

Task

Church services within Emmanuel Methodist Church building (Covid-19)

Applicable to where activities have been agreed by Emmanuel Leadership team only. All other activities are unable to meet until further notice and MUST NOT be held.

And read our current Covid 19 Risk Assessment

Personnel at risk from this task

Employees, volunteers, church members, visitors, renters, cleaning staff, vulnerable groups*

** Older people, pregnant workers and those with existing underlying health conditions are more likely to be at risk*

ADDITIONAL INFORMATION AND STOP/LOOK/ASSESS GUIDANCE REMINDER

NB The use of face coverings is mandatory in line with latest Government guidance

- **If you are attending Emmanuel Methodist Church (EMC) for any reason you must follow the procedure outlined in (1. Before you enter the building – p.2)**
- Are you experiencing any symptoms of Covid-19? If so you must return home immediately, do not enter the building, contact Cameron Stirk – thestirks@tiscali.co.uk
- Have you been on holiday to any of the countries in which you need to quarantine on return? If yes, and you are within the 14 day quarantine period please do not enter the building until after 14 days from when you returned from holiday. <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england> If a country is NOT on this list then anyone traveling to and from that country will need to quarantine for 14-days upon return. It's also important to note that if anyone is going on any long haul trips to an exempt country (say, Australia) but makes a change at another airport in a country not exempt (say, Russia, UAE, China or USA) then they will need to quarantine, even if they only transfer flights.
- **If you are in doubt about any safety issue, please immediately consult the EMC Leadership Team (ELT)**

1. **During Covid 19 conditions, we have set maximum numbers of which can be on site, depending on the reason:**

Room	Capacity at 2m apart	Capacity at 1m apart
Upper Hall	27	54
Sanctuary	46	
Lower hall	36	72
Room 1	3	6
Room 2	3	6
Room 3	6	12
Room 4	6	12
Computer room	not in use	

For the purpose of church services, with the sanctuary wall open as planned, capacity will be between 76 and 98 people. We will allow not more than 98 people on site, including those running the service in any way.

You should limit the time of your visit to as short a duration as possible. Only attend for the service and leave. No ad-hoc meetings or groups can be held without prior approval. You will only be allowed on site for the allotted time you are booked in for. People will be asked to leave immediately after the group has finished to avoid overrunning to other groups.

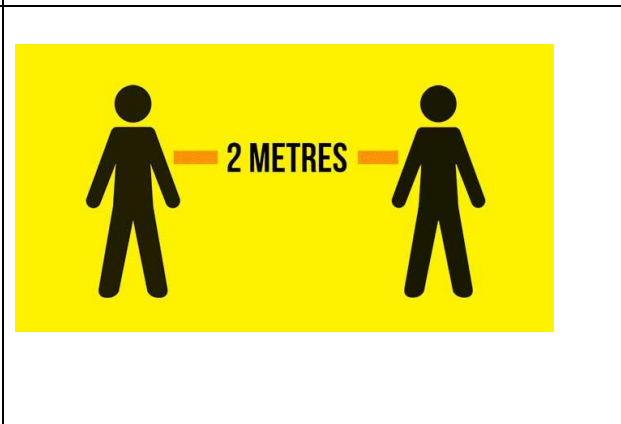
Before you go to EMC:
If you are attending a service, please follow these steps.

- Check for any additional or updated information published about the service or safety on www.emmanuelbarnsley.co.uk or via your pastoral contact if you do not have access to the internet.
- If the service is running, please ensure you bring a mask with you. If you do not have a mask you will be refused entry.
- Please bring as little items with you, to avoid contamination. This includes large bags, additional bags or equipment. You may be asked to leave these outside the sanctuary on arrival if you do.
- Please bring your collection in a sealed envelope. These can be placed on entering the sanctuary or on exiting. A collection plate will not be passed around. Alternatively, please collect one of the direct debit forms from the entrance to avoid bringing cash to the building.
- Other items that it would be useful, but not essential for you to bring include:
 A pen – for signing in or filling in forms
 Own hand sanitiser – for own use only. This will be provided, but you may be more comfortable with your own
 Your own bottle of water – no access to the kitchens will be allowed
- You **MUST** follow this procedure to enable us to adhere to the Government's current Track and Trace procedures.
- These guidelines apply to all visits.





2. **Arrival at EMC**

- Those assisting with the service or facilitating covid protocols should arrive for 9am. If arrive sooner you will be asked to wait on the road as the building should only be opened one hour prior to the service.
- Arrivals to attend the service will only be allowed from 9.30am. anyone arriving before this time will be asked to leave or wait in their cars on the road. This is to allow preparatory works to be completed the hour before the service. This cannot be done any sooner than this.
- If arriving by car, please park on the road, and walk into the church grounds. Please be courteous to our neighbours. The car park is out of use, except for those disabled members, who can be dropped off in the upper car park and park either on the



	<p>back row (clearly signposted) or in the lower parking spaces. Car park stewards will be on hand in high vis vests to help you</p> <ul style="list-style-type: none"> • If arriving on foot please make your way to the upper car park using the steps to go up (these steps are one way and can only be used to go up. To return to the lower car park please walk down the ramp. • Ensure you have a face covering on as you enter the church grounds – including car park and queue • Please join the queue on the upper car park, adhering to social distancing at all times. A track and trace steward identifiable in a high vis vest will take your details whilst you are in the queue and confirm that you have no covid-19 symptoms. • On entering the queue please take a copy of our safety measures should you need it. • Ensure that you thoroughly read all information and signage when entering the building. • You MUST follow all of the current guidance, signage and one-way system in place and practice social distancing at all times. • The welcome Stewards will be on hand when to enter the entrance area. • Immediately upon arrival wash or sanitise your hands following the procedure set out in (3) below. • After sanitising a service steward in a high vis vest will ask you some questions to enable us to seat you appropriately. You can sit with your household members, or your social bubble. You cannot sit with those outside of your household or bubble. Where possible we will seat you together. But should this not be possible, we will sit you where social distance can be maintained and space can be maximised. This is the choice of the steward. • The steward will take you through our one way entry system into the sanctuary and we will fill up from the front. • A basket will be available at this point to place collection gifts in. this must be in a sealed envelope – if it isn't please collect an envelope at this point and place it in the basket on exiting the building • Seating will be with at least 2 metres distance away from others. You MUST maintain this distance at all times. • If we are over capacity, the stewards will let you know, and this will mean you will be unable to attend the service this week. • At the start of the service a safety message will be presented – please ensure you listen to this. • Should you need to leave the sanctuary at any time from this point please use the exit doors and follow the one way arrows on the floor. You should exit your seating row to the left, and exit the building through the exit doors to the front of Church. 	
<p>3.</p>	<p><u>Hand Washing and Hygiene</u> (also see 6.Welfare Facilities)</p> <ul style="list-style-type: none"> • The Church will have been cleaned prior to our use, or will have had no people on site for at least 72 hours, ensuring all covid-19 related risk reduced. • Sanitising dispensers are available at all entrance and exits • On entering the building you will be directed by a welcome steward to the sanitising stations to use • You are reminded to wash your hands on a regular basis for 20 seconds with water and soap and to ensure the use of disposable paper towels or use hand sanitiser frequently • Disposable paper towels ONLY are to be used for hand drying to prevent the spread of water droplets which may promote cross-contamination 	<div data-bbox="1139 1476 1375 1617" data-label="Image"> </div> <ul style="list-style-type: none"> • Hand washing guidance is available here: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Volunteers or those working on behalf of EMC are encouraged to protect the skin by applying emollient cream regularly: https://www.nhs.uk/conditions/emollients/

<p>4.</p>	<p><u>EMC Etiquette</u></p> <ul style="list-style-type: none"> • Please minimise belongings brought into church and ensure that you take ALL belongings with you at the end of every visit • You should not use any room signed as being 'Not In Use' and should only use rooms you have been asked to use by the steward • Please do not use any meeting room or other communal area unless this is unavoidable. • Toilets are out of use except for emergency use of the toilet facilities – via the disabled toilet only • The lift is out of use • No one should access the downstairs area unless in an emergency • 	
<p>5.</p>	<p><u>People displaying Covid-19 Symptoms</u></p> <ul style="list-style-type: none"> • DO NOT enter the building if you are displaying any Covid-19 symptoms • Remember to catch coughs and sneezes in tissues (Catch it, Bin it, Kill it) and avoid touching your face, eyes, nose or mouth with unclean hands • If you develop a high temperature or a persistent cough while at EMC, you must: <ul style="list-style-type: none"> ○ Return home immediately ○ Avoid touching anything ○ Follow Catch it, Bin it, Kill it ○ Follow the guidance on self-isolation and do not return to the building until the period of self-isolation has been completed ○ Contact Cameron Stirk on the above email 	
<p>6.</p>	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Enhanced, frequent cleaning and disinfecting of objects and surfaces that are touched regularly is in place; particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods • Cleaning will take place before each service and before any other group use the area if it is within 72 hours • Rigorous checks will be carried out by ELT to ensure that the necessary procedures are being followed 	
<p>7.</p>	<p><u>Welfare facilities</u></p> <ul style="list-style-type: none"> • Toilets are out of use, except in emergencies • For emergencies the disabled toilet is available • We are operating a single use system for toilets • These must be disinfected before and after every use by each user, utilising the wipes provided • No drinks facilities are available on site. You will need to bring all drinks from home. • All rubbish should be put straight in the bin and not left for someone else to clear up 	<ul style="list-style-type: none"> • Please limit your visits to the building, only remain in the building to complete the task(s) you have been approved for and avoid leaving and re-entering the building wherever possible.
<p>8.</p>	<p><u>Before leaving EMC</u></p> <ul style="list-style-type: none"> • At the end of the service please remain seated and wait for the announcement to leave the building. • A service steward will facilitate the exit of the building, which will be like on a aeroplane flight, starting with the back and exiting through our exit door. • When your row is called to exit, please exit your row at the left, follow the stewards, and make your way to the front door. Place your gifts in the basket provided if not already done so. Use the hand sanitiser on exit. And move swiftly to the car park, exiting the church grounds immediately. No groups of people can congregate in the church grounds. • Ensure social distancing is adhered to at all times. 	

	<ul style="list-style-type: none"> Ensure all personal items are removed and any waste items are placed in the appropriate disposal unit/waste bin. 	
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Personal Protective Equipment			
Footwear (steel toe and midsole)	No	Clothing	No
Head Protection	No	Respiratory Protection	No
Hand Protection	Hand washing regime	Eye Protection	No
Face protection	Masks to be worn at all times		