

## **Guidance for your visit to Church House Oxford During COVID-19 – Please Read**

We have made changes throughout the building to comply with the advice given by the Government in respect of COVID 19 (and will continue to do so as that guidance changes). The social distancing measures that we have implemented are to ensure the safety of visitors and for those working on the premises, but we hope this does not detract from you feeling most welcome at Church House.

When you arrive please ensure you park in a CHO marked space – if there are none available then our receptionist will be able to direct to off-site parking which is just a five-minute walk away.

On entering the premises, you will be asked to use hand sanitiser then sign the visitors' book, which is now located separately from the main reception desk. The receptionist will then pass you a visitor's badge to wear while in the building and will ask you to take a seat and wait for collection by your host.

Please help yourself to a drink from our coffee machine or we have fresh water, but please use the hand sanitiser located next to the coffee machine before you select your drink.

Unfortunately, until further notice we are unable to provide a café facility, but we will re-open as soon as it is safe to do so.

You will note there are signs throughout the building that show a one-way system that must be adhered to – the stairs from the reception area are only for going up; the stairs at the other end of the building are for going down. If you have any accessibility issues the lift is still available for use but must only be used by one person at a time.

We have also implemented protocols that allow only one person to sit at the café tables and substantially reduced the seating capacity in our meeting rooms to allow 2 metre distancing from others. Our committee rooms are now arranged as a single committee room holding up to 14 people, with remote conferencing facilities; our other meeting rooms now only accommodate up to three people. Please do not ask to exceed these limits and please do not rearrange the furniture within the rooms.

At all times whilst in Church House please ensure that you keep 2 metres from others. This will include waiting until others have used kitchen areas before using them in turn.

Until further notice we will not be able to provide biscuits or buffets in Church House.

Some of our toilet facilities have been adjusted to allow social distancing. All are provided with anti-bacterial handwash and paper towels for your convenience.

At the end of your visit you will be escorted via the one-way system out of the doors near the Buildings department. It will be your hosts responsibility to return your badge to reception and sign out on your behalf.

In the unlikely event of the fire alarm activation please follow your host's instruction on the best route to exit the building, which will take you safely to our muster point located at the rear of the car park.

We hope we have done all we can to reduce any anxiety when visiting Church House and to make the building as Covid-secure as we reasonably can, but please do not hesitate to contact the Facilities Manager [kally.morley@oxford.anglican.org](mailto:kally.morley@oxford.anglican.org) if you have any concerns.