KGVI Prayer Space

Covid-19 and Social Distancing
Guidance August 2020
Entry and Exit Points

Entry

• All users will enter through the main door. This door is managed by a smart card reader and users will have to present their smart card to gain access.
• Signage will be in place to advise against tailgating and multiple user entry.
• Users will be asked to wait until the person in front of them has accessed the space and the door has closed behind them. External markers will be provided to show social distancing positions.

Exit

• The four fire doors will be used as exits, therefore allowing a one way system of flow. The two fire exits at the St Thomas Street end will be used by Sisters and the two other fire doors at the courtyard end will be used by the Brothers, whether coming from the lower floor prayer space or the mezzanine level.
• The door alarms will be unset 24/7, just as they are during Ramadan.
Occupancy Numbers and Opening Times

Occupancy

- Taking into account the current guidelines of keeping a distance of 2m from other persons and the internal measurements of the Prayer Space the following occupancy numbers have been calculated:

  - 20 users in the lower level prayer space
  - 16 users on the mezzanine level (9 brothers/7 sisters)
  - 6 users in the rear meeting room

This makes a total of 42 users in the space.

Opening Times and management of the space

- A preliminary agreement to reopen with access times of 0300-0000 seven days/week has been agreed.
- The Faith and Spirituality Facilities Manager will be onsite between 0900 and 1700 Monday – Friday during the initial period and will manage the occupancy during the busiest periods.
- Out of normal business hours the users of the space will be encouraged to self-regulate the occupancy and use of the ablution facilities. CCTV footage and spot checks may be used to manage this.
Direction of Movement and Prayer

• Brothers who enter the space will follow the corridor and move down the stairs to the lower floor prayer space. There will be marked lines for 20 persons, including a walkway, and should the 20 spaces be in use the Brothers will head upstairs to the mezzanine (this will be separated by a curtain to allow for the Sisters to use the space) where there will be a total of 7 marked lines. Brothers will be encouraged to use the lower space space first and then move to the mezzanine level should the lower area be filled.

• Once maximum occupation is reached there will be one-in-one-out system in place. All Brothers will exit through either of the fire exit doors near to the KGVI Courtyard.

• Sisters who enter the space will do so by the main door and will use either the mezzanine level (5 marked lines) or the rear meeting room (should there be a requirement – 6 marked lines). They will exit through one of the fire exit doors near to St Thomas Street.
Ablution Facilities and Shoe Storage

Ablution Facilities

• There will be limited access to these facilities. Utilising current guidance we will allow **2 users** at one time.
• Users of the space are encouraged, where possible, to perform ablution elsewhere before coming to the Prayer Space.
• Users will be advised not to queue to use the ablution facilities as this will create a back log of people in the entry corridor.

Shoe Storage

• As users of the space normally remove their shoes before entering the prayer space and store them in either external or internal racks, the use of a one-way system will make this extremely difficult.
• Users of the space are advised to bring their own bag to store their shoes in. If this is not possible the university will provide a temporary bag for users to store their shoes in. These bags will be re-used after an appropriate amount of time has elapsed.
Kitchen Access and Cleaning of the Space

**Kitchen Access**

- The kitchen area will be open with limited access.
- No more than **1 person** will be allowed in the kitchen at any one time.
- Users of the prayer space are encouraged to stick to these guidelines

**Cleaning of the Prayer Space**

- The prayer space will be cleaned regularly by both ESS, the Faith and Spirituality Facilities Manager and the users of the space.
- Surfaces in receipt of high levels of contact (banisters, door handles, etc) will be cleaned more regularly. This will require extra cleaning materials to be left by ESS for the Faith and Spirituality Facilities Manager and users of the space to use.
- Signage will be created to inform users of this.
Security and Signage

Security

• Security staff will perform checks at midnight before the space closes as well as any necessary spot checks while on patrol in the area.
• CCTV is monitored out of hours to ensure appropriate use and behaviour. Spaces such as the washrooms and the kitchen may be locked out of hours to prevent excessive use.
• Users of the space must make sure that all entry and exit points are closed properly after use.

Signage

• Appropriate signage will be provided to keep users of the space informed as to how to correctly use the facilities.
• Signage will be available both inside and outside the prayer space.
Face Masks and Social Distancing

Face Masks

• In line with university guidance we encourage users to wear a face mask when moving through the Prayer Space and/or conversing with other users of the space.

Social Distancing

• Users of the space are encouraged to keep a minimum 2m safe distance from other users when in the space.

Track and Trace

• Those wishing to use the prayer space who do not own a smart card must be accompanied by a smart card holder and will be required to sign in via an online form which can be found here.

• All data collected by the university will be held for 21 days and then securely destroyed. For more information, please see our Privacy Notice.
Queries and Safety Concerns

• If you have any further queries please contact the Faith and Spirituality Facilities Manager by email: owen.seth@ncl.ac.uk

• If you have a security/safety concern please call University Security on 0191 208 6817 (24 hours a day, 7 days a week)

• We strongly recommend that users of the Space download and activate the Safezone App

• This guidance has been created in line with the Working Safely on Campus Risk Assessment