

Church House, Dublin
COVID-19 Committee Member and Visitor Policy

All visitors are requested to follow strictly our standard procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette.

Introduction

In order to minimise the risk of the spread of COVID-19, we have implemented this visitor policy for the protection of visitors and staff. This policy is under continual review. We regret any inconvenience these restrictions may cause and request your understanding and assistance in their implementation.

For the purpose of this policy, the term 'visitor' includes committee members and RCB staff based outside of Church House. The special position of central committee members is acknowledged as they would not usually be considered 'visitors' to Church House. However, for the purpose of this policy and related RCB COVID-19 policies, the term 'visitor' includes central committee members to distinguish them from 'employees' or 'workers'.

Remote meetings

The RCB office staff will be able to facilitate members who wish to attend General Synod, Standing Committee and Representative Body meetings remotely. Chairpersons of these committees should make contact with Catherine Smith for General Synod and Standing Committee meetings, or Elaine Whitehouse for Representative Body meetings to make the necessary arrangements. For any members who attend meetings in person at Church House, this policy will apply.

Entrance to Church House

Visitors should only enter Church House via the main entrance at the front of the building. The back entrance from the car park is strictly for RCB and Diocesan staff who normally work from Church House.

All visitors, including visitors to the Diocesan Office should go to reception who will contact the appropriate staff liaison for the welcoming of the visitor to the RCB offices.

Face coverings

In order to protect other users of Church House, all visitors and staff are required to wear face coverings on entry to the offices and while in public areas. Face coverings are strongly recommended to be worn during meetings. Face masks may be removed if staff or visitors are in offices or meeting rooms where other staff or visitors are not present.

If visitors choose not to wear face coverings during meetings, any RCB staff member(s) in attendance may, if they feel uncomfortable, leave the room in which the meeting is taking place and continue to attend the meeting remotely from their desk(s).

Procedure on arrival

On entering Church House, visitors are requested to:

1. Use the hand sanitiser provided
2. Read and complete the visitors log and questionnaire, as per NSAI guidelines
3. Inform the receptionist who you are visiting
4. Go directly to the designated meeting room, as directed by the receptionist

Restricted access

Visitors are requested to remain within the public areas of Church House, i.e. reception, boardrooms and toilets. Staff will meet with visitors in the boardrooms.

Use of boardrooms

To allow for social distancing, the maximum number of people who may safely use each boardroom is as follows:

- Boardroom 1 = 8 - 15 people (depending on room configuration)
- Boardroom 2 = 6
- Boardroom 3 = 4
- Meeting Room - OUT OF BOUNDS (COVID-19 Isolation Room)

Canteen

Canteen facilities will be available for visitors. These will be separate to the staff canteen area. All meals should be pre-ordered as per the existing committee meeting practice. Food will be served to visitors in the former coffee dock. At the end of the meal, plates and cutlery should be left at the dining place and will be collected later by staff.

Visitor/Contractor COVID-19 Questionnaire

Name:	
Committee/Company:	
Mobile no:	
Visiting:	
Date:	
Time In:	Time Out:

To ensure the safety and health of all people interacting with Church House, **visitors and contractors must complete this declaration form prior to entering the office.** If you indicate that you have symptoms of COVID-19 **OR** you have been abroad in the last 14 days (with exception of Northern Ireland or countries on the Irish Government's 'Green List') you should not be in Church House and are advised to seek professional medical help/assistance.

1. Have you visited any countries outside the island of Ireland or countries on the Irish Government's 'Green List' (see https://www.gov.ie/en/publication/8868e-view-the-covid-19-travel-advice-list/ or list in Reception) in the last 14 days?	Yes / No
2. Are you suffering any flu like symptoms/symptoms of coronavirus covid-19?	Yes / No
3. Are you experiencing any difficulty in breathing, shortness of breath?	Yes / No
4. Are you experiencing any fever like/Temperature symptoms?	Yes / No
5. Did you consult a Doctor or other medical practitioner?	Yes / No
6. How are you feeling healthwise?	Well / Unwell
7. Have you been in contact with someone who has visited a country outside the island of Ireland that is not on the current 'Green List' in the past 14 days?	Yes / No
8. I have read and understood the Church House, Dublin COVID-19 Visitor Policy	Yes / No
NOTE: When on the premises please adhere to our standard procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette	
Signed:	Date:

Your personal data will be processed fairly, transparently and lawfully in accordance with data protection legislation. Your personal data will only be used for the reasons outlined above and will be kept confidential, safe and secure. Should your information change after you complete and submit this form, please inform the RCB by telephone on (01) 497 8422.