

# COVID-19 STAY SAFE CONTROLS

## Meeting Facilitators

**To be observed by those organising smaller meetings  
at 47 Sandwell Road**

In addition to observing attendees' controls, facilitators of meetings will need to:

1. Avoid overcrowding in the front driveway by opening the side gates and asking attendees to park in the car park if possible
2. Appoint a steward to operate a single entrance and exit through the front foyer, ensuring attendees maintain social distance
3. Appoint a steward to supervise positioning of chairs (especially if the main hall is used) to maintain social distance of 2m between individuals/household groups
4. Appoint a steward to ensure outer/inner foyer doors remain open during entry/exit periods & wash their hands before & after touching door handles
5. Ensure that during meetings, the kitchen is out of bounds except for designated staff, to minimise contact with surfaces
6. Ensure that any tables used are cleaned before and after the meeting
7. Facilitator or designated person to clean door handles on entry and exit and any surfaces which have been touched
8. Ensure attendees bring their Bibles and do not use the church Bibles
9. Ensure electronic equipment used is wiped before and after a meeting
10. If the room is to be used again within 72 hours for another mid-sized meeting, stack and clean the metal top/back and sides of the chairs that have been used. Wear gloves
11. Encourage attendees to leave the building shortly after the meeting finishes and to have minimal socially distanced conversations, without hugs etc as they go rather than staying to talk.
12. Remind parents to supervise their children to ensure their safety inside and outside (being mindful of the main road) as well as the safety of others, especially through social distancing

13. Keep a register of the names of Church members and the name, address and contact details of any visitors.

Hand sanitizer, gloves, paper towels and spare masks are available on site.

**Last updated:** 03/08/2020