

RA FEC: COVID19 – Reopening of the church building for Sunday Services

Brief Description: This RA has been written to ensure all reasonable steps have been taken to reduce the risk of the spread of COVID19 within the regular church community and the local area. This RA addresses risk with regard to:

- The Church workforce – the minister, its officers and volunteers, Event Leaders;
- Contractors working on site; (see also separate RA for Contractors);
- The Church members, adherents and visitors gathering for worship. These are called Attendees in this document.

Optimal safety will be achieved through social distancing, respiratory hygiene and hand hygiene - i.e. maintaining 2m spacing between individuals/ households, reducing the time spent in the building and grounds, controlling the numbers of people using the building; optimal ventilation, hand hygiene stations, reduced handling of items and frequent cleaning of surfaces and items that are handled. The workforce, contractors and attendees will be informed of the routines and protocols in place before they access the building via an Information Sheet.

Date of RA: Reviewed November 16th, 2020 after the two-week Firebreak. **Review Date:** Jan 10th 2021 or sooner if Guidance changes

Hazard	Affecting Whom	Risk before controls in place: Severity (1-5 where 5=death) x Likelihood (1-5 where 5 = highly likely)	Controls Already in Place to reduce Risk	Any Additional Controls, especially if Risk amounts to Severity x Likelihood = 10+	Risk after controls in place Severity (1-5 where 5=death) x Likelihood (1-5 where 5 = highly likely)

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<p>Transmission of the virus when accessing the church building during the week</p>	<p>The workforce, especially the minister and church officers.</p> <p>Those supporting the church with administrative duties, cleaning, general maintenance, and gardening</p> <p>Contractors</p>	<p>5x5=25</p>	<ul style="list-style-type: none"> • At almost all times, the only person using the building is the minister; • Only the 7 keyholders have access to the building; • The minister uses his own office in the church for study and preparation of bible messages; • When the minister uses the main room for recording sermons or filming children’s bible stories, he is usually alone. If he needs support with these tasks, this is offered by one person at 2ms; • The minister accesses the new upstairs kitchen, which is only occasionally used by other members of the workforce; • A washroom hygiene station is available for other members of the workforce, to support hygiene in the toilets; • Keys are used by the keyholders only, except in the case when they are handed to a contractor; 	<ul style="list-style-type: none"> • Workforce and Contractors antibac all touched/handled surfaces in the toilets when they use them; • Signage in the kitchen makes clear that the user must wash up, clear away and antibac all handled/touched surfaces; • Workers and Contractors antibac all touched surfaces. • The Contractor RA revised for COVID19; • Online Infection Control training : Liz Roberts, 07/20 	<p>3x3=9</p>
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			<p>The Venue Manager or the Project Manager for any works ensures contractors see the relevant RAs; Hand Hygiene station available in the foyer for all accessing or working in the church; A simple data collection sheet is completed by all accessing the building, stored up to 21 days Antibac in each room; Disposable masks available for those accessing/working in the church as well as a designated bin for these; Face shields and visors are available for use when a 2m distance cannot be maintained</p>		
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<p>Transmission of the virus when attending church for purposes of worship on Sundays</p>	<p>Attendees as they attend services and events, especially those who are vulnerable because:</p> <ul style="list-style-type: none"> • They are elderly; • They have a medical condition; • They have a learning disability. 		<ul style="list-style-type: none"> • Information for all attendees made available electronically and through hard copies. Additional laminated copies available in the foyer for visitors; • Instruction to all not to attend if poorly or having tested positive for Covid19 or if in isolation; • A reception desk in the foyer for the purposes of registering for Track and Trace – name and tel number, date and time of arrival and departure; • Hand hygiene stations in the foyer and main room; • Masks available for those who who’ve forgotten their own; • A maximum of 30 attendees at church services; • Two morning services – the first at 9.30 for approx 1hr and the second at 11.00 for 1 hr. Attendees to register for one of these services in advance; 	<ul style="list-style-type: none"> • Signage on the stair gate makes clear that the upstairs rooms are out of bounds to all but the minster, the workforce and contractors; • All paraphernalia such as hymn books, leaflets etc removed from the foyer; • Plastic covering on the notice boards; • Social distancing signage in the foyer and main room; • Maximum capacity signage for each room; • Most rooms blocked off; • A cleaning regime: <ol style="list-style-type: none"> 1. Before the 9.30 Sunday Service 2. During both services (especially toilets and door handles etc) 3. After the 9.30 service is finished – especially toilets, door handles, chairs and tables 4. After the 11.00 service is finished – especially toilets, door handles, chairs and tables. Bins emptied and taken to the Recycling Centre 	
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			<p>No crèche or Sunday school; A seating plan. Tables for families with young children – worksheets prepared for children; One person at a time at the Tech Desk – face shield provided; Some content to be pre-recorded; One point of entry to the church building and an additional exit point for those who can manage the steps; External doors open before and between services Roof windows open during services Heating off or low; A 3m distance between the preacher and the congregation; Stewards to support social distancing during arrival/departure and guide attendees to their places; Face shields for stewards, the data collector and any additional members of the team who might need to face attendees;</p>		
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			<p>No singing indoors* – attendees may hum or mouth the words to hymns and songs played via the sound system; Soft voices to be encouraged when talking; Monies collected in the usual way during the service; cash not counted for at least 48 hours; No church bibles offered; Attendees may bring their own bibles if they wish; No refreshments offered except for bottles of water; Immediate departure from the building after the services – all coats, belongings, litter and notes etc removed by their owners; Attendees may not gather in crush points such as the foyer. They may gather in household groups to talk outside the building while still maintaining a 2m distance between themselves and other households Individual Communion packs placed under chairs (on family tables) before the service by the Stewarding Team; *Outdoor singing after some services in groups of 30 max, socially distanced in household bubbles. Words taken away at the end.</p>		
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This RA, subject to ratification by the Elders, to be published to all keyholders and members of the Working Group - electronically and posted on the Church website, and a hard copy in the foyer – by Thursday November 19th 2020