



Philip Street Chapel COVID-19 Policy Document

Coronavirus COVID-19 Safe Church Attendance & Building Usage Practices

Version Control

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Purpose

The purpose of this document is to provide instruction for church members, attendees, volunteers and contractors, implementing consistent safety measure in line with the Government's guidelines on protection controls and social distancing measures following the outbreak of COVID-19

Legislation

This COVID 19 Policy document has been reviewed to confirm it complies with the following Coronavirus Act 2020
Compliance with this COVID 19 Policy Document does not, on its own, provide compliance with the legislation listed.

Compliance

This Philip Street Chapel COVID-19 Policy Document is mandatory and must be complied with by all who will be attending services from 01 Jan 2021
Where it is considered not reasonably practicable to comply with the requirements in this COVID 19 Policy Document, permission to comply with a specified alternative should be sought from the Philip Street Chapel Leaders.

Disclaimer

In issuing this COVID 19 Policy Document for its stated purpose, Philip Street Chapel makes no warranties, expressed or implied, that compliance with all or any COVID 19 Policy Documents or other documents Philip Street Chapel issues is sufficient on its own to provide safety or compliance with legislation. Worshippers are reminded of their own duties under legislation.

Supply

Copies of the COVID-19 Policy Document are available on the Philip Street Chapel website and will be sent to all members of Philip Street Chapel via email.
Hard copies of this document will be available on request.

- General policy

- Responsibility

- It is the responsibility of all members of staff, volunteers etc to make themselves familiar with this policy document and agree to comply with the reasonable steps set out in this document
- The elected church leaders will read and approve this document for communication to the Church members & employees
- No additions or changes to policy should be communicated without prior consultation on amendments to this policy (along with risk assessments) and confirmation by the church leadership.
- The church leaders in collaboration with others will ensure that adequate and suitable sanitisation supplies are made available, such as hand sanitizer and anti-bacterial wipes (identifying supplies which also combat viruses).

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- Limit usage of the building
 - We will limit the use of the building for gatherings to once in a 72hr period (e.g. a Sunday Morning and Wednesday)
 - We expect the current cleaning regime to be sufficient to cover the usage as laid out above
 - Any additional usage would require further risk assessment, amendments to this policy document and mitigations such as additional cleaning to be undertaken
 - Extremely Clinically Vulnerable Staff and volunteers as defined by the government ([CEV definition](#))
 - The church leaders undertake to identify employees and/or volunteers who are in the clinically vulnerable or extremely clinically vulnerable categories and advise them not to attend the building where possible or provide adequate protection where this is not possible.
 - Adequate support that could be considered:
 - Additional protective equipment such as screens
 - Ensuring the building has been empty for 48hrs
 - Ensuring there is additional support from members of their own household or bubble.
 - Clinically Vulnerable or Extremely Clinically Vulnerable persons are advised not to attend the building on their own.
 - Employees
 - No employee is expected to attend the building for any purpose if they are self-isolating or displaying Covid-19 symptoms.
 - We will advise employees to avoid using public transport where possible. Where an employee uses public transport to travel to the building we will provide flexibility in start times in order to allow them to avoid travel at peak times.
 - Where they do use public transport they should conform with all requirements, eg wearing face coverings if required, social distancing, etc. In all cases non-essential travel for work purposes should be minimised.
 - High Risk Areas
 - We will ensure that higher-risk high traffic areas of the building are COVID secure by applying appropriate safety precautions, including stressing the need for all attendees to follow good hygiene practice at all times.
 - Toilets usage:
 - Toilets will be supplied with disposable hand towels and suitable wipes, these should be used as instructed.
 - Where possible usage will be limited to one person at a time. Advising that on discovering that the room is occupied a person should return and wait outside and keep your distance.
 - Touch-points must be wiped or sprayed with provided wipes/sprayed after use
 - Effective handwashing must be used following guidance on the provided posters
 - Those with disabilities will be prioritised for use of facilities such as the disabled toilet.
 - Additional guidance
 - We will advise all employees & members to avoid sharing of lifts with those outside of their household or bubble

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● Church Attendees for meetings

○ General

- This COVID 19 Policy document will be applied for Sunday Morning Services. Online Live services will continue to be broadcast for those who may not be able to attend until circumstances change.
- Pre-registration is required to determine how many people will be in church at each service to manage demand and to enable effective contact tracing. This can be done by emailing <booking@philipstreet.org.uk> or calling: (0117) 966 4572 (Roger Page)
- Philip Street Chapel Leaders have the responsibility to risk assess the church venue and to implement control measures to prevent risks linked to the COVID 19 Coronavirus epidemic, in line with the guidelines set out by the UK government, Public Health England, and the NHS.
- Any Music played (with no communal signing allowed at present) will not be played at a volume that makes normal conversation difficult or that may encourage shouting.

○ Roles & Responsibilities

■ Leaders (assisted by Debbie Loosley)

- To risk assess all known and foreseeable COVID 19 risks prior to the commencement of services and that this is clearly documented and understood.

■ Welcome Team

- Clean surfaces that are frequently touched (door handles, light switches, toilets, etc.) using usual cleaning products before, during and after the service as necessary.
- To ensure that hand sanitiser units are functioning and have hand sanitiser at all church entry/exit points.
- Advise attendees with regard to maintaining social distancing both inside and outside when waiting to enter the premises.
- Advise attendees to follow guidance on hand hygiene, conduct registration, direct to allocated seating, advise on the one way system and conduct an orderly exit from the building.
- To ensure that masks are worn by attendees unless they are exempt. Welcome team should be familiar with the government guidance on wearing face coverings and exemptions.

- <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#exemptions>

■ Welcome Team Leader

- To ensure that additional PPE is available (masks & wipes).

■ Audio/Visual Team

- Provide individual mics for use during the service, cleaning before & after use.
- Take responsibility for cleaning the Recording Studio after use.

■ Preacher/Speaker

- Aid with the conducting the orderly exit from the building after the service.

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- Travelling to and from Church
 - Worshipers should not travel to attend a service if you or anyone you live with is showing signs or symptoms of COVID 19 as defined here: <https://www.gov.uk/coronavirus>
 - Worshipers are asked to arrive at the building no earlier than 15 minutes before the service.
 - When using public transport please adhere to the government set rules and regulations concerning use of public transport.
 - Personal vehicles should only be used to carry individuals from the same household or people within the same bubble. (Our understanding is that providing lifts for those without a car is not currently permitted)
- Arriving at church
 - **Please do not attend church if you or anyone you live with is showing signs and symptoms of COVID 19 as defined here:** <https://www.gov.uk/coronavirus>
 - The Welcome Team may verbally check that you have no symptoms. Anyone exhibiting symptoms on arrival will be asked to return home for the online service.
 - Use hand sanitiser provided at the entrance before entering and at the exit when exiting the church premises
 - Sign the register and/or use the NHS track & Trace App on arrival. (See Annex A)
 - Adhere to the one-way entrance and exit as directed by the Welcome Team.
 - Do not congregate with others within the building before or after the start of the church service.
 - Wear a face mask (unless you are exempt)
- Seating
 - Seating has been laid out to allow households to be seated together and to maximize capacity while maintaining appropriate distancing. It is important that seating is not moved to maintain good social distancing.
 - Please sit only where you have been directed by the Welcome Team.
 - Sit at least 2m away from the nearest person unless the person next to you is from the same household or bubble.
- During the Service
 - Always wear a face covering throughout the service (unless exempt, see Government guidance on the use of face masks). Use of face coverings should follow these guidelines:
 - Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
 - When wearing a face covering, avoid touching face or face covering, as it could contaminate them with germs from hands.
 - Change face covering if it becomes damp
 - Continue to wash hands regularly.
 - Continue to practice social distancing wherever possible.
 - Face coverings should be disposed of in the bins provided
 - Avoid moving in and out of church unless it is absolutely necessary and minimise unnecessary hand contact with surfaces where possible
 - Avoid unnecessary visits to any areas of the building especially those which are marked as out of use to reduce the risk of contamination.

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- Avoid use of toilets where possible, when using toilets:
 - Toilets will be supplied with disposable hand towels and suitable wipes, these should be used as instructed.
 - Where possible usage will be limited to one person at a time. Advising that on discovering that the room is occupied a person should return and wait outside and keep your distance.
- Avoid touching your eyes, nose or mouth as much as possible
- Fire Doors will be held open, using only the Fire system integrated door retainers. (Fire doors must not be held open in any other way)
- Conducting the service
 - The Service will be kept as short as practical with the general aim of keeping it under an hour.
 - There will be no singing during the service
 - Microphones will not be shared, be kept to one per person and cleaned by the individual using them and left to be collected.
- Ventilation
 - Windows will remain open to provide ventilation.
 - The heating will be on including fan assisted heating
 - Attendees should dress appropriately anticipating that the building may not be as warm as expected
- After the Service
 - Leave through the side foyer, following those in-front of you, maintain social distancing at all times.
 - Do not congregate or loiter with others within the building after the end of the church service.
 - There can be no physical contact, such as handshakes or hugs.
- Children
 - Children remain the responsibility of parents/responsible adults at all times.
 - Children should be accompanied by an adult to the toilet to ensure hygiene activities are carried out as set out in section 2.6
 - Use of shared items, such as toys or books should be avoided where possible.
 - Those responsible for a child may wish to use the church hall where the service is relayed.
- Additional Sunday activities
 - Baptism
 - Baptism will not be undertaken until a further risk assessment has been completed and this policy document updated in line with government guidance.
 - Communion
 - Communion will not be undertaken until a further risk assessment has been completed and this policy document updated in line with government guidance.
 - Trekkers (Sunday School)
 - No meetings will be held for children at this time until a further risk assessment has been completed and this policy document updated in line with government guidance.

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● Working, Volunteering (members attending) and contractors attending the building

○ General

- This section sets out the coronavirus policies and safety procedures to be followed by Employees and Volunteers. This document applies to all those who would attend the building for purposes other than a service at the church (see section 1). These would include but aren't limited to, Employees (cleaners, pastoral staff), Volunteers (organist, youth workers, deacons etc) and contractors.
- This section sets out how Employees and Volunteers should behave and precautions they must adopt to keep them safe during the Coronavirus pandemic.
- Where an activity is not covered by this document then permission must be sought from the leaders beforehand and an additional risk assessment will be undertaken.

○ Necessary activities

- Where possible refrain from attending the church building if the activity can be postponed or isn't necessary for the work of the church. Clarification on the necessity to enter the building can be sought from the church leaders (by emailing leaders@philipstreet.org.uk, leaders should reply-all to ensure all are aware of decisions taken)
- If more than one person is required to attend in order to perform a function such as cleaning then these should be from the same household or bubble where possible.
- Where it is not possible to conduct an activity within these requirements then:
 - Those attending should avoid sharing small spaces and preferably work in different areas of the building for the duration.
 - The time spent in the building must be kept to a minimum and only for the purpose of undertaking the activity
- Where possible meetings will be held virtually, (e.g. online or phone), such as leaders; members meetings; or pastoral meetings.
- Only essential meetings should be held face to face and must take place in a well ventilated room with appropriate social distancing measures or preferably in an outdoor setting.
- It is not expected that those under the age of 18 would attend the building outside of organised meetings, where this isn't possible then they must be supervised by an adult at all times.
- In order to reduce the risk of multiple groups of people attending the building at the same time a calendar has been set up to track visitors. As church leaders or administrators become aware of anyone attending the building with their permission they are asked to record the visit on the calendar (see Appendix B). It is anticipated that leaders will be responsible for recording contractors and members visiting (with permission) and that the church administrator will record cleaning staff visits.

○ Precautions & Controls

■ Travelling to the Church Building

- Where possible an individual should travel in a Private Vehicle and refrain from sharing the vehicle with others outside of their household or bubble as advised by government
- Where it is not possible then Employees and Volunteers should aim to travel either via Taxi (at their own expense) or public transport, travelling at quieter times of day where at all possible.

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- When traveling on public transport government guidance on safe travel must be followed
- Entering the building
 - Where possible avoid travelling to the building when others are known to be in attendance.
 - Avoid gathering at entrances to the building and maintain social distancing at all times.
 - Register your attendance where possible by using the NHS track and trace app or completing the registration sheet on the church noticeboard.
 - Effective Social distancing (2 meters) must be maintained while in attendance in the building.
 - Masks should be worn if more than one person is in attendance, especially where it is not possible to maintain good social distancing.
 - Hand Sanatiser is provided and must be used upon entry to and exit of the building (or effective hand washing for 20 seconds)
 - Good hygiene procedures must be followed when visiting the toilets, following the hygiene instruction provided..
- Leaving the building
 - Prior to leaving the building you must use the cleaning materials supplied to wipe down any surfaces and touch points (door handles, light switches etc) that you may have come into contact with.
 - Sanitise your hands prior to exit, using the hand sanitizer or effective hand washing for at least 20 seconds)
- Covid infection action plan
 - If an employee, volunteer or attendee at a church service becomes unwell with coronavirus symptoms (a new, continuous cough or a high temperature) we will send them home and advise them to follow government advice to self-isolate and request a test.
 - If an employee or attendee test positive for Coronavirus we will aim to identify individuals who may have been in contact and advise them to self-isolate in accordance with government guidelines.
 - We would consider a pause in our meetings on the premises or enhanced cleaning.
 - Cleaning (further details on cleaning after a known case can be found in the cleaning procedures)
 - A government action plan is provided for outbreaks in churches and can be found here: [small and large gatherings workplace action cards](#)
- Useful resources
 - <https://www.churchofengland.org/resources/coronavirus-covid-19-guidance-churches#na>
 - <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev>

- https://www.baptist.org.uk/Articles/570475/Coronavirus_essential_advice.aspx

Annex A: Template form for collecting consent and contact details for attendees at places of worship

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving [name of place of worship].

In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else.

Thank you for your understanding.

If you agree to providing your information for this reason, please complete the following form:

Name	Tel No	Signature	Date
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