

General Requirements of those Entering our Buildings

Following the lifting of all legal restrictions from 19th July 2021, a duty of care remains to those who enter our buildings. Our intention at this time is to re-introduce elements and extend service times gradually and cautiously. We are regularly reviewing the situation in light both what is deemed to be safe and any subsequent guidance.

Whilst none of these requests are now legal requirements, we ask that when entering our buildings you to observe the directions below; anyone who does not wish to do so is asked to refrain from entering:

Symptoms	Please do not enter our buildings if you display any of the symptoms of Covid-19
Face coverings	Unless you able to provide evidence of medical exemption, face coverings must be worn when entering our buildings; Face coverings are required regardless of how many people are in the building
Hand hygiene	Please use hand sanitiser when entering or exiting our buildings
Contact details	Please leave your name and contact details for the NHS's Test and Protect system - A QR code is available. Our Data Privacy Policy can be found on the information table as you enter the church, on the Parish Hall noticeboard and on our website
Seating	1 metre (3 ½ Feet) distancing between available seat is in operation.
Numbers	These are sufficient spaces for 45 individuals or bubbles in church. Many of these spaces are upstairs in the gallery; please could we ask those who are able to do so to take seats in the gallery, leaving those downstairs for those less able bodied. Some are suitable for couples, others for larger bubbles. We suggest a maximum of 50 people in the Parish Hall. However, the final decision on numbers will be delegated to the hirer, based upon their RA, precautions and organisation guidelines.
Singing	Is permitted, but face coverings are required for congregational singing
Physical Contact	Please maintain appropriate physical distancing. Please be mindful of the desires of others -please don't invade other people's space
Inside the building	We continue to operate the rule of six guide
In the Churchyard	There is no limit on numbers gathering outside
In the Parish Hall	Is at the discretion of the hall hires, based on their organisation's guidance
Seat surfing	To reduce the risk of infection, please do not swap seats
Don't touch	Please do not touch anything others need to touch. If it is necessary to touch anything, please clean after use with the antibacterial cleaner provided
One way system	Please follow the one way system in church, entering through the West Doors and exiting through the South West door.
Ventilation	Doors and windows must remain open during worship/activities
Cleaning	The church will be cleaned between each service Parish Hall hirers are required to clean all door handles, light switches, window latches, bathrooms, kitchen facilities and any items used and to empty all bins at the end of their session, as per the hiring agreement. Any person entering Saint George's Church or Hall to perform duties and responsibilities or for any purpose other than public worship must carefully clean all areas they have accessed, and all surfaces they have come into contact with – door handles, light switches, seats, and so forth before leaving. 48 hour quarantine period is no longer necessary unless Covid exposure occurs

Public Worship Risk Assessment for moving into Stage Four of the National Roadmap

	Controls & Considerations	Actions	Date done	By
Aerosol or droplet transmission of Covid-19	<p>For all events and activities:</p> <p>Gallery windows permanently open</p> <p>West & SW doors to be left open during worship</p> <p>Face coverings required unless exempt</p> <p>Minimum 1 metre distancing required</p> <p>Hand sanitiser must be used</p> <p>Entry through West Door</p> <p>Exit via South West door</p> <p>One Way system in place</p>	<p>Continue practices already established under previous RAs; c.f. <i>General Requirements</i> above</p> <p>Reduce distance between pews to 1 metre</p> <p>General Requirements (above) and Face Coverings Required printed, laminated and posted on church doors and information table. General Requirements on front page of website</p>	26 th July 21	OM
Surface transmission of Covid-19	<p>Hand sanitiser available at entrance and around the building</p> <p>Church to be cleaned after each service and after access for rehearsals, performing of duties and for any other reason</p> <p>Hygiene around shared items used by multiple people.</p> <p>Service sheets placed in pews before worshippers arrive. Request that people take these home with them.</p> <p>Children's resources and library currently cordoned off.</p> <p>Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.</p> <p>Reopen toilet block</p>	<p>Continue practices already established under previous RAs; c.f. <i>General Requirements</i> above - See RA June 2020</p> <p>Volunteers to liaise with Richard at end of each service</p> <p>Lectors to sanitise hands before coming forward to read</p> <p>Place on information table with sign asking worshipper to take one for themselves (not to touch others)</p> <p>Consider at next review</p> <p>Bring more liners from hall</p> <p>Cleaned and restocked</p>	<p>16 June 20</p> <p>25 July 21</p> <p>07 July 20</p> <p>25 July 21</p> <p>Review 16 Aug</p> <p>20 July 21</p> <p>19 July 21</p>	<p>OM/PCC</p> <p>OM/PCC</p> <p>OM/PCC</p> <p>OM/PCC</p> <p>OM</p> <p>RH</p>
Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.	<p>NHS Track and Trace QR code and paper option available. Everyone is encouraged to use one or other of these options</p> <p>Update website, A Church Near You, and any relevant social media with information for visitors.</p> <p>Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious.</p> <p>Provide welcoming notices that outline safety measures.</p>	<p>Continue practices already established under previous RAs; c.f. <i>General Requirements</i> above</p> <p>Update website</p> <p>Include in OOSs</p>	25 July 21	OM
Cleaning the church after known exposure to someone with Coronavirus symptoms	<p>Close the church building for 48 hours with no access permitted</p> <p>After the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.</p> <p>PPE to be worn</p>	<p>OM</p> <p>Continue practices already established under previous RAs; c.f. <i>General Requirements</i> above</p>	25 th July 21	OM/PCC

Church Rota Cleaning	Any person(s) entering to perform duties and responsibilities or for any purpose other than public worship must carefully clean all areas they have accessed, and all surfaces they have come into contact with – door handles, light switches, seats, and so forth – and any items used for their role before leaving. Recruit new volunteers? *Safer Recruitment* Members are often working alone in church - MA – H&S review? JR – Safeguarding review?	Barbara Lord Resume September 2021 <i>See General Requirements above c.f. Surface transmission of Covid-19 above</i>	25 th July 21	OM/PCC
Brass/Silver Rota Cleaning	Any person(s) entering to perform duties and responsibilities or for any purpose other than public worship must carefully clean all areas they have accessed, and all surfaces they have come into contact with – door handles, light switches, seats, and so forth – and any items used for their role before leaving. Recruit new volunteers? *Safer Recruitment* Members are often working alone in church - MA – H&S review? JR – Safeguarding review?	Brass – B. Lord Silver - Churchwarden Resume September 2021 <i>See General Requirements above c.f. Surface transmission of Covid-19 above</i>	25 th July 21	OM/PCC
Flower Guild	Any person(s) entering to perform duties and responsibilities or for any purpose other than public worship must carefully clean all areas they have accessed, and all surfaces they have come into contact with – door handles, light switches, seats, and so forth – and any items used for their role before leaving. Recruit new volunteers? *Safer Recruitment* Members are often working alone in church - MA – H&S review? JR – Safeguarding review?	GC to reinstate rota at earliest convenience <i>See General Requirements above c.f. Surface transmission of Covid-19 above</i>	25 th July 21	OM/PCC
What precautions might we wish to continue?	<i>See General Requirements of those Entering our Buildings above</i>	Communicate this to the congregations... General Requirements (above) and Face Coverings Required printed, laminated and posted on church doors and information table. General Requirements on front page of website Continue practices already established under previous RAs, c.f. <i>General Requirements above</i>	25 th July 21	OM/PCC
Stoops	Not yet safe to resume use	Delay use	18 July 21	OM/PCC
Sidespersons Rota	Guidance on what to clean and how be required? We ought to take the opportunity to invite new volunteers to join rota, review responsibilities, offer training & support *Safer Recruitment*	RH to reinstate rota at earliest convenience Sidespersons to monitor the safe collection of OOS and assist with cleaning <i>See Surface transmission of Covid-19 above; c.f. General Requirements above</i>	25 th July 21	OM/PCC
Choir	Full choir invited to resume ministry from 21 st July 21 (with first full rehearsal) Managing risks	TH, LS, OM to discussed; TH/LS to consult members; LS has updated Choir RA <i>c.f. Choir Risk Assessment & General Requirements above</i>	19 th July 21	TH LS OM

		Once vested, members gather outside via choir vestry door or move to their allocated seats Face coverings to be worn when not singing 1 metre distance between members when processing Additional seating in Sanctuary Rehearsals conforming to the <i>general requirements</i> above		
Congregational Singing	Face coverings to be worn whilst singing	1 metre distancing; Face coverings worn to sing; Ventilation – doors/windows open; c.f. <i>General Requirements</i> above	25 th July 21 Review 16 th Aug	OM/PCC
Orders of service	OOSs on information table, worshippers to take one and dispose of after	OM to prepare & print weekly service booklets Worshippers collect own copy after sanitising hands Sign asking people to take only their own, and not to hand copies to others Sidespersons to monitor safe practice Worshippers to take home and dispose of after worship Produce a stock of outline OOSs (omitting Collect, readings, etc.) for use when number of worshippers exceeds the number of printed OOSs	W/C July 21	OM
Server's Guild	What precautions would we take in handling/cross handling things? Ensure that only one person touches things: OM - Silver/white linens Server – Cruets, Lavabo & Towel Other considerations? e.g. vestments; Safer Recruitment of new members, etc.	Consider at next review Agree date to resume (In line with chalice?) PH to reinstate rota	25 th July 21 Review 16 th Aug	OM/PCC
Lectors Team	To reduce risks of cross contamination via shared Lectionary, Lectors to sanitise hands before coming forward to read. Safer Recruitment of new members	Coordinator – H. Hole Consider at next review	25 th July 21 Review 16 th Aug	OM/PCC
Offertory	Cash handling precautions and PPE established under initial RA. What precautions might we wish to take – e.g. wearing gloves, washing hands etc. Plate by information table on entry; QR code on information table on entry; OM to add QR code to OOS	See previous risk assessments re: Cash handling c.f. <i>Surface transmission of Covid-19</i> above Consider physical collection at next review	25 th July 21 Review 16 th Aug	OM/PCC
Chalice Bearers	The Incumbent & PCC (meeting 18 th July 21) feel that we should not distribute in both kinds at this time. Would we need to take extra precautions? Safer Recruitment/Bishop's Licence for new members Current members – are licences up to date?	Delay resumption Consider at next review Consider who might be called to this ministry	18 th July 21 Review 16 th Aug	OM/PCC
Refreshments	Duty team to bring tea, coffee, etc. MA – H&S implications? Check dates of food hygiene certificates, etc. if required. Safely recruit new members	B. Lord to coordinate resumption, commencing in September c.f. <i>Surface transmission of Covid-19</i> above	25 th July 21	OM/PCC
Post Service Cleaning	To clean all surfaces, areas, items etc. with antibacterial spray following each Sunday Service	Sidespersons & PCC members to assist, liaising with R. Hole Request for help included at end of OOSs	25 th July 21	OM/PCC

	<p>If a case of Covid-19 is reported</p>	<p>Continue practices already established under previous RAs; c.f. <i>General Requirements</i> above and <i>Surface transmission of Covid-19</i> above</p> <p>Remember the Lectern (used at EP)</p> <p>Close the church building for 48 hours with no access permitted Cancel any bookings After the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. PPE to be worn</p>		
<p>Funerals</p> <p>My two major concerns are:</p> <ul style="list-style-type: none"> the risk of people getting infected having to close the building for 48 hours if there is a case reported <p>Closing the building could impact upon other services, funerals and baptism, etc. booked within that 48 hour quarantine period. Additionally, if I have to self-isolate for 2 weeks, how will this impact upon anything in the diary?</p>	<p>In addition to the applicable sections of the RA (above) ...</p> <p>Communicating what we expect from mourners</p> <p>Test & Trace</p> <p>Enforcing our requests</p> <p>Seating & numbers</p> <p>Orders of service</p> <p>Music & singing</p> <p>Cleaning the church – PPE & materials</p>	<p>Families and FDs informed of current restrictions and policy; General expectations (above) given to FDs & families. Signage on doors. Details on website</p> <p>Mourners invited to sign in/use QR code for test and trace</p> <p>FDs asked to add note about face coverings being compulsory to front page of orders of service</p> <p>Verger & FDs to offer face covering to anyone not wearing one; anyone refusing to wear covering will be asked to leave the building</p> <p>Verger & FD to monitor numbers entering; once at capacity, mourners will be asked to gather outside and listen to the service. It would be wise to have a deputy verger/sidesperson present to monitor numbers going up to the gallery.</p> <p>OOs in pews before the service (FDs); Verger (wearing PPE) disposes afterwards.</p> <p>Singing is permitted, but face coverings must be worn</p> <p>If there is another service within 48 hours of the funeral, Verger to clean church afterwards, wearing PPE to reduce risk of transmission/infection</p>	<p>25 July 21</p>	<p>OM</p>

	Action if a case of Covid-19 is reported	<p>Close the church building for 48 hours with no access permitted</p> <p>Spoken to Jez Unsworth about arrangements should it be necessary to close and quarantine the church when a funeral is booked... Jez's suggestion is that we would simply transfer the service to a neighbouring church.</p> <p>After the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. PPE to be worn</p>		
<p>Baptisms</p> <p>My two major concerns are:</p> <ul style="list-style-type: none"> the risk of people getting infected having to close the building for 48 hours if there is a case reported <p>Closing the building could impact upon other services, funerals and baptism, etc. booked within that 48 hour quarantine period. Additionally, if I have to self-isolate for 2 weeks, how will this impact upon anything in the diary?</p>	<p>In addition to the applicable sections of the RA (above) ...</p> <p>Communicating what we expect from families</p> <p>Test & Trace</p> <p>Enforcing our requests</p> <p>Seating & numbers</p> <p>Orders of service</p> <p>Music & singing</p> <p>Movement</p> <p>The Baptism</p>	<p>Family informed of current restrictions and policy & given copy of General expectations (above); signage on doors; details on website</p> <p>Family asked to record contact details of invited guests for Test & Trace purposes.</p> <p>Verger to offer face covering to anyone not wearing one; anyone refusing to wear covering will be asked to leave the building</p> <p>Family made aware of seating capacity and asked to invite guests accordingly. Once available space is filled, overflow can listen outside.</p> <p>OOS in pews before the service. If more than one baptism in the day, OOS to be swapped between baptism.</p> <p>Singing is permitted, but face coverings must be worn</p> <p>Keep movement to a minimum. Parents, godparents and OM to move to font, and stand socially distanced; others remain in seats</p> <p>Anointing with oils. OM to sanitise hands, wear face covering, anoint & re-distance before saying words of the prayers</p> <p>Parents to hold the candidate; OM, wearing face covering and having sanitised hands, will make the sign of the cross on the candidate.</p>	25 July 21	OM

	<p>Cleaning the church</p> <p>If a case of Covid-19 is reported</p>	<p>Baptismal Candle – OM to place on altar before service. During service, OM lights with taper. Candidate’s parents to collect, with certificate and godparent’s cards at end.</p> <p>No cleaning required until EP resumes.</p> <p>Close the church building for 48 hours with no access permitted Cancel any bookings After the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. PPE to be worn</p>		
8 a.m. Eucharist	<p>When do we re-introduce? Now or at next review?</p> <p>Much of this is covered by the RA for the Parish Eucharist (above)</p> <p>Lady Chapel or nave?</p> <p>OOSs</p> <p>Thorough clean needed after the service in preparation for 10 a.m.</p> <p>If a case of Covid-19 is reported</p>	<p>Reintroduce once all risks have been considered and addressed</p> <p>Continue practices already established under previous RAs; c.f. <i>General Requirements</i> above and <i>Surface transmission of Covid-19</i> above</p> <p>How many can we safely fit in Lady Chapel and aisle? How do we socially distance for the distribution if in Lady Chapel? Safe entry and exit? One way (enter via centre aisle, exit via aisle as per Sunday)</p> <p>OM to put OOS in seats before we start</p> <p>OM to clean afterwards in preparation for the 10 a.m.</p> <p>Close the church building for 48 hours with no access permitted Cancel any bookings After the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. PPE to be worn</p>		
6.30 Evening Prayer	<p>When do we re-introduce? Now or at next review?</p> <p>Precautions</p>	<p>Reintroduce once all risks have been considered and addressed</p> <p>Applicable sections of RA (above) and general requirements apply</p>		

	<p>OOS</p> <p>Seating</p> <p>Cleaning</p> <p>If a case of Covid-19 is reported</p>	<p>Worshippers collect BCP Prayer Books from table on entry, Leave in pews at end; OM to put away on Wednesday Morning.</p> <p>Seating in Nave</p> <p>If no services within 48 hours, cleaning is not required following the service.</p> <p>Close the church building for 48 hours with no access permitted Cancel any bookings After the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. PPE to be worn</p>		
9.15 Midweek Eucharist	<p>Already well established following the original easing of lockdown restrictions back in July 2020</p> <p>OOS</p> <p>Readings</p> <p>Covid-19 cleaning</p>	<p>Continue practices already established under previous RAs; c.f. <i>General Requirements</i> above - See RA July 2020</p> <p>Now safe to leave OOS on table for people to collect on arrival. OM to put away after 48 hours quarantine</p> <p>Re-introduce the use of the Psalm</p> <p>Cleaning not necessary if not other services are taking place within 48 hours. If there are, OM to clean.</p>	28 July 21	OM
Library	<p>When do we re-introduce? Now or at next review?</p> <p>What are the risks, if any? E.g. do we need to quarantine books for 48 hours when returned?</p>	<p>To be decided</p> <p>BK to reinstate & coordinate</p> <p>See <i>Surface transmission of Covid-19</i> above; c.f. <i>General Requirements</i> above</p>		
Children's Corner	<p>When do we re-introduce? Now or at next review?</p> <p>What are the risks, if any? E.g. do we need to quarantine toys/books/etc. after each service</p>	<p>To be decided</p> <p>See <i>Surface transmission of Covid-19</i> above; c.f. <i>General Requirements</i> above</p>		
Bell Tower	<p>Needed</p> <ul style="list-style-type: none"> • Risk Assessment updated to cover risks inherent at this time from Covid • Are relevant safeguarding training & DBS checks up to date and registered with PSO? • Safeguarding policies – up to date and copies with PSO? 	<p>The PCC is required to ensure that the Tower Captain has all these things in place</p> <p>Have David W. & Jen R. gat everything on file that is required?</p>		

	<ul style="list-style-type: none">• Is the Tower Captain & another member Safer Recruitment trained and protocols in place?• Has Tower Captain done Domestic Abuse Training?			
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Next steps... to consider at review w/c 16th August

<u>Parish Eucharist</u>	Changes from 19 th July	Controls & Precautions	By	Next step – 16 th Aug To consider...
Singing	Expanded Choir: Introit Psalm Offertory Communion Post-Communion Mass Setting Congregation – singing permitted	See RA above See RA above	TH LS OM	Re-introduce gradual as we increase length of service by moving back to all four readings
Gathering	No change to current arrangements	Courtesy is key – avoid invading people's space; Be sensitive to other people's feelings... not all will want to mix. Worshippers requested to follow general guidelines (above)	N/A	None
Confession	Kyrie - said Short absolution	See RA above	OM	Resume longer confession/absolution
Mass Setting	Resume use of Gloria, Sanctus & Benedictus; Agnus Dei	Choir lead Face Coverings required for congregation	TH LS	N/A
Readings	No change to current arrangements		RH	OT, PS & NT; Reintroduce Gradual
Gospel	No change to current arrangements		OM	Resume Gospel procession?
Creed	Nicene		OM	None
The Peace	No change to current arrangements	Laminated cards indicating desire to maintain distancing – make available on information table	OM	Review
Offertory	No change to current arrangements	Plate & QR code on information table Include QR code in order of service	OM	Review
Server's Guild	No change to current arrangements			N/A
Consecration	No change to current arrangements	Hand Sanitiser, leaving hosts covered, etc.	OM	No change to current arrangements
Chalice	No change to current arrangements			Highly unlikely
Distribution	No change to current arrangements	Sanitise hands before coming forward; Face covering to be worn; Distancing; One way system; Receive host into hands avoiding contact; Move away and consume		No change to current arrangements
At end	All exit church promptly	Gather outside in churchyard for conversations, etc. Once worshippers have left, team to clean church in preparation for next service		N/A
Refreshments	Resume Sept 21	See RA above	BL	Consider H&S aspects
0800 Eucharist	No change to current arrangements	See RA above		Tbd
6.30 EP	No change to current arrangements	See RA above		Tbd
Library	No change to current arrangements	See RA above		Tbd
Children's Corner	No change to current arrangements	See RA above		Tbd