



The Christian Community Trustees

#### COVID 19 RISK MANAGEMENT

The Christian Community Trustees recognise their responsibility to priests, congregations, visitors and volunteers to ensure that risks of contracting and spreading Covid 19 are minimised in our properties and during the activities of the congregations.

Each of the congregations enjoys various but differing activities and the buildings used vary in size and facilities very significantly. It is therefore impossible to provide a single risk management procedure to cover all the places. This document with guidance has, therefore been issued to all priests about the topics to be addressed by their congregations when considering re-starting activities. Priests will be asked to confirm to the Meetings Secretary (Philippa Dathan) that these guidelines have been read and acted upon.

Guidelines cover Use of the Building, Cleaning, Physical Distancing, Hygiene, Communication, Test and Trace and Children's Work.

Responsibility for any modifications necessary in the conducting of Services has been passed by the Trustees to the Lenker and the circle of priests. For ease of reference, these guidelines are attached here (Section 8)

June, 2020

## GUIDELINES FOR CONGREGATIONS FOR THE RE-OPENING OF CHURCHES

### 1. USE OF THE BUILDING

#### 1.1. Property rentals

If we rent out our premises to other groups, or host other events, we have to make sure that they are on the list of those permitted by law.

#### 1.2. We need to inform and where appropriate involve any groups that are using the building about these guidelines.

#### 1.3. Capacity

We will need to assess this on the basis of 2 metres physical distancing (1 metre only applies if other mitigation is possible)

#### 1.4. CHILDRENS WORK

1.4.1. Consider size of groups including helpers; groups may need to change

1.4.2. [www.gov.uk](http://www.gov.uk) Planning Guidance for Primary Schools offers helpful, relevant information.

1.4.3. Think about parents' contact with each other during drop off and collection of children.

### 2. CLEANING

2.1. Prior to re-starting activities the building should be cleaned and a cleaning programme which is more frequent than usual may be necessary. This is a good opportunity to ask people to share the job of cleaning!

2.2. Consider providing anti-bacterial wipes for use in the toilets and kitchen; ensure adequate supplies are available for volunteers

2.3. Ventilation is important to disperse germs; open windows as much as possible.

### 3. PHYSICAL DISTANCING

#### 3.1. Questions to Consider

In our property (buildings, car-park, gardens), where will distancing be more difficult?

How can we change these areas so people adhere to safe distancing guidelines? Can we re-organise our building and furniture to reduce the likelihood of spreading the virus?

3.2. Physically arrange communal areas to help people adhere to safe distancing guidelines.

3.3. Provide signage to remind people to adhere to safe distancing guidelines.

3.4. Use more than one exit or entry to reduce numbers in high traffic areas.

3.5. Maintaining social distancing in communal areas, including stairs

3.6. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles and to assist with the circulation of fresh air.

Where you cannot adhere to social distancing guidelines, you should think about:

3.7. Put in place systems such as 'one in, one out' in communal areas, such as toilets, if it is not possible to maintain social distancing or assigning one person per area or staggering use times to reduce the number of people in an area.

3.8. Limit access to kitchens and limit contact between those using the kitchen.

3.9. Setting clear guidance and line of responsibility for the use of kitchen and toilet facilities to make sure they are kept clean

### 4. GOOD HYGIENE

You need to think about:

4.1. Ensuring there is handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.

4.2. Providing hand sanitiser at entry and exit points. People should be able to wash their hands when they arrive and leave.

4.3. Replace hand dryers with paper towels and bins. Bins should have liners and should be emptied frequently to safely dispose of waste.

4.4. Providing hand sanitiser in multiple areas in addition to washing facilities.

4.5. Providing tissues throughout the building.

4.6. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands.

- 4.7. Remind whoever receives collection cash to take particular care of hand hygiene after dealing with cash.
5. COMMUNICATION
- Questions to consider:
- 5.1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak eg in a mailout before we open, and then in weekly updates?  
Who else do we need to share information and guidance with and what is the best way to do it? How will people know when information and guidance is updated? People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
- 5.2. How can we update people in the event of adapting the current guidance?
- 5.3. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
- 5.4. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.
6. TEST AND TRACE
- 6.1. Ensure that all those who use the building know what the current guidelines are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- 6.2. Find an unobtrusive but effective way of recording those attending services. Suggestion: have an usher make a list of names of those we know and ask any newcomers for more details; keep these on paper with the date clearly recorded, so that they can be destroyed after 21 days.
- 6.3. Agree how to inform the Test and Trace service should someone test positive for Covid-19 when in the building.
- 6.4. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
7. CASH DONATIONS
- Cash should be collected in a closed box that is kept in one place and handled by one individual, as opposed to being passed around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues.
8. SERVICES
- The priests will consider these amongst themselves and with their congregations, bearing in mind the guidance from the Government and making an informed decision.
- 8.1. Physical distancing in services
- From the guidelines:  
*All religious practices should be carried out such that adherence to social distancing can be maintained between individuals from different households. This is to reduce the transmission of the virus. There should only be a closer distance when absolutely essential to enable a faith practice to be carried out (for example contact with the faith leader). Time spent in contact should be kept to an absolute minimum.*
- As the Circle of Seven have proscribed making changes to the way we share communion or conduct the Children's' Service, our assessment has to be on the basis that it is essential for us to shake hands with the children and, if we share out communion, to do it in the traditional way.
- 8.2. Communion. Questions around the celebrant speaking over the elements, then the shared cup.
- 8.3. Singing: not recommended.
- 8.4. Other services. There are limits on numbers in the guidelines. Note that there are different guidelines for Confirmations, as they are included within the 'regular' service.

<b>Congregation</b>		<b>Assessment undertaken by</b>
<b>Area of Building Assessed</b>		<b>Date of Initial Assessment</b> <b>Date to be Reviewed</b>

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b> 1 = Seldom 2 = Frequently 3 = Certain or near certain	<b>Severity</b> 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	<b>Risk Rating</b> 1-2 = low 3-4 = medium 6-9 = high priority	<b>Additional Covid-19 Controls - Reducing Risk</b> <i>Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>