleaned before and after the session by group leader/delegated person. In Rainbow Room, all door handles, window openers and light switches to be cleaned before and after the session by group leader/delegated person. Any other surfaces used during the activity (e.g. tables, chairs, etc.) are to be cleaned thoroughly before and after use by group leader/delegated person.

Cleaning (regularly by St John's staff)

Rainbow Room	Door handles, window openers and rails to be cleaned. Chairs to be cleaned and returned to stacks.
Entrance	Door handles, window openers to be cleaned.
Toilets	Flush handles, seats, taps and door handles, etc. to be cleaned.
Bins	Bins emptied.

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Test and Trace Support

Records	The Group Leader is responsible for recording contact details of all visitors to the session in case they are needed for the Test and Trace service. The Property Steward will record only the Group Leader's contact details and reserves the right to pass these on to the Test and Trace service if required. All such records are to be kept for 21 days.
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Protecting the Vulnerable

Advice	Visitors with COVID-19 symptoms should be reminded to stay at home. Visitors who are particularly vulnerable should be reminded that they should stay at home.
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Group Leader's additional Responsibilities

Risk Assessment	Provide a copy of your COVID-19 Risk Assessment to the Property Steward. This should include: <ul style="list-style-type: none"> • Arrangements for maintaining social distancing • Timings of your sessions • Maximum number of visitors • Measures put in place, including any changes to your activity • Any personal protective equipment to be worn (by Group Leader and/or visitors) • Any unusual cleaning routines you will carry out
On-site meeting	Meet with the Property Steward before your sessions to ensure all measures and responsibilities are understood and agreed.
Information to visitors	Forward the information from the <i>Rainbow Room Details for Visitors</i> document (together with any other appropriate information) to the visitors so they know what to expect at the session.
Cleaning	Ensure that surfaces being touched during your session are cleaned before and after use with suitable anti-bacterial wipes or spray (not provided). Before and after the session, ensure that all accessible door handles, window openers and light switches are cleaned with suitable anti-bacterial wipes or spray (not provided).

