

Christchurch Hitchin

Preparation for re-opening for services after Covid-19 closure

There is just one risk: the transmission of infection from one person to another. There are many circumstances in which this could happen. The trustees seek to mitigate the prospect of any transmission by recognising the risks or circumstances where transmission is possible and introducing mitigating action by the trustees, stewards, facilitators, marshals or worshippers.

Numbers in brackets in first column refer to an earlier mention of the risk in this document

No	Risk/Circumstance	Mitigation and Protocols	Trustees' responsibility	Worshippers' responsibility	Done
A	Before leaving home and before service starts				
1	Cleaning protocol	Establish a protocol for the professional cleaners covering the Bradbury welcome area, lobby, sanctuary and the 3 toilets at the SE end of the corridor. Show planned and actual timing and frequency			
2	What to expect: guidance to members on reducing the spread	Letter to all members or notice in <i>Weekly</i> and/or posted on website	Minister	To read the document	Drafted 9/8/20

	of Covid-19 at Christchurch				
3	Christchurch car park is full	'Car park reserved' board to be sanitised and put out at 1400hrs	Steward, facilitator		
4	Queuing to enter car park	Encourage early arrival	Advice to worshippers	All	
5	Unable to social distance with other people getting out of vehicles	One way system for vehicles (clockwise) and stay in vehicle if spaces either side are occupied by people, not just empty vehicles	Advice to worshippers	All	System determined
6	Unable to maintain social distancing while queuing to enter building	Encourage early arrival and completion of congregants' consent form before leaving home or registration on ChurchSuite (when possible). Social distancing to be observed	Advice to worshippers	All	In letter to members drafted 9/8/20
7	Too much clutter	Encourage congregants not to bring bags unnecessarily	Advice to worshippers		In letter to members
8	Unable to maintain social distancing with other people while walking around the building	Implement one way system in building: entry at main doors, thence to lobby and then enter sanctuary or down corridor as far as working toilets. Thence return route to lobby through the hall.	Signage necessary on floor, walls, doors JGC		Supplier of suitable signs has been identified
9	Touching door handles	All internal doors except to vestry and toilets to be temporarily fixed open	Facilitators using string/rope or wedges	BH or IH	

10	Maintaining social distancing in the sanctuary	To ensure efficient use of arranged chairs, congregants to occupy a suitably sized group of chairs	Stewards to advise congregants. Advice to worshippers		In letter to members
11	Maintaining social distancing in an indoor space	Sit together as household or bubble, minimum 2m from nearest others. No interaction with other worshippers	Trustees/JGC to designate positions for chairs and tape to show location	Worshippers not to move chairs	Chairs rearranged 19/8/20
12	Persons aged over 70 years, self isolators	Discourage attendance but do not forbid	Trustees	All Self isolators to inform stewards	In letter to members
13	Users of wheelchairs that need someone to push them	Each user to have a dedicated pusher and pushers not to be responsible for more than one user. Wheelchairs to be sanitised on arrival at church or, if owned by church, before being taken to MHA blocks to collect worshippers. Wheelchairs to be placed towards back of sanctuary with occupant. If the wheelchair substitutes for a placed chair, the placed chair is to be stacked	Advice to worshippers	Worshippers and pushers	In letter to members
14	Children	Stay with household or bubble	Advice to worshippers	Parents/carers, children	
15	Buggy parking	Leave buggy in vehicle or park buggies along long wall of church hall so that each is accessible without moving another	Advice to worshippers	Worshippers	

16	Hymn books big print Folders Projector fails	Big print facility withdrawn. No folders available. No provision for failed projector. No handouts eg 'Weekly'		Stewards to respond to requests	
17	Sound desk and projection	Fixed bespoke PETg screen between sound desk and body of sanctuary and slideable screen between sound desk and projection desk. No seating between desks and organ	Trustees to provide screens. Operators should wear disposable gloves at all times and not attempt to clean or sanitise the kit.	Screens have been ordered. Fixing promised before the end of August	
18	Transfer of items to other households	No exchanges at Christchurch	Advice to worshippers	All	In letter to members
19	Kitchen	Out of use (qv 31 below)	Advice to worshippers	All	
20	Toilets (some or all)	Deep clean before service and hourly after the first. Appoint a H&S steward. Provide sanitising station at entrance to toilet: this to be used on entry to the toilet and, if hands not cleaned in water for 20 seconds (with liquid soap), on exit. One person for 3 toilets to marshal 'one out, one in'. Hand driers are acceptable. Tape on floor to show positions for 3 or 4 to queue.	Advice to worshippers Trustees to appoint facilitators. Facilitators JGC to tape floor JGC to prepare	All	

		Cleaning schedule to be displayed locally and updated as cleaning is carried out			
21	Coat pegs	Out of use. For the duration of the service, worshippers to store their coats under their chairs in the sanctuary	Advice to worshippers	All	
22	Offertory	Provide receptacle at entry, treasurer alone to handle notes and coin and count contents wearing disposable gloves	Stewards	All, treasurer	
23	All to sanitise	Provide 5 sanitisation stations at entry points and toilets in corridor and encourage their use	Advice to worshippers	Worshippers may prefer to bring their own sanitiser	Models of dispensers identified. Dispensers to be at toilets and at following entry points: top of ramp, main doors, Lideta lounge, Silver Birch, vestry lobby
24	Run out of sanitiser	Appoint someone to oversee supply of sanitiser	Trustees		Val Higgs
25	Wearing masks	All congregants must wear masks in church unless they are exempt. This applies whether the social distancing is 2m or 1m as people are in confined space for about 40 mins. Trustees to confirm that	HMG requirement. Trustees have agreed that 2m is viable as the social distance. Trustees to provide small supply of	All	

		<p>2m is viable in our sanctuary as it provides nearly 50 seats for congregants.</p> <p>Trustees to provide disposable masks for worshippers who forget to bring their own.</p> <p>Children under 10 and clinically vulnerable adults can be exempt.</p> <p>Preacher, worship leader, reader, prayer leader not required to wear masks when in role</p>	<p>disposable masks.</p> <p>Advice to worshippers</p>		
26	Max capacity	Recommended at 51			
27	Brass and wind instruments (portable)	Permitted by HMG from 14 August 2020 (qv 28 below)		Instrumentalists	
28	Strings and percussion	<p>Permitted but musicians must observe social distancing, stay with instrument, probably without facing conductor/director. No need for screen is assumed.</p> <p>Musicians to clean their music stands before and after service. No sharing of equipment or papers</p>	<p>Need to measure and mark out space.</p> <p>Sanitiser on proscenium arch</p>	Instrumentalists	
29	Door handles, light switches	All to be sanitised before service and after	Facilitators		
30	Food	None allowed on premises		All	
31	Drinking water	Worshippers to bring their own bottled water, at their choice.		All	In letter to members

		Leader to provide own glass/bottle for lectern			
32	Preacher's visual aids	Preacher to sanitise visual aids and not to permit congregants to touch the aids		Preacher	
33	Not keeping to social distancing	Stewards gently to remind worshippers of need to follow stipulation. Worshippers not to adjust configuration of chairs	Stewards Advice to worshippers		In letter to members
34	Handshaking and hugging	Neither allowed in church nor car park		All	
35	Singing	Prohibited by congregants. Choir and instrumentalists may sing		All	
36	Items of clothing left	Any left to be removed to designated place	Trustees, stewards	All	
37	Pigeon holes, post	Out of action		All	
38	Tea towels	Should be no need to use		All	
39	Personal clothing	No restriction on fabrics		All	
40	Bare feet	Socks or similar to be worn		All	
41	Cycles	Not to be chained to those of other households. Owners to sanitise cycles before riding away. Observe social distancing when securing and unlocking cycles		Cyclists to provide their own sanitiser	
42	Pens	All to bring their own. No borrowing permitted	If Recorder lends pen, pick with wipe on return. Consider wearing gloves	All	

43	Tissues	Bring your own; once used keep in plastic container or sealable sandwich bag and take home.	Trustees	All	In letter to members
44	Worshippers may not have read <i>Weekly</i>	Cannot guarantee all worshippers will have read <i>Weekly</i> . Since paper copies sent by post to those without internet access, do not provide paper copies at entrance			
45	Consent forms	Contact details of all who attend to be recorded and retained for 21 days. Welcomer to have spare pen and to sanitise it after each use by worshipper	Trustees, welcomers	All	Senior door steward advised
46	First aid kits	To be sanitised after use		User	
47	Soft toys and play area	To be closed		All	
48	Lack of ventilation is risk to a group of people meeting in an indoor space	Windows and doors to be opened before scheduled start of service and kept open so far as possible during service. Fans do not ventilate, they circulate. Implications for retaining heat to be considered in winter	Stewards, facilitators		
49	Rest of building	Out of bounds		All	
50	Umbrellas	To avoid confusion or transmission of infection when recovering umbrellas, do not bring umbrellas to church		All	

51	By opening glass screen to the lobby extending sanctuary to include hall to accommodate large number of congregants	Trustees to decide if this should be permitted. Possible seating for an additional 6 persons	Trustees to agree; stewards to effect		
52	Limit of numbers attending	Implement a booking system. Develop criteria for admission and exclusion and date and time for cut off. Welcomer to inform potential worshippers that space is full	Trustees, JGC, DR	All	Initial booking system agreed; further development proposed
53	Loss of social distancing in sanctuary	To denote prohibited areas tape (red/white) floor area around organist's bench, piano stool and lectern to show where congregants should stay clear. Preacher to get from lobby to lectern by hugging boundary to organ and piano, or by exiting through the pink lounge and re-entering at external door to sanctuary by car park ramp. Tape (blue) individual or groups of chairs for households or bubbles. Mix of 1-5 per group to be based on results of poll of members. Mix to be changed as necessary in light of bookings.	Trustees, JGC		Andy Mills and JGC 4/8/20

		No need for marking prohibited area near to sound desk because of screen being fitted			
54	Cloth covered chairs	To be removed or taped off with red/white tape	Trustees, JGC		
55	Where to go, which way to go	Find potential supplier of Covid-19 related notices on entry points, exits, one way routes and toilets	JGC to order and position		Potential supplier identified
56	Flower arrangers	To work on their own, if possible		Arrangers	Agreed way forward
57	Members to read risk assessment	This risk assessment to be available to members on church website and sent by post to those without internet connections well before 06 September. Advertise availability in <i>Weekly</i> 21/8/20			
58	Impact on fire evacuation	Use all exits	Trustees to approve		
B	At the service				
59[11]	Sitting too close to others	Sit together as household or bubble, 2m from nearest others, adjustable to 1m if 2m judged non viable	Trustees to designate positions for chairs	Worshippers not to move chairs	
60[14]	Children	Stay with household or bubble		All	
61[25]	Wearing masks	Masks to be worn whatever the spacing as people are in confined space for about 40 mins		All	

62	Preacher moving around sanctuary	Floor tape to show area within which preacher must stay	Trustees, JGC		
63[47]	Soft toys and play area	To be closed and taped off	JGC	All	
64[48]	Lack of ventilation	Windows and doors to be kept open so far as possible during service. Fans do not ventilate, they circulate. Implications for retaining heat to be considered in winter	Stewards, facilitators Trustees	45	
65[49]	Rest of building	Out of bounds		All	
66	Items of clothing left	Leader to remind worshippers to take home their personal belongings.			
C	Post service				
67	Leaving church	Worshippers to remain seated at end of service. Leader to remind worshippers of need to observe social distancing. Space marshals to indicate to worshipers the order of exit and encourage quick departure. This to avoid crowding at pinch points of exits. Exit by piano for those at front of sanctuary. For those near the lobby, exit from sanctuary through doors near sound desk and near vestry and exit church through pink lounge allowing a reasonably fast egress	Space marshals Pianist	All	

68[33]	Not keeping to social distancing	Stewards gently to remind worshippers of need to follow stipulation	Stewards		
69[18]	Items for other households	No exchanges at Christchurch, in building or car park	Advice to worshippers	All	
70[19]	Kitchen	Out of use	Advice to worshippers	All	
71	Toilets (some or all)	Deep clean after service. Perhaps appoint a H&S steward.	Advice to worshippers	All	Professional cleaners?
72	Sanitisation stations	Move portable dispenser	Trustees		Where to be located?
73	Door handles and chairs	All door handles to be sanitised after service. Chairs to be sanitised after service or area designated 'restricted access' for following 48 hours	Facilitators		
74	Christchurch-owned wheelchairs	Sanitise wheelchair on return to Christchurch with empty wheelchair	Pusher		
75[34]	Handshaking and hugging	Neither allowed in church nor on church premises outside		All	
76	Items of clothing left	Any left to be removed to designated place being coat pegs in corridor adjacent to lobby	Trustees	All	Where to?
77[37]	Pigeon holes	Out of action		All	
78[38]	Tea towels	Should be no need to use		All	
79[46]	First aid kits	To be sanitised after use		User	
80[49]	Rest of building	Out of bounds		All	

81	'Car park reserved' sign	'Car park reserved' board to be returned to lobby and sanitised	Steward, facilitator		
82	Sound desk and projection	Screens to be cleaned after service	Operators	IH	
83	It won't be right	Revise and update this document in response to changes in regulation from HMG or MCH and in the light of experience	Consultation with TOG JGC		
D	Other times				
84	Private prayer	To be supervised. Consider designating a few chairs for this purpose, grouping them and labelling them appropriately. Clean before and after each use	Trustees		Record use in Welcome area (name, date, times of entry and exit)
	JGC 20200820v7				

HMG = Her Majesty's Government; MCH = Methodist Church House or Trustees for Methodist Church Purposes; TOG = Trustees Oversight Group