



## Groups meeting in the Trinity Church building

### Checklists for group leaders and members

\*For full details, please read the Groups Risk Assessment. This list is not exhaustive.\*

#### Group Leaders

##### Before meeting

- Sanitise hands on arrival
- Open doors and windows as per risk assessment
- Set up for meeting using chairs specified by Venue Manager, keeping to 2m social distancing between households
- Make sure you've got a blank Test and Trace list
- Welcome group members, remind them to sanitise their hands and show them where to sit
- If meeting downstairs, close main entrance door once all members have arrived

##### During meeting

- Remind group members about the importance of hand hygiene and social distancing
- Remind group members that toilets are one in, one out and they should sanitise their hands before and after using the toilets.

##### After meeting

- Ask members to leave one household at a time
- Put furniture away
- Do the required cleaning as specified in the cleaning schedule.
- Close all doors and windows
- Make sure all lights of turned off (inc. toilets)
- Lock up behind you

#### Group Members

- Before leaving for your meeting, make sure you have the following with you
  - A face covering (unless you're exempt)
  - A drink or snack if you want one (our kitchens cannot be used by groups)
  - Bible, notepad, pen if attending a Bible study group
  - An extra layer of clothing (it might be chilly because of open doors and windows)
- If driving to the church building, please use on street parking unless you have a blue badge or mobility issues.
- On arrival to the church building, please
  - Sanitise your hands when you arrive
  - Put your face covering on
  - Maintain social distancing
  - Your group leader will let you know where to sit
- At the end of the meeting
  - Your group leader will ask you to leave one household at a time
  - Please leave promptly