

Annexe Toilet	Anyone attending Church Services or meetings	3	2	6	<ul style="list-style-type: none"> • Floor markings for queue • Antibacterial wipes and hand sanitiser to be available in toilet • Adequate supplies of soap and paper towels 	<p>Covid-19 team</p> <p>Covid-19 team</p> <p>Covid-19 team</p>
Vestry	Anyone attending Church Services or meetings	3	2	6	<ul style="list-style-type: none"> • Limit access to Vestry and ensure social distancing is maintained • Hand sanitiser available in Vestry Cleaner to be reminded of Covid-19 Guidance and provided with PPE All surfaces will be cleaned after each Service or meeting 	<p>Steward</p> <p>Church Administrator</p>
<u>Cleaning</u>						
General Cleaning	Church Cleaner	3	2	6	<ul style="list-style-type: none"> • Cleaner to be reminded of Covid-19 Guidance and provided with PPE 	Church Administrator
Church, Vestry Meeting Area, Annexe	Anyone attending Church Services or meetings	2	1	2	<ul style="list-style-type: none"> • All surfaces will be cleaned after each Service or meeting • Church is cleaned once a week, except when the cleaner is away on holiday • Initial use of Church for Services on Sunday only 	<p>Stewards</p> <p>Church Administrator</p>

Annexe Toilet & Door Handles	Anyone attending Church Services or meetings	3	2	6	<ul style="list-style-type: none"> Surfaces to be cleaned after each Sunday Service or any other event Church Cleaner to pay special attention in accordance with Covid-19 guidelines 	Church Stewards or Event Organiser Church Cleaner
Internal door keys and alarm	Key holders	2	1	2	<ul style="list-style-type: none"> Generally only used by one person on entry and exit – Church Cleaner to wipe clean 	
Church audio equipment & microphones	People using audio	2	1	2	<ul style="list-style-type: none"> Audio equipment and microphones to be cleaned after each use Only one person (or family unit) to sit at sound desk 	Church Stewards or Event Organiser
<u>Good Hygiene</u> Annexe Toilet	Anyone attending Church Services or meetings	2	2	4	<ul style="list-style-type: none"> Handwashing Notices Toilet to be kept stocked with soap and paper towels Antibacterial wipes and hand sanitiser to be available in toilet 	Church Cleaner

Hand Sanitiser & Tissues	Anyone attending Church Services or meetings	2	1	2	<ul style="list-style-type: none"> • Hand sanitiser to be provided at both entrances (Meeting Area & Annexe) • Tissues to be provided 	Steward Steward
Books, Leaflets	Anyone attending Church Services or meetings	2	1	2	<ul style="list-style-type: none"> • People to be told in advance that hymn books and bibles will not be available (bring their own, if required) • All hymn books, bibles to be stowed away and marked 'not for use' • All leaflets, notices to be removed 	Senior Steward Church Administrator
<u>Church Services</u>						
Collection Money	Anyone attending Church Services	2	1	2	<ul style="list-style-type: none"> • No in Service collections – plates left in Meeting Area • Counting of money to be carried out using gloves or quarantined for 72 hours 	Senior Steward
Bread and Wine	Anyone attending Church Services	3	2	6	<ul style="list-style-type: none"> • Separate Risk Assessment completed for Communion Services 	Senior Steward

Singing/ Music	Anyone attending Church Services or meetings	3	2	6	<ul style="list-style-type: none"> Singing will be allowed but people will be asked to keep their masks on and remain in their seats 	Steward
Duration of Services					<ul style="list-style-type: none"> Services/Meetings to be limited to 30-45 minutes and people asked not to congregate afterwards 	Senior Steward
Face Masks	Anyone attending Church Services or meetings	3	2	6	<ul style="list-style-type: none"> People attending who are able to wear a face mask will be encouraged to do so, in accordance with the latest government guidelines. Disposable masks will be available 	Stewards to check Church Administrator
Vulnerable People	People over 70 or known to be vulnerable	3	2	6	<ul style="list-style-type: none"> Vulnerable individuals should be advised in advance not to attend If anyone in this category does attend, then they should be advised to minimise contact with others outside their household 	Senior Steward

<p><u>Test and Trace</u></p>	<p>Anyone attending Church Services or meetings</p>	<p>1</p>	<p>1</p>	<p>1</p>	<ul style="list-style-type: none"> • The Steward or Event leader will ensure as far as possible that a record is kept of the contact details of everyone who enters the premises. Forms will be provided for this purpose and these will be kept for 21days • Advise people in advance and ask them to give their permission Post notices about Test and Trace • People requested to inform Church immediately if they display any symptoms after attending a service • A QR code will be displayed for people with the mobile phone App 	<p>Steward/Event Leader</p>
<p><u>Attendance limit</u></p>					<ul style="list-style-type: none"> • Aim for a maximum of 22 individuals or up to 30 with households sitting together. Further numbers may be accommodated at the discretion of the Steward on duty, providing Social Distancing is maintained. If necessary late arrivals can be asked to position in the Meeting Area or the Annexe from where the Service can be heard. 	<p>Steward</p>

