

This protocol applies to all services/congregational use, including general worship, small group use, and occasional office services in church buildings.

Cleaning:

- Professional cleaning will be undertaken before the start of Sunday congregational services and following the conclusion of congregational services on a Sunday.
- Where there are multiple services in one day, there will be a wipe down of touchpoints and smooth contact surfaces of chairs between services and after services if the building is to be left open.
- It will be the responsibility of the meeting leader at any services or meetings throughout the week to ensure the touchpoint cleaning policy is followed at the conclusion of their session.

Face Coverings:

- Attendees will be required to follow the Church of England advice.
- In accordance with regulations introduced 8th August 2020, all team and congregation members will be required to wear face coverings while inside throughout a service.
- You do not need to wear a face covering if you have legitimate reason not to. Examples of these include, but are not limited to: those leading the service, the bride and groom, those with or talking with individuals who have communication difficulties, children under the age of 11, other medical reasons. For a comprehensive list, please visit the C of E COVID guidelines online.
- Those leading all or any part of a service will wear face coverings when not contributing. When leading, they will not wear a mask but will ensure 3m social distancing between themselves and the congregation.
- Those on the host team are welcome to wear the clear visors provided. These will be sanitised at the end of every use.
- We will have spare masks available for team or anyone who requests a mask, e.g. having forgotten theirs.

Attendance:

- For congregational services, there will be an online ticketing system in place using ChurchSuite.
- The ticketing system will hold information for use if needed by NHS Test and Trace for a period of 21 days. An updated COVID-19 Privacy Policy has been put in place.
- All attending a service will be encouraged to scan the NHS Track and Trace code displayed on the doors to the church, and will also be checked in by a member of the host team to ensure we have an accurate log of attendees.
- Ticket numbers will be restricted depending on the service type:
 - For funerals, the national guideline of 30 attendees (excluding staff and minister facilitating) will be followed.

- For weddings, the national guideline of 15 attendees (excluding staff and minister facilitating) will be followed.
 - For baptisms, the rule of six applies if considered a private service, or if being facilitated within a public communal worship setting, follow the same guidance as a regular service.
 - For other services/worship use (including KFCs) attendance will be restricted to a default of 1m+ between individuals/bubbles.
 - While 1m+ social distancing remains the advice of the Church of England, we will ticket up to 70 attendees for Ashington and Washington. And 50 attendees at the 2m distance Washington service.
 - Team will be kept to a minimum and, in any event, take account of space/numbers as noted above.
- Name, address and phone number of any unbooked attendees who attend on the day where this is space, will be taken by the host and added to the Church Suite record of the event subsequently.
 - Service sheets will be single-use, placed on seats prior to the service starting and attendees will be asked to take them away with them by the service host.
 - All church buildings in use will be fitted with a free-standing hand-sanitising station on entry and a member of the hosting team will be appointed to oversee the application of hygiene requirements and social distancing.
 - People must not mingle anywhere in groups of more than six unless they are from the same household or support bubble.
 - If an attendee exhibits Covid19 symptoms during a service, the service will be stopped and all attending will be advised to proceed directly to their homes, self isolate, and follow government guidelines on Test and Trace.

Children and Youth:

- Children and youth services are encouraged to operate with 'bubbles' of up to 15 children being kept separate from other 'bubbles' at all times.
- Children workers are advised to remain consistent with the 'bubble' they interact with.

Other Precautions:

- On days when the weather is particularly cold, doors may be shut to the church as long as two windows can remain open for the duration of the service to ensure sufficient ventilation. Doors should then be reopened before and after each service.
- Where possible cash donations should be discouraged. Where this is not an option, cash should be collected in a receptacle that is set in one place and handled by one individual. Gloves should be worn to handle cash offerings.
- Food and drinks are not to be given out during services. Where individuals may need a drink or snack they are encouraged to bring their own from home.