

Keele Chapel – Plan for reopening by Monday 7th September 2020

Our Priorities

1. Provide physical space for individual prayer and reflection.
2. Some limited space for social engagement, community belonging and to reduce isolation.
3. Resume Sunday worship – ideally on Sunday 13th September

Considerations/guidance required

1. Track and trace
2. Use of space outside of ‘normal’ working hours
3. Possible use of space for other areas (e.g. large social space)

Building – Preparation for re-opening

Action	Additional Equipment/Services
One-way system around building. Entrance through west doors (WM end), exit through east doors and fire exit. Entrance and exit to/from East chapel via corridor, keeping left at all times.	See attached diagram. Tape and signage required
Close off balcony to public	
Lock kitchen (access only to chapel staff)	
Upstairs office only to be used by chapel staff and will not be available as a meeting room for student/external groups.	
‘The Space’ screen to be raised and the doors locked. Temporary screens to be put in place to allow one-way movement.	Temporary screens (approx. 2.5m & 5m wide) required
Furniture removed from social areas (stored on balcony). Pews used to create social area at the back of the main chapel	Furniture moved to balcony
Pews in chapel moved to give gaps of 2m. Approx. seated capacity of main chapel = 28 individuals or households. Additional pews to be stored on balcony.	Pews moved to balcony. If porters are not able to do this explore the cost of hiring a moving company.
Removal of all kneeler cushions Cushions to be stored on balcony	Cushions moved to balcony
Hand sanitiser point added to East Chapel	Additional hand sanitiser point on/near pillar in East Chapel. Refills for hand sanitiser points to be available to chapel team
Toilets to operate a single occupancy & one-in-one-out system	Signage
Offices – removal of furniture/rearrangement of furniture to allow social distancing in all offices	Replace desk in JP’s office with corner desk. Remove one armchair from JP’s and SC’s office.
All internal fire doors to be held open with magnetic closers.	

Entrance and exit doors (inc fire escape) to be kept open to improve ventilation	
Entrance doors at west end to be fitted with automatic sensors (with the possibility of overriding in favour of push button).	Explore cost of adding motion sensor to existing door openers. What listed building consent is required for this?
Exit doors at east end to be fitted with door openers (motion sensor and push button)	Explore cost of adding door openers to east doors. What listed building consent is required for this?
Fire exit steps to be replaced with wheelchair accessible ramp.	Explore cost of replacing steps with ramp. What listed building consent is required for this?
Should it be required for Track and Trace – A staffed sign-in desk by the entrance door If this is required it will substantially affect the way in which the Chapel and staff can operate, including further limits to the Chapel's opening hours (tbc).	Laptop or similar electronic sign-in Appropriate desk/chair for staff on duty Rota for staffing the desk Suitable PPE for staff on duty – Screen and floor markers. Additional signage required.

Cleaning/Maintenance

Public spaces to be cleaned by the domestic team, which focuses on COVID cleanliness Current cleaning for desk/office/lab will be prioritised on COVID cleanliness by the domestic team.	A schedule of the cleaning regime to be displayed in the building (see signage)
Check the possibility of an afternoon 'top up' clean by the domestic team	Check the possibility of an afternoon 'top up' clean by the domestic team
Ventilation – all available windows and doors to be opened while the building is in use. First person in the building to open	
Maximum of 2 staff in the kitchen. Chapel staff to maintain kitchen cleaning in addition to the domestic team	Cleaning products for the kitchen to be available for Chapel staff
Domestic team to check hand sanitiser and soap levels daily. Chapel staff to check at additional times.	Soap and sanitiser refill to be available to both domestic team and Chapel staff
Chapel staff to take additional responsibilities for cleaning during the day: Office/work spaces Wiping down pews/Social areas	Cleaning products to be made available for the Chapel staff. Check cleaning products are appropriate for the pews (part of the buildings listing)

Welfare

Chapel staff to still use offices for 1:1 meetings. The possibility of video meetings with students (through Teams) is to be explored.	Arrange furniture to maximise social distancing. Wear masks where possible when meeting.
Review the possibility of providing tea and coffee outside of the kitchen. Visitors would need to bring their own re-usable cups	
Toilets to remain open and to be clearly signed	(See signage)

Sunday Worship

'Live' Sunday Worship in the Chapel to resume in September, prior to the beginning of term	
One-way systems, social distancing, seating capacity and mask wearing to be observed	
Seating designation in place (eg fill up and exit from front)	
Stewards to direct to and from seats	
No singing until further notice	
Mass – Disposable service sheets. No hymn books	
Mass – Take advice from Fr John over distribution of Holy Communion	

Student Groups

We await further instruction from the Students' Union and the University before student groups can resume meeting in the Chapel	A risk assessment from the SU or University covering student gatherings and permitted activities (including singing)
If/when student groups resume meeting in the chapel they will be expected to follow the safety procedures in place in the building regarding social distancing, use of space and cleaning (where applicable)	

Emergencies

In the event of a fire alarm, occupants to leave the building by their nearest exit. Follow the green running man signs. Covid one-way systems to be disregarded in order to evacuate. Maintain social distancing at muster point.	
In the event of a power cut/flood/alarm triggering contractors will be asked to contact the chapel to gain safe access to the relevant areas.	
All staff to continue to log onto SafeZone when on campus. SafeZone now has a log of fire stewards and first aiders loaded so can identify the numbers of these people on campus.	

Signage

Completed building plan to be displayed at entrances to buildings, to be used as part of user inductions and to be available on the intranet for reference.	
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Circulation routes, rules for using welfare spaces and social distancing signage to be clearly defined within the building using both wall signs and floor signs as appropriate.	Printed/Laminated signs Striped tape for floors
Signage Locations	Signage Required
External	Entrance Exit only
Entrance	Stop – Sign In Building layout (Large) Tape on floor for one-way system No Exit Toilets/Main Chapel/East Chapel Mask Wearing?
Corridor	Benches taped off Direction arrows on floor
Toilets	One-in-one-out (please knock) Hand washing?
Main Chapel	Tape arrows on floor Signs for pews not in use (Sunday Worship) Entrance/Exit only on doors
Kitchen	Kitchen Closed
Stairs	East Stairs taped off West Stairs – No access, please use intercom
East Chapel	Direction arrows on floor in/out(keep left) Candle stand – please use hand sanitiser
The Space	Direction arrows on floor in/out (keep left) Entrance/Exit only Space usage (quiet, personal prayer, 1 individual/household at a time) on screen and table
Offices	Contact details, video calls, masks, social distancing
Exit	Tape arrows on the floor Exit only

