

Action plan – for small group leaders

Booking the building

- Let us know when you'd like to use the building at least three days in advance
 - o Check the planning calendar, available here
<http://www.kingschurchedinburgh.org/whats-on/small-group-meetings/>
 - o Email Janet with date and time, and (if not yourself) who will be the group leader on the night.
 - o Confirm to Janet that you have read and will adhere to this action plan.
 - o Don't assume you're booked in before getting a confirmation.
 - o If Janet is away, contact Chris Rawson instead.

Communication with your group

- We advise you let your group know the following before the meeting
 - o No refreshments will be made or served, and people are not to bring any food to eat or share during the meeting. Personal bottles of water are OK if necessary, but we ask that people don't refill them.
 - o No singing.
 - o 2m distancing does have to be observed between households.
 - o Access will be via the side door.
 - o Their name, telephone number, arrival and departure times will be recorded
 - o Face masks must be worn – we will provide disposable masks but it would be easier if they brought their own
 - o Please don't congregate e.g. outside the door, or in the entrance area.

Arriving and setting up

- We will be employing a caretaker to open all available doors, switch on lights, and ensure that chairs are in place, and to do the final clean up/switch off/lock up at the end.
 - o Their role also includes greeting people at the side door and recording their name, telephone number, arrival and leaving time.
 - o The caretaker will arrive 30 minutes before your meeting is due to start and leave 30 minutes after it ends; no-one else may be in the building earlier or later than this.
- Access to the building will be by the side door on Gilmore Place, and the route to the auditorium will be via the foyer.
- There will be hand sanitiser stations set up by the stairs from the side door, by the door into the auditorium from the foyer, and also by the toilets.
- The chairs will be set out in sets of one or two chairs, all 2m apart. You may move them as needed to make your group meeting go more smoothly, but please do all you can to maintain 2m between each household.
- Use only the grey chairs.
- The tech. desk and any/all PA equipment is out of bounds. Even if someone in your group is on the tech team, please ask them not to use it – we want to keep the level of contact with that area to a minimum, and also avoid any technical snags that might then affect the livestream on Sundays.
- Keep the doors from the entrance area to the foyer, and from the foyer to the auditorium hooked open throughout the time you are in the building, to avoid people having to touch them.

Welcoming your group

- The caretaker has a vital administrative role in checking every person who enters the building. To help them focus on that, we ask that everyone in your group, including the leaders, make their way immediately into the auditorium and don't wait outside the building or in the entrance area to greet people.
- The caretaker will hook the side door open and stay there while people arrive. The door should either be wide open with a person monitoring who's coming in, or closed, with the Yale lock engaged.
 - o The caretaker will greet people at the side door, checking their temperature before they enter the building, and recording their name, telephone number, arrival and leaving time.
- The 'Attendance sheet', which logs who attended and for how long, will be kept for 21 days after the meeting, and a copy of it will be emailed to Janet Marriott.
 - o If the NHS Test & Protect requests it, King's will send it to them.
- People will be directed to use hand sanitiser as they arrive, then to go straight to the auditorium.

During the meeting

- No singing!
- Government guidelines state that face masks need to be worn at all times, unless you are the person leading the meeting (e.g. you need to talk to the whole group at the same time) – whoever is leading the session (or a part of it) can remove their facemask to do so, but they must make sure they are at least 2m away from everyone else. Everyone else will need to keep their masks on, and continue to observe the 2m distancing, throughout the meeting.
- If you want to play music or other audio, please bring your own way of doing this, as the tech desk and PA equipment are out of bounds.
- If you're planning live (acoustic) sung worship, the person singing must be behind a plexiglass screen.
- You may move chairs during the meeting e.g. to split into smaller groups, if you can do that while maintaining 2m distances.
- Don't provide handouts or pass anything else around from person to person.
- If people need the loo, they must only use the accessible toilet by the side door and sanitise their hands before and after they go into the loo.

After the meeting

- Please do all you can to encourage the group to leave promptly at the end of the meeting, and remind them not to congregate in a closeknit group outside of the building.
- The caretaker will clean the following:
 - o Any chair that was used
 - o All light switches and door handles used in the entrance/foyer and auditorium areas.
 - o The door handles (both sides of the door), taps and toilet flush in the accessible toilet.
 - o The lock, handle and door bell on the side door.
- If you notice any stocks running low, let us know!