

**CHANCTONBURY COVID-19 CORONAVIRUS POLICY (3)
USAGE DURING PARTIAL LOCKDOWN**

The following risk assessment and procedure has been written in accordance with the advice given by the UK Government, The Archbishop's Council Buildings Committee of the Church of England and the Diocese of Chichester (the 'Relevant Authorities'). It will be reviewed on a regular basis to ensure it remains suitable:

Church Use

We have suspended existing Church Services and Activities in line with regulations and advice from the Relevant Authorities and the church remains closed to public use.

The Relevant Authorities now allow attendance at the church as a 'place of work', and for use to record and stream services and other acts of worship and open to the public for private prayer. As we continue to endeavour to 'do church differently' and provide a range of online and virtual opportunities to gather in worship it is proposed to use the church during this period for the following activities

- For clergy private prayer
- For public access for private prayer
- To enable recording and streaming of services and other acts of worship

during the period of Covid19 while use of churches remains restricted to the public

Office Use

The Relevant Authorities now allow use of the Church Office as a place of work subject to risk assessment and mitigation measures

Risk Assessment

All existing risk assessments and policies apply save as specifically updated in this Addendum

In addition to existing identified risk, in particular on use of the church building and lone working, there is an identified risk of the possibility of passing on Covid19. Keys risks identified for cross contamination are: -

- Contaminated surfaces
- Airborne transmission of virus

Current advice suggests this can continue for up to 72 hours

Risk Mitigation

Prior to the reopening for use for clergy private prayer and live streaming or public access each church has been deep cleaned, and during the period a register of people attending has been maintained. It

has now been confirmed that a register of attendance is not required for private prayer. A Register will no longer be maintained once the church is open for private prayer.

The identified virus transmission risk will be mitigated by the following steps: -

General

- Use for recording, internal meetings and public access will be kept separate
- Where members of more than one household are present, they will be required to socially distance from each other (2 metres)
- The church seating will be set out to facilitate social distancing individually and / or in family groups
- Clear signage will be inserted
- Those attending will be reminded to follow government advice including in respect of handwashing.
- Hand sanitiser will be provided at the main entrance to the building
- Doors / windows to the building will remain open while the building is in use sufficiently to ensure air flow
- A larger free area will be created by unused chairs / seating being stacked out of or off site
- Each church in use will be thoroughly cleaned by our professional cleaner weekly and our cleaner will use appropriate cleaners and sanitisers on touch points (handles, handrails, etc.), subject to being able to obtain supplies

Recording / Streaming

- This will be based primarily at Ashington Church
- Only the minimum necessary clergy, ministry, worship team, musicians and technical staff required will be present during each recording, and will each be expected to spend the minimum amount of time present in the building to fulfil their functions
- Equipment, Microphones and musical instruments will be used by one person only or wiped down with appropriate cleaner between uses.

Opening Churches

- Ashington Church will not be open to the public and will be used for clergy private prayer, recording, and internal meetings only
- Bunton church will remain closed
- Washington will be the church within the Parish open for private prayer

Private Prayer (Washington)

In addition to general policies above

- Books etc will be taped off
- Any material (e.g. prayer sheets) provide will be single use only and attendees will be requested to retain and dispose

Office Use

In addition to general policies above

- The Office will remain closed to the public
- All staff and volunteers should continue to work from home wherever possible
- It has been assessed that up to 5 people can safely work in the Office at any one time observing social distancing at 2m
- Staff must not use the offices if feeling unwell or exhibiting any of the potential symptoms of Covid 19 (new cough, fever, loss of taste and smell)
- Staff must observe any quarantine requirements as advised by the government for instance after returning from holidays abroad or if contacted by NHS trace and test
- A booking system is being activated on line. If you plan to attend the office (even just to collect / deliver material) please check the online diary to ensure that the limit on total number of persons present will not be exceeded
- Kitchen facilities are not to be used
- Bathroom and handwashing facilities will be available including paper towels
- Hand sanitiser will be placed on the front desk – please use on entry and exit
- The office will be professionally cleaned weekly