



Summary of steps to make AIC COVID-19 Secure for Latchcourt Room Hire Clients

As a church, we always prioritise the spiritual and physical wellbeing of all with whom we have contact, most of all the sick and the vulnerable. Therefore, we will follow all government guidelines, at minimum, and enact extra measures to create a COVID Secure environment, to the best of our abilities.

NEVER come into the building if you have symptoms of COVID-19. Anyone who displays symptoms upon arrival, or develops symptoms while at the church, will be sent home to self-isolate, per government guidelines. Symptoms include: **a high temperature; a new, continuous cough; a loss of, or change to, your sense of smell or taste.**

ALWAYS wash or sanitize your hands every time you enter, and remember to wash hands regularly throughout the day. Hand sanitizer or access to handwashing stations will be provided.

ALWAYS remember to catch coughs and sneezes in a tissue. Tissues will be provided throughout the building, along with bins to dispose of them.

ALWAYS wear face coverings in shared indoor spaces.

Face coverings for clients may be removed when they are in their booked room with the door closed, but must be worn when leaving their room to enter common spaces.

Face coverings for staff may be removed when they are working in their own office, alone, with the door closed, but must be worn when leaving that office to enter common spaces.

Additional precautions

All who arrive will have their temperature checked before entry to the building.

Each group will have access to its own gender neutral toilet, not shared with other clients or staff.

Entry and exit points will be separated by group as much as is feasible, to avoid pinch points.

We thoroughly clean all client rooms daily, before and after each use. Clients can request extra midday cleaning of shared surfaces, for additional cost.

A copy of our complete risk assessment and mitigation plan is available on our website, www.amchurch.co.uk.