



## RETURNING TO CHURCH SAFELY

The PCC has completed a Risk Assessment on the re-opening of the church building after lockdown. This has led to precautions being put in place to make the building “Covid-19-Secure”, following guidelines set down by the Church of England.

These precautions are being taken to provide protection to those attending public worship in the building. It must be stressed that anyone attending worship does so at their own risk and will be expected to follow the standard practices as set out in this document.

### IF YOU WANT TO COME TO A SERVICE AT CHURCH

1. Social distancing means that the number of people who attend a service needs to be limited.
  - a. The Covid-safe capacity of the church is **30 people**, plus the service leader(s).
2. If you want to come to a service, you **must “book in”**.
  - a. This needs to be done each week.
  - b. **Sides-people** must also “book in”.
  - c. Booking in can be done in one of the following ways :
    - i. By sending an email to [stmarygoodshaw@yahoo.com](mailto:stmarygoodshaw@yahoo.com). **THIS IS THE PREFERRED METHOD**
    - ii. By sending a WhatsApp message to 07825 379 645.
    - iii. By sending an SMS message to 07825 379 645
    - iv. By telephoning 07825 379 645. Note : This method should only be used, if you do not have access to any of the other three ways of booking in.
  - d. When booking in, please provide the names of all those who will be attending with you.
  - e. Within 48 hours, you will be sent a confirmation of your booking, together with a pew seat number, which has been allocated to you for the Sunday in question. (A Seating Plan can be found at the end of this document.)
    - i. If the maximum capacity has already been reached before your booking, you will be offered the opportunity to book for the following Sunday.
3. Current advice is that people, who are “shielding”, SHOULD NOT attend church.
4. People who
  - a. have any of the recognised symptoms of Covid-19,
  - b. who are awaiting the result of a Covid test, or
  - c. who have tested positive for Covid-19 within the past 14 days SHOULD NOT attend church.
5. People who are self-isolating for any reason SHOULD NOT attend church.

### COMING TO THE SERVICE

1. Please be aware that some of the separation distances inside the building are less than two meters.
  - a. **Please remember to bring your own facemask. Unfortunately, we will have to refuse entry to anyone who does not wear a facemask. This is for the protection of the other members of the congregation.**
2. We operate a Test and Trace scheme, in order to be able to react quickly to any local outbreaks of Covid-19. We will be keeping a register of contact details of those attending services. This obviously has GDPR implications, so we would ask that you **complete the attached consent form**, so that we can keep your details on file for three weeks. The information will not be used for any other purpose than the NHS Test and Trace scheme. It will be destroyed after 21 days.
  - a. **Please bring this form with you on your first visit to church after completing it.** The form only needs to be completed once. If you have previously filled one in, we will still have it on file.
3. **If you do need to use the toilet, please do follow the written instruction regarding hygiene before and after your visit.**

### ARRIVING AT CHURCH

1. The church door will be opened **15 minutes before the service starts.** (i.e. for the 11:00am service, the door will be opened at 10:45am)
2. Please observe the **one-way system** by only using the **main church door** (on the South side of the building) to enter the church.
3. **Social distancing** is in operation at church, so **please observe the floor markings** both outside and inside the building, in order to maintain safe distances. With the limited numbers, the queue shouldn't be too long !

### WHEN YOU ENTER THE CHURCH BUILDING

1. Please **put on your facemask, before you enter the building.**
2. REMEMBER TO KEEP YOUR DISTANCE FROM OTHER PEOPLE ! The aisles have been marked with tape at 2-meter intervals.
3. The **first** place to go, when you enter the Parish Room, is the table in front of the kitchen (Table 1 on "plan"). **Please use the hand gel provided** to sanitise your hands.
4. Once your hands are sanitised, move down the table and provide your **name and contact number** to the duty sides person.
5. Cross the room to the other table (Table 2 on "plan") and **collect a pouch of service sheets.**
6. Please do this as quickly as possible. Others may be waiting outside to come in !!
7. **Proceed to your allotted pew, following the one-way system.** (See plan of church, below.)
  - a. Seating will be **two people or one bubble per pew.** Please maintain a **sensible distance** between yourself and the other person in the pew – and with those seated in the pews diagonally close to yours.
8. When moving around the church, please do try to **avoid touching doors, pew ends and other surfaces.**

## THE SERVICE

1. Please **remain seated for the whole service**. Of course, if we are celebrating Holy Communion, you will need to come forward to receive Communion.
  - a. Notes on receiving Holy Communion :
    - i. Only the bread will be distributed. This will be done from the bottom of the chancel steps. (Near to the Lectern)
    - ii. Please come forward, when asked to do so by a sides person.
    - iii. Please accept the wafer, then return to your pew, before taking it.
    - iv. Remember to move your mask in a safe way. – i.e. by removing it from one ear, rather than by pulling the fabric down from your face.
    - v. Please follow the **one-way-system** to return to your pew.
2. Until further notice, we are not allowed to sing in church.
3. When it comes to “The Peace”, please avoid rapid movement and just wave to people (or wink !!).
4. Please say the responses softly !!!

## WHEN THE SERVICE ENDS

1. At the end of the service, please **remember to maintain you social distancing** as you leave the building.
2. The duty sides people will indicate when each pew should leave.
3. The **exit will be through the choir vestry door**, next to the font.
4. Please **place your service sheet back in the pouch provided and place it on the front pew** by the lectern before leaving.
5. There is a plate for any **cash offerings** next to the choir vestry door.
6. Please **follow the one-way-system** to get to the Exit.
7. In the choir vestry, **please sanitise your hand with the hand gel before leaving the building**.
8. Please refrain from socialising outside church. We have been asked to remind people of this, as it is still illegal.

We realise that there are a lot of “instructions” here, but please do rest assured that they have been put together with one thing in mind – the safety of everybody who attends a service.

The PCC would like to thank you in advance for all your co-operation in helping us to worship in safety.

May God bless you all.

# ONE-WAY SYSTEM

