



## SAFETY GUIDE TO FOLLOW WHEN THE CHURCH BUILDING RE-OPENS

### Easing of the Lockdown provisions

- I. The Government has now given the all clear for religious services to start taking place as from 4 July 2020, provided that religious establishments can operate in a COVID-19 compliant way. Limits for communal worship should be decided on the basis of the capacity of the place of worship following a risk assessment (see government guidance **Section 5 'Restrictions on capacity'**). The numbers that we can currently accommodate, based on the 2 metre social distancing rules are 110, as identified by our risk assessments for the sanctuary.
- II. Social distancing should be strictly adhered to (see government guidance **Section 5 'Social distancing'**). We will be required to ensure that all attendants are kept safe within the building. We are required to ensure that there is a safe method of operating that will reduce the risk of infection and that there are a range of signs which are both informational (e.g. single points of entry and exits) and mandatory signs (flow direction and two metre distancing) within the buildings. Additional restrictions such as choral and congregational singing, playing of wind instruments and any shouting will not be allowed due to the potential of spreading the virus beyond 2 metres. So, this indicates that we cannot operate in the same way as we are previously used to.
- III. The government states that managers of places of worship will have discretion over when they consider it safe to open and should decide to remain closed if they are not able to safely adhere to the COVID-19 guidelines. See **guidance for reopening Places of Worship**.
- IV. Managers are strongly advised to take action to minimise the potential for spreading of COVID-19 among worshippers, and those working/volunteering within the building and surrounding grounds. It is for these reasons the following processes will now take place until full restrictions have been eased or until a safe vaccine has been recommended by the Department of Health.
- V. Your safety is our paramount concern. Please rest assured that specific measures we have put in place are to ensure your safety. In order to protect you and your fellow members, we ask that you strictly follow the processes outlined in the following pages.



## THE SANCTUARY - 179 HIGH ROAD WILLESDEN

### Church Opening

- 1) For the criteria to start attending services after an absence due to COVID-19, please visit this NHS page for full details. In essence we will advise the **clinically vulnerable NOT TO** attend Church for the time being, until full restrictions have been eased or until a safe vaccine has been recommended by the Department of Health.

#### **Clinically vulnerable people may include:**

- A. Solid organ transplant recipients.
- B. People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- C. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD).
- D. People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
- E. People on immunosuppression therapies sufficient to significantly increase risk of infection.
- F. Women who are pregnant with significant heart disease, congenital or acquired.
- G. Other people have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions.

For more information about who has been classed as clinically extremely vulnerable, please visit the **NHS Digital website**.



## Attendance Management

- 2) We will operate a strict entry procedure, in line with our COVID-19 compliance risk assessment. As a temporary measure, we intend to operate a phased re-entry process. It will include operating some aspects of the on-line service from the Church, with attending worshippers through to the maximum number of 110 as identified in our risk assessment. No more than 110 people will be able to occupy the building until we have a safe method of operation for increased numbers.
  
- 3) This will be increased implementing the one metre plus rule, as we get better at managing the situation. As a temporary measure, entry will be allowed and confirmed through a new booking system via this link: <https://docs.google.com/forms/d/1EExorSj7TYnuguxiPUO1qds7Mt41egIPjDqg8A0vbpo/edit>. Members will **not be able to book more than one meeting at a time**. The security team and the greeting team will be made aware of who have booked and whether there will be spaces left. Consideration will be given to hold another meeting (at least an hour later to allow for sanitising/cleaning of the building interior surfaces) if there are sufficient numbers of service personnel to facilitate another meeting. You will not be let into the building if you have not received a confirmed booking.

## Flow Directional Management

- 4) Once it has been confirmed that you have a valid booking, you will be temperature checked to ensure you do not have a fever at 38C or over. If your temperature is 38C or over, you will not be allowed to enter the building. Should you pass the temperature check, please follow the advice of the greeters/ushers and comply with the signage and markings (flow directional management) as displayed within the Church. There will be a one way in and one way out policy which must strictly be adhered to.

## Personal Protective Equipment

- 5) WNTCG advise that face masks must be worn on site, to protect yourself and others. Please ensure that you have some form of personal protective equipment (face covering/masks and disposable gloves and hand sanitiser gel). Wear something that covers your nose and mouth when you are out in public. A cloth face covering should cover your mouth and nose while allowing you to breathe comfortably. It can be as simple as a scarf or bandana that ties behind the head. **[CLICK HERE](#)** FOR INSTRUCTIONS ON MAKING A FACE MASK. If you do not have a face mask/covering one may be supplied at the point of entry. Gloves – if possible, wear disposable polyurethane gloves and



dispose after each service. Hand sanitisers will be available to use from the front entrance and at various places around the Church buildings.

## Signage and markings

- 6) There will be a range of signage and markings within both buildings. For example, there will be a door into the Sanctuary which will be clearly signed as “Entrance” on the left-hand side outer door. On the inside of that door will be a “no-entry” sign, meaning you have to go around the church to get out of the building. Similarly there will be directional flow signs on the floor so people can see where movement flow will be permitted. Two metre social distancing tape and signs will be displayed throughout the building. Sanitiser stations will be highlighted throughout the building. Ushers will be available to guide you throughout the buildings.

## Maintaining Social Distancing

- 7) To stop the spread of coronavirus (COVID-19), you should avoid close contact with anyone you do not live with. This is called social distancing. Do:
  - Stay at least 2 metres (3 steps) away from anyone you do not live with (or anyone not in your support bubble) when outside your home
  - Do not touch your eyes, nose or mouth if your hands are not clean
  - Wash your hands with soap and water often, or use the sanitiser within the church. Wash hands for at least 20 seconds
  - Use hand sanitiser gel if soap and water are not available
  - CATCH IT, BIN IT, KILL IT – Carry tissues with you to cough or sneeze into. Dispose of it as soon as you can into any of the waste bins on site.

FOR MORE DETAILS [CLICK HERE](#)

## Use of Facilities in the Church

- 8) Given the two-metre rule, only three people at a time can use the downstairs male and female toilets. An usher/security personnel will be available to assist members. This also applies to the parent and baby rooms in the building. The first aid team will also make use of the parent and baby rooms should a medical emergency arise.

## Church Services Administration

- 9) This will be informed by the Church Services Co-ordinator and advertised when it is available.



## **Giving Your Tithes and Offerings**

- 10) WNTCG advises that you make online payments as the preferred method of giving your tithes and offerings. If you do not have the facility to pay online, then WNTCG advises that you should use the tithing envelopes when donating cash. The tithing envelopes should be placed in the security boxes on the rostrum at either side of the steps.

## **Cleansing and Sanitising the Church**

- 11) The Church will be cleansed more regularly throughout the week. A deep clean will occur before the building is re-opened, and after each service, sanitisation of hard surfaces will take place. This will be required for both buildings and hirers will be required to clean up and sanitise after their use.

We have conducted a comprehensive risk assessment of our buildings in line within the current government guidelines. We have put a number of measures in place to ensure everyone safely enjoys being back at church.

Building Sub Committee  
2 July 2020