

# Guidelines for Small Groups meeting in Ranelagh Church building

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## Purpose

The building will be open from Tuesday 1<sup>st</sup> December for small group meetings related to bible study or prayer, but not for social meetings e.g. birthday parties.

## Pre-Meeting

The group leader should go online to <http://ranelaghadventist.ie/register> and fill in the Small Group Registration form which asks for

- Name & contact number of group leader; names of group attendees & whether it will be a one-off or recurring meeting

The group leader can expect a response to the meeting request within 72 hours of submission. Based on the number of people in the group a room will be allocated to the group for meeting.

## Do not Attend

Do not attend if you have:

- a temperature of 38°C or more; any other symptoms such as a new cough, loss or changed sense of taste or smell
- been in close contact with someone who has tested positive for coronavirus
- been living with someone who is unwell and may have coronavirus

You will need to phone your GP and along with all those you live with restrict your movements. If you have recently travelled to Ireland you will need to consult government advice.

## Entry

The group leader will be the person responsible for:

- Entry into the building – they will be told how to access the building and given relevant entry codes
- Any cleaning, tidying that must be done
- Exit from the building
- Making sure that each attendee is aware of their responsibilities in regard to social distancing and when not to attend
- Contacting Adam on 089 2111 507 prior (24 hours) to the meeting to arrange heating, if necessary
- Ensure that the number of persons in the building does not exceed the agreed meeting number or the building maximum, which is 35

Entry for everyone should be via double doors at front of building, not via the single door into the youth hall.

## On Arrival

1. Wash hands on entry to building
2. Sign in/out in logbook (kept for contact tracing purposes)
3. All windows in the meeting room should be fully open for the duration of the meeting

## While in the Building

- a) Respect physical distancing guidelines of 2m (except between family members) at all times
- b) Use wipes to clean objects after using them
- c) Sanitise / wash hands regularly
- d) Cloth face coverings should be worn
- e) Only 1 room should be used for the meeting. Access is restricted to all other rooms.
- f) Kitchen facilities not available

- g) Communal food should not be consumed
- h) Maximum duration of meeting should be 1 hour, including entry & exit
- i) A maximum of 2 persons can access each washroom at any one time
- j) External doors should remain closed while the meeting is in progress

## Cleaning before exit

Groups are responsible for putting own chairs and tidying up. Windows closed. One individual should clean door handles and window handles which have been used.