



ST. JOHN'S, CARRINGTON
CHURCH & COMMUNITY CENTRE

Updated Consolidated Policy and Procedures for Church and Community Centre during Coronavirus Pandemic.

Document History

Date	Action	Version
26.08.20	Signed off by Safety Group	0.1
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10.09.20	New additional condition (2) added to comply with new Government guidance	2.1
14.10.20	Updated for Safety Group with <ul style="list-style-type: none">• Ventilation advice para 3.6 & Report at Appendix 9• Additional Condition 7 updated to include capacity limits• September schedule for Centre opening removed• Risk assessments for Worship and Community Centre Updated and removed from this document to be managed separately• Draft alternative approach to entry added• Sketch plan of Nave seating added	2.2

1. Introduction

This document brings together in one place the policies and procedures for re-opening St John's during the pandemic. We have one building with 2 distinct functions – Church and Community Centre. In support of those activities St John's a place of work for our employees. Many of the Church activities are enabled by volunteers and the Community Centre functions through Hirers. Because our responsibilities as Trustees are different in these different circumstances, we need to think about them separately. However, we only have one building and many safe practices are common across all uses of the building. Therefore, this document covers the building as a whole, worship and the Community Centre as well as staff and volunteers.

The PCC approved the policy and procedures for worship in July. This document updates our approach in the light of experience and changing Government advice and replaces the earlier document.

This is a handover point. In accepting the Safety Advisory Group's advice the PCC assumes responsibility and accountability for ensuring policy is put into practice.

The policy and principles are set out in the body of the document and the procedures in the appendices. Specific recommendations are highlighted in the text by **Rn**. These recommendations were all approved by the PCC on 8th September.

These policies and procedures are based on, and should be read in conjunction with, risk assessments and mitigation plans for Worship and the Community Centre which are maintained separately.

This latest version of the document completes the work of the current Safety Advisory Group. The incoming PCC will decide what it needs, based on advice from the outgoing group.

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2. Our Approach to Safety

In March the PCC appointed a Safety Advisory Group which has been meeting weekly since then. At its July meeting the PCC approved the following advice from the Safety Group:

2.1 Principles and Priorities

- We are working towards the full re-opening of St John's as a Church and as a Community Centre
- We accept that this will take time. We will start cautiously, take small steps and learn from our experience.
- We will decrease or increase our risk management mitigation measures as required
- We will base our approach on Government and Church of England advice and guidance, not going beyond it, but not necessarily doing everything that's permitted.
- The Safety Group advises and the PCC, with the Vicar, decides
- Safety needs rules and procedures but a safe environment requires us to work together and support each other in keeping to the agreed rules.
- There is much that we do not know about Coronavirus but the guidance tells us that, in most circumstances, the risk is likely to be reduced significantly after 72 hours. Staying 2 metres apart reduces the risk of spread. Wherever possible we will base our approach on these two practices.
- The recommended measures are based on a detailed risk assessment and a mitigation action plan which references the advice and evidence we draw upon.
- Our first priority is to open for Eucharistic worship and our second is to re-open the community centre for our hirers. We aim to re-open the Community Centre in September, subject to demand and the approval of a risk mitigation plan by the PCC.
- Our aim is to communicate and debate with people about our approach and engage them in creating a safe environment. We cannot expect people to play their part unless they are clear about what is being asked of them and why.
- We will lay out as clearly as possible the agreement that each person is entering into when coming to Church: what they can expect from us and what we are asking of them.

2.2 Risk Assessment, Mitigation and Learning

In line with Government advice the Safety Group's recommendations are based on detailed risk assessments, one for worship and one for the community centre. Both are appended. As the Chief Medical Officer has said, nothing is risk free. Spending time indoors with others carries risk that can be mitigated, not eliminated. We have sought to make our mitigation procedures

proportionate to the likelihood and impact of the infection being spread at St John's. Of course, there are no guarantees and despite our best efforts the infection may be transmitted in our building. That's why it is important that we make our best efforts and document what we are doing and why.

Opening St John's is not an event but a process that will continue indefinitely as we adjust to living with the virus, so we need to learn from our experience. This is a matter for us all, not only the Safety Group and is particularly important for the Church leaders and Trustees who are accountable. Creating a safe environment, over an extended period of time as circumstances change, is a systematic process of collective inquiry and adaptation.

2.3 Keeping each other safe – a partnership

We have learnt that every Sunday service something different happens. We cannot anticipate and write procedures for every situation. Indeed, to take such an approach would itself be unsafe – we would always be looking backwards, not dealing with what's in front of us. Safety is not an object, it is something that we *co-create* between us every time we come together. It is a product of our interaction and relationship. It's what we do *together* that matters people will only return to St John's if they trust in the way we run things. Of course, trust cannot be mandated it has to be created.

Therefore, our approach is to put in place:

- clear procedures for mitigating the major risks
- explicit expectations of all those using the building
- robust supervision and management of activities
- constructive engagement with building users with opportunities for reflection and learning

3. Safe Building

This section sets our approach to the building as a whole and applies to all uses. Our basic safety practices are outlined in a poster to be displayed at both entrances to the building Appendix 1

R1: the poster is approved for use.

3.1 Managing the Building

Usually there is no on-site supervision of the building by St. John's when it is in use by Hirers. This makes our partnership with Hirers even more important. For example, we rely on Hirers to maintain the security of the building by locking the front door when everyone has arrived.

Pre-Covid the building operated by paid staff and volunteers co-operating in opening, closing the building and responding to any issues. If a problem arose and no one was on hand the Hirer would call any of the public numbers including Vicar and Churchwardens.

In the pandemic we need to ensure we have robust and reliable ways of managing the building day by day and in the event of a problem. Reliability is critical for safety and we have a duty of care to our staff to ensure that they are adequately supported and know where to turn to for advice and decision making.

3.2 Routine Management

The primary control document is the weekly schedule of activity produced by Parish Assistant. The schedule covers all activity, Church and Community Centre as well as cleaning, maintenance, servicing, repairs etc. This should continue with the addition of a nominated on-call support (see below) and the cleaning plan. The schedule designates an 'opener' and 'closer' for each activity who can be any keyholder. The 'opener' and 'closer' signs in and out in the building log. Hirers sign in and out in the Hirer's Log.

Anyone attending for maintenance, servicing or repairs should be on the schedule, sign in and out and confirm in writing, in advance, that their working practice complies with the Government's COVID-19 safety advice.

Starting in September the Vicar will hold a weekly meeting with the Parish Assistant and Caretaker/Cleaner and Churchwarden(s) to review any operational issues from previous week, the schedule for the forthcoming week and resolve any issues. The frequency of the meeting will be reviewed in October.

3.3 Supervision and Support

When on the premises or on duty the first point of contact for Hirers will be the Parish Assistant or Caretaker. If they cannot resolve the situation, they refer to the on call support. An on-call support person will be designated for each opening to provide additional support and oversight. The on-call support can be the Vicar, Churchwarden or someone with their delegated authority. They should be available at the end of a telephone and ideally within reach of St John's.

R2 The PCC is satisfied that these arrangements for management and supervision are adequate

3.4 Contingency Plan

The on-call support has the authority to close the building if procedures (e.g. social distancing) are not being followed.

If someone is taken ill with suspected COVID-19 or, if we are notified within 72 hours that someone who has been in the building has been diagnosed with COVID-19 the building will be closed and remain closed (all of it) for 72 hours before being cleaned and re-opened.

R3 The PCC is supports closing the building in these circumstances

3.5 Cleaning the Building

Government Advice is:

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand- sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours. In situations where someone has symptoms of COVID-19, we continue to advise storing personal waste for 72 hours as an additional precaution.

R4: The PCC revises its quarantine policy in line with Government advice

For us this means

Drawing up a weekly rota of cleaning according to the use of the building, agreed at the weekly meeting. This will include the Nave where necessary. Normally the Nave will be routinely quarantined for 48 hours between uses and therefore it is a low priority for cleaning.

Continuing with the policy of closing sections of the building for 48 hours, as an alternative to cleaning, where it is practical to do so.

During the early weeks of opening the kitchens remain closed, if at all possible. Staff and hall users to be asked to bring (and remove) their own refreshments.

Frequently touched surfaces 'hot spots' are clearly marked with hazard tape.

The person unlocking the building cleans 'hot spots' that are likely to be touched by the next use of the building, including toilets and lift. The first person to unlock the Parish Office does the same for the office and keeps surfaces clean. For example, wiping down the keyboard after using the computer.

Doors, not including fire doors, are wedged open.

On arrival and before leaving activity leaders (Hirers or Church users) clean the 'hot spots' that are likely to have been touched by their use of the building, including toilets, and wipe down any furniture in use.

Anyone using the toilets or lift is asked to follow cleaning instructions.

At the end of each day the Cleaner mops floors in the used room(s), unless the room can be quarantined for 48 hours, cleans the toilets that have been used, empties bins and wipes down frequently touched surfaces. If the last hire is late in the evening this could be completed the following morning before the next use of the building.

R5: The PCC endorses this approach to cleaning the building.

3.6 Ventilation

The community centre rooms and kitchens have no doors or windows that open to the outside. All the rooms have fans. On the advice of our architect we commissioned MES building solutions to measure the airflow provided by the fans. This data allows users of the rooms (Church and Community) to make informed decisions about whether and how to use the rooms. The report to the PCC is Appendix 9.

The Chartered Institute of Building Service Engineers (CIBSE) produce recommended standards for ventilation (not COVID related). For multi-function rooms it is 10 litres per second per person. Based on this and the airflow produced by the fans the recommended occupancy for rooms 2 & 3 combined is 23 and for room 1 the recommended number is 27. These limits have been added to the Additional Conditions for Hire and Hirers have been informed.

3.7 St John's as a safe place of work

We employ 3 people, Caretaker/Cleaner, Parish Assistant and Children and Families worker. All 3 need to work on the premises, not exclusive in the case of the last two posts. The Organist is paid, not technically employed, but should be treated as such for these purposes.

Because we employ fewer than 5 people Government advice does not require us to produce a separate risk assessment. Nonetheless the Safety Group considered whether there were any additional or different risks affecting our employees. We concluded that the risks for employees are no different from those affecting any user of the building. Therefore, in principle, the standard risk mitigation measures and procedures are sufficient to ensure safe working practice.

Of course, we cannot be sure without involving our staff. Therefore, we have asked line managers to have a conversation with their reports to review these procedures in relation to their duties and determine whether their personal circumstances create additional risk. The relevant Line Managers have confirmed that conversation have taken place.

R6: The PCC is satisfied that reasonable efforts have been made to mitigate the risk to staff who work in the building

4. Safe Worship

Following a pilot the Church re-opened for public worship on 19th July. At the end of each service the supervisor leads a review (Appendix 6) and files the Supervisor checklist in the office. Initially the Safety Group discussed each the post-service review and adjusted the procedures accordingly (Roles and Responsibilities of Stewards Appendix 3, and Supervisor's Checklist Appendix 4, Coronavirus and attending to someone taken ill Appendix 5).

After a few weeks we have concluded that the procedures are sufficiently robust. Therefore, from the 12th August, this responsibility for monitoring has passed to service supervisors. Each week the Supervisor reports to the other supervisors in an email. A meeting can be called if necessary. Supervisors can make minor adjustments to procedures in the light of experience but must refer proposed substantive changes to the Safety Group.

R7: The PCC endorses this transfer of responsibility

Worship procedures focus on the **10am Sunday Eucharist** which is the only occasion we are open for public worship at the moment. As and when we offer further services the same principles should be followed, including for weddings and funerals. However, specific procedures should be adapted to meet the circumstances of the event. For example, a small private wedding would not require booking (although a record of attendees must be kept) or stewarding. Other Church uses of the building, for example PCC meetings, Playgroup or youth work should follow the policy and procedures set out for all users of the community centre.

R8: The PCC requires the Safety Advisory Group to report with revised recommendations for winter and increased capacity for services.

We have reviewed our capacity (30) procedures as winter approaches and in the light of experience, in particular and incident when someone walked into the Nave in the middle of a service. For now, our capacity will remain at 30 and we have modified our procedures for entry and exit in order to increase security and retain heat. These are detailed in the updated Roles and Responsibilities document at Appendix 3.

We also developed an alternative process for entering the building during poor weather which allowed everyone immediate access to the Foyer, entering the Nave from the front via the glass corridor. We decided that there was insufficient justification from a safety point of view for such a major change at this stage. However, the alternative process is document and attached as an appendix for future reference should the need arise.

Our first priority was to open for Sunday Eucharist and we have taken all reasonable steps to ensure that we mitigate the risks of gathering for this purpose. However, not everyone will be able, or feel able, to attend and we will resume our practice of offering **home communion** in these circumstances as set out in Appendix 7. It should not be assumed that home communion is safe or risk free and these arrangements are intended to mitigate identifiable risks.

The **Wednesday Eucharist** continues to be livestreamed and has moved back to its usual time because the quarantine time is reduced. The possibility of making this service public will be kept under review by the Ministry Team who will consult the Safety Group when required.

5. Safe Community Centre

Government advice:

Anyone with control of non-domestic premises (such as a community centre, village or community hall) has legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable.

Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.

In short, it is the PCC's job to ensure the premises are safe and the Hirer's job to ensure the activity is safe, 'so far as is reasonably practicable' because, as we know, nothing is risk free.

a. Finding the Right Balance

In this context 'so far as is reasonably practicable' means finding the right balance between requirements for:

1. **Safety** – to mitigate the risk of spreading the infection
2. **Finance** sustainability – ensuring that, in the medium term, opening the Centre is affordable
3. **Logistics** – organising the building and scheduling activities, including cleaning, in the most effective way.

Finding the right balance between these variables is complex task that will change over time. We recognise that our Hirers are seeking to find the right balance of these dimensions for their activity too. For example, being financially viable when capacity is reduced because of social distancing. We have little room for manoeuvre in relation to finance as the cost of running the Centre is likely to increase because of the additional measures. Safety is largely a given because of Government & expert advice and the limitations of our building. For example, one safety option is to implement a one-way system but this creates additional security problems for us. We have more scope in relation to scheduling and so we need to use well to ensure sufficient time between different uses of the building so there are no overlaps and there is sufficient time for handover and setting up and cleaning. We will not allow simultaneous use of the building in the initial stages, until we have fully tested our procedures.

We wrote to Hirers in July asking them to tell us:

- Are you planning to restart your activity at St John's and if so when?
- Given the Coronavirus related risks involved in your activity, do you anticipate any particular difficulties in meeting the Government's, and any other relevant, guidelines for your activity?
- In order to mitigate Coronavirus related risks involved in your activity do you have any new or different requirements of the building?
- What flexibility do you have on relation to your regular booking? For example, could it be earlier or late and/or on a different day?

Having collated the responses we wrote to Hirers at the beginning of August outlining our approach and the next steps (Appendix 8)

5.2 Partnership with Hirers

We do not have the resources to provide onsite support and supervision every time the Centre is open. Hirers are often the only users of the building and therefore responsible for the security of the building, in particular locking the front door once their group have arrived. Nor do we have the

resources to clean after each and every use. We are required to take 'reasonable measures' as far as is 'reasonably practical'. During their activity Hirers are responsible for mitigating the risks arising. Therefore, this is a joint effort, a partnership. Our expectations of Hirers are set out in the Additional Conditions for Hire (Appendix 2) which Hirers are required to sign.

We ask Hirers to share their risk assessment with us so that we can ensure it conforms to our protocols

R9 The PCC approves the additional conditions for hire

Assuming everything is in place we will open the Centre week commencing 14th September for limited use. A provisional schedule is attached for the first few weeks, this is subject to change Appendix

R10: The PCC endorses the opening of the Centre

6. Future of the Safety Advisory Group

The Safety Group is advisory and temporary. The past few months have involved intensive work thinking through the implications of re-opening in a pandemic. Whilst this has been an immersive experience for the Safety Group we appreciate it has not been easy for everyone to keep up with the thinking or the documentation. One of the aims of this document is to bring things together for reference and for coherence.

Health and Safety has always been the responsibility of the PCC and line managers. It is no different in a pandemic, but it is more demanding. This document seeks to make the PCC's responsibility and accountability clear.

The Safety Group is not operational and does not replace the usual management processes and responsibilities. We have begun the process of ensuring responsibility and accountability is in the right place. For example, supervision of services sits with the Churchwardens, and weekly operations management with the Vicar.

We anticipate that we will need to update and amend our procedures in relation to the Community Centre in the light of experience, just as we did when opening for worship. Once we have a robust set of procedures in place then it becomes a matter for operational management with periodic review. Of course, if the general situation changes we will need to adapt. We do know that closing is easier than opening!

We propose that the existing Safety Group continues with its work until the APCM, adjusting the frequency of meetings as needed. The new PCC and Churchwardens can then take stock and decide what is required for the next phase.

R11 The PCC asks the Safety Advisory Group to complete its work by the end of October.

Safety Group

Esther Turner, Jane Harwood (Safeguarding), Denis Tully (Ministry Team), Jacquie Norman, Rachael Burn, Phil Glanfield, Churchwarden and Chair

Poster to be displayed at building entrances

Welcome to St John's.

Please help to keep us all safe by observing the following

1. **Do not enter** if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert NHS Test and Trace and the organiser of the activity you attended.
3. Wear a face covering (unless you are undertaking exercise or an activity and it would negatively impact your ability to do so. Your activity leader will advise). You must wear a face covering in communal areas and for worship.
4. Maintain 2 metres social distancing at all times
5. Use the hand sanitiser provided on entering and leaving the premises.
6. Avoid touching your face, nose, or eyes.
7. "Catch it, Bin it, Kill it". Tissues should be disposed of in the bins provided. Then wash or sanitise your hands.
8. If you have a bout of coughing or sneezing please cover your face and go outside
9. Take turns to use confined spaces such as corridors and toilets. One person at a time in the toilet area.
10. Only use the lift if it is essential. One household at a time and clean anything you have touched with the materials provided
11. Keep the hall well ventilated.
12. The kitchens are not in use for the time being
13. Sign in and out of the building if you are a key holder or Hirer
14. The building is cleaned at the end of each day it is open and frequently touched surfaces (most marked by warning tape) are cleaned regularly.

Additional Conditions for Hire

1. You, the hirer, will be responsible for ensuring those attending your activity comply with the COVID-19 Secure Guidelines, as shown on the attached poster which is also displayed at the entrance. This includes, ensuring your group wear a face covering in communal areas at all times and during the activity (unless you are undertaking exercise or an activity and it would negatively impact your ability to do so. You will advise your group accordingly) and using the hand sanitiser supplied when entering or leaving the hall and after using tissues.
2. You will advise your group to avoid social interaction with anyone outside their household even if they see other people they know.
3. You undertake to comply with the actions identified in the St John's risk assessment, of which you have been provided with a copy. You will provide us with a copy of your risk assessment for your activity on these premises.
4. As and when required, you will be responsible for locking the front door once your group has arrived.
5. Using the products supplied, you will be responsible for cleaning 'hot spots' door handles, light switches, equipment, furniture **before and after** your hire and all surfaces used. You will keep the premises clean during your hire, Please take care cleaning electrical equipment. Use cloths - do not spray!
6. You will make sure that everyone likely to attend your activity understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days. If you are notified that someone from your activity has developed symptoms you must let us know immediately using the St John's mobile number (07729682294)
7. You will keep the premises well ventilated throughout your hire, with doors (except fire doors) open as far as convenient. You will ensure that you group does not exceed the recommended capacity of the room: 27 in Room 1 and 23 in Rooms 2 & 3 combined. You will make sure that no more than one person uses each suite of toilets at one time and that everyone leaves promptly at the end of your activity.
8. You will ensure that your activity is compliant with the advice and guidance of your governing or advisory body. In particular you will ensure that the number of people attending allows you to follow advice (Government or your governing/advisory body) on social distancing during the activity, including the arrangement of chairs. You will ensure appropriate footwear is worn with no barefoot activity. You must avoid people needing to raise their voices to each other, (e.g.loud music) in order to avoid risk of aerosol or droplet transmission
9. You will sign in and out of the building in the Hirer's Log You will keep a record of the name and contact telephone number or email of all those who attend your activity for a period of 3 weeks after the event and provide the record to NHS Test and Trace if required.
10. You will be responsible for the disposal of all rubbish created during your hire in the bins provided, including tissues and disposable cleaning cloths. This does not include bins in the toilets which we will empty once per day.
11. The kitchens remain closed. If people bring their own food and drink you will ensure they take everything away.
12. In the event of someone becoming unwell with suspected COVID-19 symptoms during your activity you will end your activity and ask everyone to leave, ensuring that the unwell person has necessary support. You will inform us immediately.
13. We will have the right to close the building if there are safety concerns relating to COVID-19. If someone is taken ill with suspected COVID-19, or, if we are notified within 72 hours that

someone who has been in the building has been diagnosed with COVID-19 the building will be closed and remain closed for 72 hours before being cleaned and re-opened.

14. We will also close the building if it is reported that these additional conditions are not being met, by you or by other hirers, or in the event that public buildings are required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

Roles and Responsibilities - Stewards and Supervisor

Purpose and Procedure

Each Service will have 3 Stewards and a Service Supervisor. The Supervisor is in charge of the Stewards and the Building and their decision on matters of safety is final.

- The Steward's rota is organised by Cynthia Hoggett who provides the Supervisor with the list of Stewards on the rota. Currently this is via email but will move to Church Suite shortly when the Supervisor will have access to that system.
- The Service Supervisor is either a Churchwarden or their appointee with their delegated authority
- Booking for the service is through the Parish Assistant. Booking closes at midday on the Friday before the Sunday service.
- The Parish Assistant sends the booked list to the Supervisor and Vicar. Via email until set up on Church Suite
- The Vicar and Supervisor review the list and follow up any concerns about those who have booked

Everyone who participates in a Service has agreed to follow the safety procedures. The Stewards are there to support and enable people to follow the procedures by giving clear instructions, answering queries and intervening if a procedure is not followed.

Socialising in the Churchyard at the end of the service is discouraged because of the 'rule of 6'

The congregation enter and exit through the front door except in emergency in which case they leave through their nearer door (Vestry exit and side door if at front) and assemble in Churchyard. Ensure people do not leave churchyard before being checked off by Front Door Steward.

Vestry: 2 metres distancing is difficult in the Vestry and so it should only be used by the President and, separately, by the Minister where relevant. If necessary, the Supervisor may visit the Vestry.

Winter, Severe Weather and Security

In order to maintain safety and heat in the Nave during poor weather we will:

- Prop open one of the outer doors only – or neither door if it is really cold and windy (Supervisor discretion)
- Close the Nave doors during arrival time (09.45 – 10.00). Foyer Stewards opens the Nave door for arrivals when Nave Steward is ready for them
- Close and lock the outer doors at 10.00. Locking is for security reasons to prevent anyone walking straight into the Nave
- Open the Nave doors once the outer doors are closed
- Exit arrangements are unchanged

Exceptional Circumstances

The Door Steward remains in the Foyer after the door is locked and responds to any late arrivals. At the discretion of the Supervisor late arrivals who have booked may be admitted.

The Front Door Steward refuses entry to anyone who hasn't booked and anyone whose behaviour is a cause for concern. For example, exhibiting symptoms of illness or is considered unlikely to observe social distancing and other rules.

If this results in a difficult situation developing at the front door the Supervisor should be called and go outside to support the steward. If necessary, the Foyer Steward will lock the door to prevent entry and in exceptional circumstances, if the situation is escalating, the Police will be called.

Supervisor and Stewards will:

- Wear a mask and gloves (mandatory)
- The Front Door Steward will wear a hi-viz jacket

- Stand or sit with line of sight to each other at all times as far as possible
- Ensure 2 metres distance is maintained at all times. A '2 metre stick' is kept in the Foyer for this purpose.
- Arrive by 09.20 in time for briefing by Supervisor at 09.30
- Attend the debrief after the service in Church
- Clean their own visor
- Dispose of their own disposable PPE

1. Front Door Steward (S1):

- stands outside (or inside in severe weather) with the booking sheet to check people in.
- no admission if not booked, unless exceptional circumstances agreed with Supervisor
- no admission without face mask unless for medical reasons
- manages the queue,
- stops people entering if they bring a dog – unless it is an assistance dog
- stops entry after 10.00 by locking the front door check with Supervisor before admitting latecomers
- tells people when they can enter Foyer, confirming with S2
- calls Supervisor when assistance is required (as exceptional circumstances above)
- keeps doorway clear when people are exiting
- stays at front door for duration of service
- sprays & wipes down outside chairs (if used) and brings them in
- checks everyone has left the building in an emergency – using attendance list
- keeps exit clear as people leave

2. Foyer Steward (S2):

- invites people into Foyer
- asks them to sanitise their hands – no entry if not
- asks them to collect service sheet if required
- directs cyclists to leave their bike in foyer
- ensures no one goes upstairs or goes into kitchen and toilets through foyer
- tells people when they can enter Nave, confirming with S3
- opens the Nave door to allow entry and reduce risk of transmission via door handle
- keeps Foyer clear when people are exiting and asks people to sanitise hands
- sits at back of church during service
- responds if someone in their vicinity raises a hand
- asks people coughing or sneezing to leave immediately (covering their face) if they don't do so themselves

3. Nave Steward (S3)

- invites people into church from Foyer
- directs and escorts them to their seat
- starts by seating people at the front and working backwards
- confirms that they understand they must remain in their seat at all times
- ensures no one sits on a seat with a 'do not use' label or moves a label
- sits at front of church, next to Vestry entrance, during service
- asks people coughing or sneezing to leave the building immediately (covering their face) if they don't do so themselves
- reserves seats for reader and intercessor adjacent to altar and microphone
- ensures no one uses the vestry exit except in emergency
- directs people to leave, starting from the back
- responds if someone in their vicinity raises a hand
- asks people coughing or sneezing to leave immediately (covering their face) if they don't do so themselves

4. Service Supervisor (Sr)

- leads the Stewards' briefing at 09.30
- first point of contact for Minister and Stewards
- runs through the checklist to make sure everything is in place
- keeps an eye on things and responds to events

- e. supports Stewards where necessary e.g. if crowded around Church entrance
- f. makes final decisions, for example to refuse entry
- g. takes charge if anyone is taken ill or has an accident and calls or asks for and ambulance to be called (See First Aid Procedure)
- h. checks on the toilet to make sure it is clean. If it's not, closes the toilet and opens another
- i. leads the review at the end of the service, writes up and circulates to Supervisors and Vicar
- j. ensures documented checklist and post-review are completed and filed for future reference
- k. ensures building is closed by 11.30

Waste Disposal and Cleaning

- All waste to be placed in large yellow pedal bin to be emptied by Caretaker/Cleaner

Supervisor's Checklist for Each Service

Date: _____

Supervisor's Name: _____

Stewards: _____

- Checklists are a simple, well established safety tool. We all forget things. If you use this list and tick everything off as you go – you won't! This checklist is for all church gathering including routine worship and other services.
- Please arrive by 09.15 so that you have sufficient time. You don't have to do everything, you have a team of stewards, but you are responsible for making sure it's all done.
- If for any reason you cannot implement an item on the checklist (and it is not safety critical) please make a note of the problem and report it in the review meeting.
- The completed checklist forms part of the post-service review and should be left in the office for the Parish Assistant

Before Service

	Item	Confirmed (tick)
Bookings	On Friday/Saturday review booking list and consult with Vicar about follow up if necessary	
	Ensure Front Door steward has names of those booked supplied to you by Parish Assistant or Church Suite	
Stewards	Make sure 3 stewards present as advised by Cynthia or Church Suite and hold briefing meeting at 09.30 and allocate roles (see job descriptions).	
	Identify substitute Steward from booking list if necessary. Depending on numbers attending you may decide to work with 2 Stewards only. In which case the Supervisor covers Foyer (lightest duty)	
Briefing Meeting	Convene briefing meeting no later than 09.30 <ul style="list-style-type: none"> - Allocate Steward roles - Confirm duties are understood - Remind of First Aid procedure - Agree indoor location for debrief 	
Signs and Equipment	2 metres distance to be marked in chalk around the front entrance and on paths where people are likely to queue	
	Make sure '2 metre stick' is available in Foyer	
	3 plastic chairs to be placed outside the building before 09.45 for people who cannot stand – depending on the weather	
	3 'Covid 2 Metre' signs outside Church and 1 in foyer	
	2 metres distance to be marked in tape in foyer	
	No non-essential furniture, papers and notices in foyer or Nave	
	2 Hand Sanitisers in Foyer 2+metres apart	
	Pew sheets in Foyer	
	Hand sanitiser on altar	
	Priest's mask and gloves on their seat	
	First aid kit accessible – in Foyer	
PPE	Additional PPE (Apron, Mask, Gloves) on table at rear of Nave	
Lift	Lift clearly labelled 'Not in Use' upstairs and down	
Seating	Check seating in Nave to ensure 2 metre gap and 'Not in Use' signs are on appropriate chairs	
	Reserved seats are labelled for Stewards at front and back of Nave and for Intercessor/Reader adjacent to altar.	

Touch points	Regularly clean the 'hot spots' marked in yellow & black tape on door handles and any other frequent touch points to signify areas for frequent cleaning	
Doors	One front doors open unless severe weather	
	Nave doors closed until 10.00	
	Doors from Nave to toilet open	
	Outer toilet door open	
	Door from Nave to Vestry open	
Emergency exits	Doors unlocked from foyer to kitchen, both ends of corridor outside room 2 and all 3 doors between gallery and back stairs (for the organist)	
Window	On right hand side of Nave open	
Toilets	Outer door open and signed 'Please clean the Toilet after use'.	
	1 toilet plus accessible toilet in use.	
	Hand sanitiser on table outside toilet	
	Sign: 'please spray and wipes to wipe down all the surface you have touched and list surfaces' in the toilet	
	Disinfectant wipes in toilet	

After Service

	Item	Confirmed (tick)
Livestream	Turn off livestream once the Priest has left	
Debrief Meeting	Convene inside the building Use questions on debrief sheet Make notes and write up later Email to Supervisors & Vicar Include any feedback from other people	
Signs and Equipment	Chairs cleaned and stored in Foyer. All other equipment sored in box and placed in Nave. Table taken down and left in Foyer.	
Doors	Lock all doors	
Window	Close on right hand side of Nave	
PPE	All disposable PPE and waste in yellow bin	

Coronavirus and attending to someone who is taken ill in Church

Principles

What is to be done if somebody attending church falls ill? *Pre-COVID-19*, if somebody was taken ill we would attend to their pastoral and health needs. An assessment would be made as to whether somebody simply needed assistance to get home or whether they needed an ambulance. The same principles apply in this transitional period.

Preventing Transmission of COVID-19

The only additional factors to take into consideration when dealing with somebody who is unwell, are those relating to preventing the transmission of COVID-19. Preventing transmission is based on introducing barriers and breaking the pathway from one person to another. Bearing this in mind we will do the following:

- At least one steward will wear Personal Protection Equipment (PPE)¹ throughout a church service.
- The steward wearing PPE will attend to any person who is identified as feeling unwell.
- Anyone suffering from a bout of coughing or sneezing will be asked to leave the building.
- If someone is taken unwell the nearest Steward should go to them. While the first Steward is dealing with the situation a second Steward should put on additional PPE in case required.
- If the person feeling unwell is accompanied by another household member the Steward should encourage them to support the patient. This will include physical contact, communicating with the patient and taking any appropriate action such as helping them sit down, or leaving the church.
- If the person who is feeling unwell is on their own the Steward will undertake an assessment and ask how they are feeling. They enquire whether somebody might come to collect them from church, preferably a person in their own household. The Steward should assess whether assistance is required, for example to get them up from the floor, and ask the second steward wearing additional PPE to provide assistance.
- If necessary, an ambulance should be called without hesitation.

A Serious Incident

The risk of there being a very serious accident or incident is extremely low. In the unlikely event of there being an acute medical need (e.g. severe external bleed or the necessity for CPR) an assessment should be made on the severity of risk. If the patient is at risk of death or serious harm this outweighs the risk of contracting COVID-19 and emergency intervention without the wearing of PPE may be required. However, PPE should be acquired at the earliest possible moment, including somebody wearing additional PPE replacing the person who is not wearing PPE.

25/07/20

Post Service Review

The purpose is to learn from the experience. It's not to find fault or blame and the questions are chosen to encourage reflection not judgement. Please use them.

The Supervisor gathers together the Stewards for a few minutes, probably in the Churchyard.

The Supervisor makes notes of the key points and emails it to the Supervisor group.

There are 3 questions:

1. What happened? The purpose is to *describe* events (expected and unexpected) not judge or explain
2. Why did it happen? The purpose is to understand what contributed to things going the way that they did.
3. How can things be improved?

Home Communion Policy in a time of pandemic

Introduction

The Eucharist is an act of collective thanksgiving which is at the heart of our ministry. We have taken all reasonable steps to ensure that we mitigate the risks of gathering for this purpose. However, not everyone will be able, or feel able, to attend and we will resume our practice of offering home communion in these circumstances.

As the Chief Medical Officer has said, nothing is risk free and it should not be assumed that home communion is safe or risk free. These arrangements are intended to mitigate identifiable risks.

Before the visit

These arrangements and expectations will be confirmed in an email or phone call before the visit to ensure there is mutual understanding. The Communicant must confirm that neither they, nor any member of their household, have any symptoms of COVID-19 and that they are not required to quarantine for any reason.

The Visit

- No more than two households to be present (i.e. the one receiving communion and the one administering.)
- The visit will last only as long as necessary to administer the sacrament and no hospitality will be accepted. If the weather is fine administration will be outside if that is possible.
- Sacrament to be removed from the reserve sacrament and kept/stored reverently in a clean pyx until consumption.
 - Upon removal from the aumbry and at distribution, the Sacrament should be handled with fresh, disposable gloves.
- The sacrament to be given in one kind only.
- The person distributing communion should remain masked during the visit.
- Two metres distance should be maintained, broken only to administer Holy Communion.
- The hands of the person giving Holy Communion should be sanitised before removing the sacrament.
- After administering the sacrament, the pyx should be placed into a sealable plastic bag.

Recording

A record of the visit will be kept by the Minister who will email the Vicar to confirm that everything went smoothly and/or to raise any issues.

August Letter to Hirers

Dear Hirers

Thank you for your responses to our questions. It was good to hear from you. If you have not yet responded please do so as soon as possible. We are pleased to hear that you are planning to return to St John's. Like you, we are grappling with these most difficult of circumstances and the purpose of this note is to update you on our approach so that we can continue to work together.

The Parochial Church Council (PCC, St John's governing body) is committed to fully re-opening the Community Centre as soon as it is possible to do so safely and within the guidelines. You are probably aware that we have re-opened the Church for Sunday worship and we have learnt a lot by doing so. Of course, opening the Church for a few hours, one day a week, is more straightforward than opening the Centre. We have based our approach to opening for worship on partnership and learning as we go, one step at a time. This is the approach that we are seeking to take with the Centre too.

As the Chief Medical Officer has said, nothing is risk free and so everything we do will be based on a thorough risk assessment. You can see our risk assessment for public worship on our website and the one for the Centre will use the same framework. In simple terms the Government's guidance makes it clear that we are responsible for the building's safety measures and you are responsible for the safety of your activity. This underlines the need for us to work in partnership.

We are working through the detail of our safety arrangements which we will share with you. They will be based on public advice and guidance so you will not find any of it surprising. For example, hand sanitising on entry and exit, social distancing, masks and a cleaning regime. In parallel with this we will set out our expectations of you which will form the basis of a supplementary agreement to our standard Hirer's agreement. This will include asking for a copy of your risk assessment for your activity and other expectations such as keeping a record of participants and ensuring they understand the building's safety requirements.

Some of you asked for room dimensions so that you can calculate socially distanced capacity and these measurements are included at the end of this note. Some of you raised the issue of ventilation since neither the upstairs nor downstairs rooms have opening windows. We are seeking independent, expert advice about this which we will share with you.

We asked about your flexibility in scheduling your activity. Unlike safety, we have more flexibility with scheduling. We recognise that whilst that works for the building as a whole it may be more difficult for you because of your other commitments. Nonetheless, we would ask you to consider what scheduling flexibility you have and we will talk with you about this. For example, we will need to allow extra time for entering and exiting the building. We have learnt by opening for worship that this is where unexpected events often occur and it needs to be well managed. In a typical pre-covid week Monday and Tuesday evenings were busy and will need a revised timetable, at least for these sessions.

Some of you asked about room rates which are a significant commercial consideration with reduced capacity. We also anticipate extra costs and reduced income because of the measures we will need to put in place for the building, so there is limited room for manoeuvre. Our current thinking is that we will do everything we can to hold room rates at their pre-covid level. In doing so we are open to ideas around scheduling, for example, running 2 consecutive classes if that works for you.

Next Steps and timetable We are working towards a phased reopening during September. We appreciate your need for certainty in order to plan. Of course, there is much that is beyond our control. However, on the assumption that we don't go back into lockdown, this is our plan. If we find that we can move more quickly we will but we will not take unnecessary risks.

Now to end August	Develop risk assessment and all necessary policies and plans, including supplementary hirer's agreement
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	Consult with Hirers about scheduling and possible start dates
	Prepare plan for phased opening in September with Hirers
Early September	Parochial Church Council approves policies and plan for reopening.
Week commencing 14th	2-4 Hirer's use the Centre
Week commencing 21st	Review procedures with Hirers and adapt where necessary
Week commencing 28th	Additional Hirers in the Centre

In the meantime please make us aware of any questions or concerns you have and please respond to our previous email if you haven't done so already.

Parish Assistant

We are very grateful to Rachael Burn who has been our temporary Parish Assistant since March and is leaving at the end of this month. Rachael has done an enormous amount to get us this far in re-opening. We wish her well in her training to be an Anglican Priest. We are delighted to say that Siobhan Wilkins has been appointed to the permanent post and starts later this month, overlapping with Rachael for a week.

Room Dimensions

Room 1 is upstairs, rooms 2 & 3 downstairs and can be combined (which they usually are) All measurements in metres

Room	Length	Width	Square Metres
1	13m 30cm	7m 50cm	99.75
2	8m 60cm	5m 70cm	49.02
3	3m 20cm	5m 70cm	18.24
2 + 3	11m 80cm	5m 70cm	67.26

Susi Artis & Phil Glanfield, Churchwardens



ST. JOHN'S, CARRINGTON
CHURCH & COMMUNITY CENTRE

Advice on Multi-Purpose Room Ventilation

Introduction and Purpose

The community centre rooms and kitchens have no doors or windows that open to the outside. All the rooms have fans. On the advice of our architect we commissioned MES building solutions to measure the airflow provided by the fans. This data allows users of the rooms (Church and Community) to make informed decisions about whether and how to use the rooms.

Test Results

Fan Reference (as per Part 1.2)	Fan Location	Fan Type	Measured Extract Rate (l/s)	Design Extract Rate (l/s)
GF Kitchenette	Kitchen (general)	Intermittent Extract Fan	27.31	15.00
FF Kitchen (1)	Kitchen (general)	Intermittent Extract Fan	16.42	30.00
FF Kitchen (1)	Kitchen (general)	Intermittent Extract Fan	14.20	30.00
<i>For kitchen extract canopies, only the highest setting needs to be recorded.</i>				
TEST NOTES:				
AD F 2010 Table 6.1a requires 15l/s for food & preparation areas with microwave/beverages only and 60l/s where a cooker is present.				
Room Reference (location of terminals)	Measured Air Flow Rate (l/s)	Design Criteria (l/s per occupant)	Total Allowable Occupancy	
GF Meeting Room (1)	146.32			
GF Meeting Room (2)	81.43			
Total	227.75	10.00	23	
FF Meeting Room (1)	112.21			
FF Meeting Room (2)	159.04			
Total	271.26	10.00	27	
TEST NOTES:				
CIBSE Guide A, Table 1.5 contains design criteria for 'multi-purpose halls' of 10l/s per occupant. The above table shows the measured flow rates in the rooms with the maximum occupancy based on this criteria.				

What does this tell us?

The Chartered Institute of Building Service Engineers (CIBSE) produce recommended standards for ventilation (not COVID related). For multi-function rooms it is 10 litres per second per person. Based on this and the airflow produced by the fans the recommended

occupancy for rooms 2 & 3 combined (GF Meeting room) is 23 and for room 1 (FF meeting room) the recommended number is 27.

For the kitchens the calculation is based on removing moisture. The fans meet the recommended extraction rate in both kitchens. For the upstairs kitchen it is the rate produced by both fans combined.

The surveyors said that the fans and ducting are working well, have been well installed and are in working well.

Implications and Options

- Government guidance and our local policy requires users of the rooms to ensure social distancing is maintained which significantly reduces the capacity of the rooms. So, ventilation is not the biggest constraint on numbers.
- Users of the rooms should consider their specific activity when calculating how many people can be accommodated.
- Our current practice is to put the fans on full as soon as we open the rooms for use and to leave them on until we lock up. This should continue.
- Keeping the doors open makes a marginal difference to the actual airflow but may be reassuring for users and has other benefits such as reducing the need to touch doors.
- In their COVID guidance CIBSE suggests leaving fans on for longer periods when the room is not in use. We could consider this during busy periods.
- Overheating in Room 1 during hot weather is probably caused by a lack of insulation in the ceiling. Insulating the ceiling or installing cooling is likely to be prohibitively expensive. Leaving the fans on overnight during hot weather is likely to be the most effective option.
- We could consider buying nondispersive infrared (NDIR) CO₂ sensors. CIBSE advice is that they 'are useful devices to help assess whether adequate ventilation is being provided to an occupied zone. Indoor ventilation dilutes exhaled CO₂ from sedentary occupants and so the CO₂ concentration in a space is often used to demonstrate ventilation rates, where a CO₂ concentration of 1000ppm (parts per million) is generally indicative of an outdoor air supply of 8-10l/s/person.' A quick look suggests they cost between £50-150 each.

Phil Glanfield (based on a conversation with Tom Reynolds, Director, MES)
Churchwarden and Chair, Safety Advisory Group

30th September 2020



Services in Winter and Church Capacity Alternative Approach to Entry

Introduction

A draft of this paper was circulated to the Ministry Team, Standing Committee and Stewards. Comments received are appended.

Capacity

We do not increase our capacity for worship. We have got close to 30 on one recent occasion. However, poorer weather is likely to deter people and because of the prevalence of the virus we should not be compromising 2 metres distance we achieve comfortably with the current seating arrangement. This position has the full support of those who responded. Increasing capacity may be something to consider for Christmas, depending on circumstances and restrictions at the time.

Winter – entry and exit

As it gets colder and wetter we will not be able to ask people to wait outside. We propose the following adjustments:

- Open the outer doors and Door Steward greets people in the foyer.
- The doors to the Nave are closed to retain heat.
- Once everyone is in outer doors are closed and Nave doors are open
- Arrivals are directed via the kitchen/café – where the Foyer steward stands – and down the glass corridor at the side of the Nave
- Hand sanitiser stations in café area
- Corridor doors open at both ends
- The corridor is marked @ 2 metre intervals and people wait there until the Nave steward invites them in.
- We fill the Nave from the back and the south side. Not necessarily right from the back but calculating how many rows we need depending on the numbers booked.
- Reader/Intercessor doesn't take their seat until the start of the service
- People with mobility difficulties are directed through the Nave doors to a seat at the back
- Latecomers are admitted the same way
- We exit from the back, stewards in their current positions, through the Nave doors which remain open during the service
- We increase the set heating temperature for so that we start the service with a higher temperature and expect it to drop during the service

Suggestions, Questions and Issues

- Should names be checked in the café/sanitiser area not at front door?
- Different opinions about the amount of ventilation
- We see if the second window in the Nave can be opened
- Open the side entrance – would need to consider security
- One responder does not support using the corridor – keep the same process – que in foyer/porch if required
- No support for shortening the service
- Gloves and hand sanitising – how does that work?

