

## **CHANCTONBURY COVID-19 CORONAVIRUS POLICY (5) CONTINUITY AND CHURCH REOPENING**

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**

Our Churches are now allowed to be open for services subject to compliance with Government Covid-19 guidelines.

The Relevant Authorities now also 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
- For Covid-secure services of worship by the general congregation or church groups
- For Covid Secure Occasional Offices in line with regulations and government guidelines

### **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**

# Chantonbury CHURCH

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.

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

## **General**

- Use for livestreaming and public access will generally be kept separate while we develop Covid secure processes for our churches
- Where members of more than one household are present, they will be required to socially distance from each other (2 metres) or we will allow 1m plus social distancing where other public health measures are adopted (e.g. all facing forward)
- 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
- We will issue separate protocols to cover different types of event – at the last date of issue of this policy Protocols exist for Services and Events

## **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.

## **Churches**

- Ashington Church will not be open to the public and will be used for clergy private prayer, recording, internal meetings and occasional offices until otherwise decided by the Rector
- Bunton church will remain closed
- Washington will be the church within the Parish open for private prayer and public services during the initial period starting in August 2020

## **Public Use - Private Prayer and Services (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
- Traffic flows will be managed to facilitate social distancing
- Calculations have been made which identify that Washington Church can accommodate up to 57 at 2m and 109 at 1m+. Social distancing will be managed by a mixture of grouping family 'bubbles', 2m distancing and 1m plus (congregation facing forward), and restricting numbers to below the 1m maximum of 109. As a guideline we will expect attendance including team of no more than 75.
- Members of the congregation will not be obliged to wear masks unless required by law, but may choose to do so
- If Communion is offered Diocesan and Church of England guidance will be followed
- Services will be ticketed using our online booking system which will also enable retention of names for NHS Test and Trace Use. Our GDPR Policies will be updated in line with Church of England guidance to allow for this.
- In line with Church of England Guidance, although singing is not allowed music may be provided by musicians / worship band and our worship team will observe Diocesan and general Church of England guidance

## 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 should observe government quarantine regulations for instance on return from holidays abroad or if contacted by NHS test and trace
- 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