

Annex B

DORKING QUAKER MEETING

HELP KEEP THESE PREMISES COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the Booking Clerk on **07534-139 502** and alert the organiser of the activity you attended.
- 3. Maintain social distancing as far as possible.** Use the one-way system advised (entry via the front door, exit via the garden door).
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided in the toilets.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces in between each hire.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the building well ventilated. Close doors and windows on leaving.**

This building is sanitised prior to every day it is hired.