



Introduction

St. Leonard's looks forward once again to welcoming our User Groups back to our premises following the necessary restrictions imposed to control the spread of COVID-19. Our primary concern is your safety while in and around our buildings.

Before a User Group can return to using our halls and facilities, we require you to complete a Risk Assessment for your particular activity / group AND a Covid-19 Policy Statement which will state how you and your members will operate while in our buildings.

If you are part of a larger organization (such as the Boys Brigade), your organization may already have provided you with guidelines and templates that you can use. This guide is for those organizations who do not have such resources to hand.

This guide describes all of the factors that you need to consider when creating your Covid-19 policy.

When completed, a copy of your policy, along with your risk assessment should be forwarded to the church office at St. Leonard's for review and approval by the Kirk Session before you can restart using the church premises.

If you need any guidance or help with either your risk assessment or your Covid-19 Policy statement, please contact our Health and Safety coordinator who will be able to guide and assist you.

Our Health and Safety coordinator is Barry Meiklejohn.

Tel: 07597 193659

Email: meiklejohn.ib@gmail.com



Coronavirus (COVID-19) Policy Statement Guidelines V2

Your COVID-19 Policy Statement is a statement detailing how your organization will act/operate while using the St. Leonard's buildings and facilities. All members of your organization need to know and follow the policy for their own safety and for the protection and safety of everyone else while using the St. Leonard's buildings and facilities.

Your policy statement should begin with a general statement along these lines:

If anyone within the [User Group] shows any of the symptoms of coronavirus such as increased temperature, new persistent cough, loss of taste/smell, they must NOT enter the premises under any circumstances. They should return to and remain at home and follow the current NHS and Scottish Government guidelines which may be found at [nhsinform.scot](https://www.nhsinform.scot).

The following headlines should be used to consider how your group will use the halls and facilities. Please be aware that in order to comply with NHS, Scottish Government and Church of Scotland guidelines in force at any given time, you may have to consider changes to the way you used to operate before the lockdown.

Arriving and Leaving the premises

All persons entering the premises – without exception - must use the hand sanitizer provided at the doors.

All persons must adhere to current Scottish Government guidelines on the wearing of a face covering while in the church buildings (unless exempted on health grounds or exempted under current Scottish Government, NHS or Church of Scotland guidelines). Any person not wearing a face covering must take every precaution to prevent the spread of the virus:

- Cover the mouth when coughing or sneezing with a handkerchief or tissue or into the crook of the arm.
- Disposing of tissues straight away into a bin.
- Immediately wash hands using soap and water or alcohol based sanitiser.

In order to comply with the government's Test and Protect scheme, all persons entering the buildings must sign in and out. Sign in sheets are provided at the doors but individual groups may use their own sign-in/out system where appropriate. Names and contact telephone numbers will be kept for the purpose



and duration of the Scottish Government's Test and Protect scheme. These details will not be used for any other purpose.

Parents/guardians of young people attending meetings are encouraged to drop-off and pick-up without entering the premises. Where this is not possible, current government guidance on the wearing of face coverings must be followed while in the buildings and social distancing must be observed at all times.

Social distancing

All adults and children aged 12 and over must maintain social distancing unless specifically permitted under the current NHS and government guidelines. The actual distance to be maintained is published from time to time by the Scottish Government.

St. Leonard's has a number of entrances/exits which can be used to implement a one-way system. Groups are encouraged to think about using one door for entering the building and another for exiting in order to help maintain social distancing. Groups may need to advise parents/guardians of young people of revised drop-off/pick-up points.

When using the premises, users must observe all current legislation regarding social distancing.

Activities

Only those activities permitted under current NHS, Scottish Government and Church of Scotland guidelines and legislation are permitted while using the premises.

Your policy statement should give a brief description of your activities and the rooms that you will use while using the premises. It is vitally important that you do not 'spill over' into other areas as these areas will require cleaning and disinfecting which may delay that area's use by another group.

If you plan to change your range of activities significantly, please advise the church office and wait for approval before making the changes.

Hygiene

This section is particularly important.

All persons will observe strict hand hygiene at all times such as when entering and leaving the premises and using the toilets.



At the end of each session, the group is responsible for cleaning all the spaces that it occupied however briefly. This includes **all** touchpoints such as door handles, light switches, tables, equipment, utensils, surfaces etc.

St. Leonard's has a fogging machine which may be used for cleaning any spaces used. Please contact the Health and Safety Coordinator or the Property Convenor to arrange access to this machine and training in its use. (Please note the machine cannot be used without appropriate training).

For further guidance on cleaning, please see Cleaning Guidance below.

The church cleaning team will deep clean all areas using detergents and disinfectants but they cannot be available to deep clean after every group

Emergencies

The church's emergency procedure for COVID-19 medical emergencies is posted on the church website:

[Covid-19 Policy Statement Guidelines](#)

Please feel free to use this as a guide on how your organization will act in such an emergency.



Cleaning Guidance

PPE

- Cloth aprons may be worn but must be washed afterwards at 60°C and steam ironed.
- Makes sense to wear rubber gloves. Marigolds are OK but they must be cleaned (detergent & disinfectant) after each use.
- Plastic aprons are available but not compulsory (unless when used to clean up after a symptomatic incident).
- Face masks should be worn and must be worn when cleaning up after a symptomatic incident.

Cleaning

- Can't get away with the tin of Pledge and a duster.
- Cleaning now means detergent followed by disinfectant.
- All manufacturer's instructions MUST be followed:
 - Application method
 - Sitting time etc
- All touch points need to be cleaned.
 - Door handles, taps, handrails, pew ends, chairs, tables, light switches etc.
- Reusable cloths can be used but must be washed at 60°C and steam ironed after use. They need to be bagged to take them home, NOT shaken out before placing in the washing machine and put in a sealed clean bag when bringing them back.
- Disposable cleaning cloths must be bagged when finished and kept for 72 hours inside the building before disposing in the landfill bin.

Other

- PPE and cleaning equipment will be stored in the committee (yellow) room
- Specialist chemicals are not required and should not be used.
- The fogging machine is available upon request. Please contact the Church Office for more information.