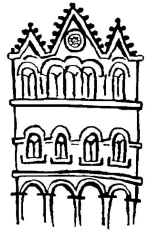


# Edinburgh Quaker Meeting House

## Your Guide to Meeting with Confidence



At the Meeting House, we are very much looking forward to welcoming you back for room hire and activities. As you will expect, we have prepared and planned in detail, so that you can meet in confidence. The safety and well-being of our visitors, customers and staff members is our top priority.

Here are the measures we have taken to safeguard everyone who uses our building:

### 1. SOCIAL DISTANCING & ROOM LAYOUT

We have revised room layouts and capacities to ensure that social distancing can be maintained. Staff will ensure that the flow of people in the building is safely managed, assisted by new signage, and will advise about ventilation in the space(s) you are using.

### 2. SANITISING AND CLEANING PROCEDURES

Hand sanitiser (70% alcohol) is available at the entrance and in all main rooms, and hand-washing facilities are available. Specialist antiviral cleaning products (approved to EN14476) will be used on all touch points (e.g. door handles, light switches and toilet areas) at intervals throughout the day, and always before and after each booking. The whole building will be professionally cleaned daily. Staff will undertake all moving and cleaning of furniture between bookings.

### 3. HOSPITALITY

For the time being, we will be offering a limited selection of refreshments, which will be served by staff to reduce handling and chances of cross-contamination. Water/glasses will not be provided; please bring your own bottle/flask, or purchase a bottle from us.

### 4. PERSONAL SAFETY

We will be complying with all regulations regarding face coverings and personal protective equipment, and will expect hirers to abide by current requirements.

### 5. MONITORING SAFETY

We will be asking organisers of events to keep records of attendees for 21 days in accordance with current law, to be passed on to us if required for Test and Protect procedures. In return, we will of course let you know of any circumstances which mean we have to contact Test and Protect ourselves.

### 6. ENHANCED TRAINING

All staff have been carefully trained in our new operating procedures.

### 7. OUR ASSURANCE TO YOU

We have revised our risk assessments in the light of Covid-19, and will continue to review and revise them as necessary.

### 8. HOW YOU CAN HELP US

Please help us by following instructions given by staff. If you have any concerns, please speak to a member of staff or contact the managers.