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| **DIOCESE OF PORTSMOUTH** | **(approved May 2021)** |
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| **Guidelines for Re-Opening Church Halls** |
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| **Sanitation** | **Signposting** | **General Guidelines** |
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| A picture containing clock  Description automatically generated | **Flush the water system:** run the taps and showerheads for five minutes to avoid bacterial build up or legionella | A close up of a logo  Description automatically generated | Put up signsto **remind visitors about the social distancing and hygiene guidelines**: especially in areas where queues form. | A close up of a sign  Description automatically generated | **Carry out a full risk assessment this is required by Law** Hirers should complete their own risk assessment |
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| A close up of a sign  Description automatically generated | **Wipe down sinks and showers** with disinfectant after flushing the system | A close up of a sign  Description automatically generated | **Consider ‘engaged/vacant’ signs for toilet doors** to limit the number of people in these areas | A close up of a sign  Description automatically generated | **Keep the facilities well ventilated**, (e.g. by fixing doors or windows open where appropriate) |
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|  | **Regularly clean all surfaces,** especially those touched most often, with normal household cleaning products | A picture containing clock, light  Description automatically generated | **Put up clear signs on use/cleaning** of toilets so they are kept clean and social distancing is maintained. | A picture containing drawing  Description automatically generated | **Vulnerable groups** are advised to keep social contacts low and maintain social distancing from those they do not live with. |
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| A picture containing light, plate, drawing  Description automatically generated | **Provide hand sanitiser** at multiple locations: entrance/exit, reception areas, washrooms etc. | A picture containing window  Description automatically generated | **Put up signs and posters** in the relevant areas explaining good hand-washing technique |  | If opening the Kitchen: encourage hirers to **bring their** **own food and tea towels,** and to **limit numbers allowed in the kitchen** |
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| A close up of a sign  Description automatically generated | **Provide more bins** and more frequent waste-collection  | A close up of a sign  Description automatically generated | **Put up a public cleaning schedule** to ensure cleaning is kept visible and up to date | A picture containing light  Description automatically generated | **For Test and Trace**: NHS Q code to be used. |
| **Follow Government Road Map regarding usage of Halls.** |
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