

Checklists of protocols to mitigate COVID-19 risks for use of the premises of Ashford Baptist Church (ABC)

The following protocols are compiled based on the Risk Assessment written to mitigate COVID-19 risks for use of the premises of Ashford Baptist Church. In case of conflict of information, Guidance from HM's Government will prevail over the Risk Assessment, which will in turn prevail over these protocols.

An ABC Trustee or a Designated Person by an ABC Trustee

- The maximum safe number of people in the sanctuary is 34, including ministers and the worship team. This number may be greater, but only with approval by a Trustee before the start of the meeting/gathering.

Approval for an activity/group to take place on the premises

	Initial when completed	Date of completion
To provide a risk assessment template for an Activity Leader to complete for a specific activity/group hoped to be taking place on the premises		
To agree with the Activity Leader on the safe number of people being present on the premises at any one time over the course of meeting/gathering, and any measure(s) to enforce this		
To agree with the Activity Leader on the seating arrangements that are in line with 2m distance between households		
To agree with the Activity Leader on general protocols to be followed by all attendees		
To agree with the Activity Leader on additional COVID-19 risks and mitigating strategies		
To approve the risk assessment for each activity/group if it meets <u>all</u> of the following <ul style="list-style-type: none"> • All relevant requirements in the general ABC risk assessment; • Any additional requirements from an alternative organisation to which the group belongs; • Includes a satisfactory plan of seating arrangements and arrangements of chairs and tables • Any additional COVID-19 risks and mitigating strategies agreed with the Activity Leader 		
A copy of the risk assessment for a specific activity/group to be filed with ABC		

Contractors to work on the premises

	Initial when completed	Date of completion
To complete a Contractor Checklist jointly with an ABC Trustee for the specific set of jobs to be performed on the premises		
To agree with the Contractor on general protocols to be followed by all members of the Contractor		
To agree with the Contractor on additional COVID-19 risks and mitigating strategies		
A copy of the Contractor Checklist to be filed with ABC		

Preparation for an activity/gathering

	Initial when completed	Date of completion
To make the Activity Leader / Stewards aware of the location of spare face coverings		
To make the Activity Leader / Stewards aware of the locations of hand sanitiser		
To make the Activity Leader / Stewards aware of the location of the register of entrants		

Regular ongoing measures

	Initial when completed	Date of completion
To arrange cleaning, waste disposals and replacement of bin liners to be undertaken by designated person(s), e.g. Activity Leaders, Stewards, as per the Cleaning Protocol (which includes appropriate handling of waste)		
To make designated person(s) aware of locations of cleaning products and new bin liners		
For designated person(s) to complete the Cleaning Checklist		
To coordinate a timetable so that, between use of the premises by 2 different groups, there is either cleaning of premises or a period of non-use for a minimum of 72 hours		
To liaise with activity leaders so that each gathering is timetabled as above		
To check stock level of spare face coverings and replenish		
To check stock level of hand sanitiser and replenish		
To check stock level of bin liners and replenish		
To manage registers for all entrants to the ABC premises, including appropriate filing of historical records and addition of pages		

In the case of COVID-19 known to have entered the ABC premises

	Initial when completed	Date of completion
Close the premises to all activities/gatherings until the following actions have been completed as a minimum		
Use the register of entrants to inform the Government's <i>Track and Trace</i> organisation about all those who may have been in contact or close proximity with the COVID-19-positive person.		
Instruct all relevant Activity Leaders / Stewards that all activities/gatherings cannot take place on the premises until further notice		
Arrange cleaning of the premises as per the cleaning protocol		
Approve among the Trustees a time suitable for re-opening		
Notify all relevant Activity Leaders / Stewards that activities/gatherings may resume on the premises as agreed among the Trustees		

An Activity Leader

- The maximum safe number of people in the sanctuary is 34, including ministers and the worship team. This number may be greater, but only with approval by a Trustee before the start of the meeting/gathering.

Approval for an activity/group to take place on the premises

	Initial when completed	Date of completion
To receive information/guidance provided by an ABC Trustee for an activity/group hoped to be taking place on the premises, for completion of a risk assessment specific to the activity/group as follows.		
If belonging to an alternative organisation, to make the ABC Trustee aware of additional requirements from that organisation, and include these in the risk assessment for the specific activity/group		
To agree with the ABC Trustee on the safe number of people being present on the premises at any one time over the course of meeting/gathering, and any measure(s) to enforce this		
To agree with the ABC Trustee on the seating arrangements that are in line with 2m distance between households		
To agree with the Trustee on general protocols to be followed by attendees		
To agree with the Trustee on additional COVID-19 risks and mitigating strategies		
To complete a risk assessment specific to the activity/group with inclusion of all of the following: <ul style="list-style-type: none"> • All relevant requirements in the general ABC risk assessment; • Any additional requirements from an alternative organisation to which the group belongs; • Includes a satisfactory plan of seating arrangements and arrangements of chairs and tables • Any additional COVID-19 risks and mitigating strategies agreed with the Trustee 		
To complete a Pre-event Checklist (by Baptists Together)		
To adhere to the time when each gathering can be held on the premises, as directed/approved by the Trustee		

Checks with attendees before an activity/group

	Initial when completed	Date of completion
To ask and check that anyone symptomatic of COVID-19 not to attend		
To advise those who are clinically vulnerable but who wish to attend of the increased risks involved		
To check that attendees are following government guidance on self-isolation after symptoms and/or positive test / contact tracing / returning from foreign travel		
To direct attendees to bring a facial covering for wearing throughout their time on the premises		
To invite attendees to bring along all items, e.g. the Bible, other books, stationery, water, that they may need to be in physical contact with, as no objects will be encouraged to be passed between persons		
To recommend attendees to arrive early to allow time for queueing and for a longer check-in procedure		
To direct attendees to enter the building from the Station Road door		
To direct attendees to maintain social distancing while queueing outside and moving towards the Station Road door		
To inform attendees on the safe number of people being present on the premises at any one time over the course of meeting/gathering, and any measure(s) to enforce this		
To inform attendees of protocol and control measures they will need to follow on arrival/departure and over the course of using the ABC premises		
To determine the designated speaker(s)/singer(s) who will take part in leading each gathering/meeting, with the number of singers limited to 6 per gathering/meeting		

Preparation for attendees' arrivals

	Initial when completed	Date of completion
For designated person(s) to undertake any cleaning as requested by the Trustee, as per the Cleaning Protocol		
If communion is distributed, for designated person(s) to wash hands with soap, prepare sealed portions for individuals, and place these at entrance(s) for attendees to collect by themselves.		
To lay out chairs that are in line with 2m distancing between households		
To open at least one window on each side of the room of the meeting, and keep this open for duration of the meeting		
To keep open internal doors for necessary throughfares for duration of meeting, where possible, to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)		
To place collection plates/bags (if any) in specified location(s). These are not to be moved or handled until the end of the meeting.		
To be aware of location of spare face coverings		
To be aware of locations of hand sanitiser		
To be aware of locations of the registers of entrants		

Attendees' arrivals

	Initial when completed	Date of completion
To arrive before the attendees		
To put in place spare face coverings, hand sanitiser and register of entrants for attendees to check in		
To monitor and instruct attendees on 2m social distancing from anyone other than their own households from outside the premises, including queueing for entry, at the entrance/foyer area and along the way into a designated place for the activity/gathering		
To verbally enquire each attendee if any present symptom(s) of COVID-19		
To direct an attendee to a spare face covering if they arrive without possession of one		
To direct each attendee to apply hand sanitiser		
To direct each attendee to sign in on the register, including provision of contact detail for 'Track and Trace'		
If there is communion, to invite each attendee to pick up a communion portion by themselves, if they would like one		
To inform attendees of locations of collection plates/bags (if any)		
To monitor and enforce the maximum number of people being present on the premises at any one time over the course of meeting/gathering		
To direct attendees to follow the one-way system of flow through the building		
To direct attendees to sit in line with 2m distancing between households		

Over the course of meeting/gathering

	Initial when completed	Date of completion
To monitor and enforce the maximum number of people being present on the premises at any one time over the course of meeting/gathering		
To monitor and enforce 2m social distancing at all times between households		
To direct attendees to follow the one-way system of flow through the building		
To ensure 1 person at a time to make their way to, to use and to make their way return from the toilet facilities		
To ensure children under 11 are accompanied to the toilet		
To accompany children or physically disabled people who need this		
No serving of food/drink before, during or after a meeting/gathering, with the exception of communion		
No distribution of the Bible or other books		
To monitor and enforce all other items of the protocol for <i>anyone who uses the ABC premises</i>		

Attendees' departures

	Initial when completed	Date of completion
To direct attendees to follow the one-way system of flow through the building		
From the point of making their way to the exit, to monitor and instruct attendees on 2m social distancing from anyone other than within their own households, including when queueing for exiting, at the exit/foyer area and outside the ABC premises		
To direct each attendee to sign out on the register		
To monitor and instruct attendees on no interactions outside the ABC premises, except within their same households or within the same group of 6 they arrived on the premises with		
For designated person(s) to undertake any cleaning, waste disposals and replacement of bin liners as requested by the Trustee, as per the Cleaning Protocol		
To refrain from touching the collection (if any) in the 72-hour period following the end of the service		

Regular ongoing measures

	Initial when completed	Date of completion
To inform Lorna Sylvester (Minister) if a person is known to have been inside the building for any reason, becomes symptomatic or tests positive for Covid-19 within FOURTEEN days of being at the church, and to adhere to guidance from HM's Government and the Trustee		

A Steward for a large gathering

- The maximum safe number of people in the sanctuary is 34, including ministers and the worship team. This number may be greater, but only with approval by a Trustee before the start of the meeting/gathering.

Preparation for attendees' arrivals

	Initial when completed	Date of completion
For designated person(s) to undertake any cleaning as requested by the Trustee, as per the Cleaning Protocol		
If communion is distributed, for designated person(s) to wash hands with soap, prepare sealed portions for individuals, and place these at entrance(s) for attendees to collect by themselves.		
To lay out chairs in line with 2m distancing between households		
To keep open internal doors for necessary throughfares for duration of meeting, where possible, to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)		
To open at least one window on each side of the room of the meeting, and keep this open for duration of the meeting		
To keep an outside door open for duration of the meeting		
To place collection plates/bags (if any) in specified location(s). These are not to be moved or handled until the end of the meeting.		
To be aware of location of spare face coverings		
To be aware of locations of hand sanitiser		
To be aware of locations of the registers of entrants		

Attendees' arrivals

	Initial when completed	Date of completion
To arrive before the attendees		
To put in place spare face coverings, hand sanitiser and register of entrants for attendees to check in		
To monitor and instruct attendees on 2m social distancing from anyone other than their own households from outside the premises, including queueing for entry, at the entrance/foyer area and along the way into a designated place for the activity/gathering		
To verbally enquire each attendee if any present symptom(s) of COVID-19		
To direct an attendee to a spare face covering if they arrive without possession of one		
To direct each attendee to apply hand sanitiser		
To direct each attendee to sign in on the register, including provision of contact detail for 'Track and Trace'		
If there is communion, to invite each attendee to pick up a communion portion by themselves, if they would like one		
To inform attendees of locations of collection plates/bags (if any)		
To monitor and enforce the safe number of people being present on the premises at any one time over the course of meeting/gathering		
To direct attendees to follow the one-way system of flow through the building		
To direct attendees to sit in line with 2m distancing between households		

Over the course of meeting/gathering

	Initial when completed	Date of completion
Keep open at least 1 outside door throughout the meeting, to increase ventilation		
For a steward assigned to guard each outside door that stays open over the course of the meeting		
To monitor and enforce the maximum number of people being present on the premises at any one time over the course of meeting/gathering		
To monitor and enforce 2m social distancing at all times between households		
To direct attendees to follow the one-way system of flow through the building		
To ensure 1 person at a time to make their way to, to use and to make their way return from the toilet facilities		
To ensure children under 11 are accompanied to the toilet		
To accompany children or physically disabled people who need this		
To ask each person using the toilet to spray clean it after use where possible		
To understand the areas marked out of bounds for the group, and to prevent entry into these by any attendee		
No serving of food/drink before, during or after a meeting/gathering, with the exception of communion		
No distribution of the Bible or other books		
To monitor and enforce all other items of the protocol for <i>anyone who uses the ABC premises</i>		

Attendees' departures

	Initial when completed	Date of completion
For at least one steward to be present at the St John's Lane door (pinch point) to enforce social distancing		
To direct attendees to follow the one-way system of flow through the building		
From the point of making their way to the exit, to monitor and instruct attendees on 2m social distancing from anyone other than within their own households, including when queueing for exiting, at the exit/foyer area and outside the ABC premises		
To direct each attendee to sign out on the register		
To monitor and instruct attendees on no interactions outside the ABC premises, except within their same households or within the same group of 6 they arrived on the premises with		
For designated person(s) to undertake any cleaning, waste disposals and replacement of bin liners as requested by the Trustee, as per the Cleaning Protocol		
To refrain from touching the collection (if any) in the 72-hour period following the end of the service		

A Contractor (or Project Manager)

Approval for a contractor to work on the ABC premises

	Initial when completed	Date of completion
To complete a Contractor Checklist jointly with an ABC Trustee for a specific set of jobs to be performed on the premises		
To agree with the Trustee on general protocols to be followed by all members of the Contractor		
To agree with the Trustee on additional COVID-19 risks and mitigating strategies		

Anyone who uses the ABC premises

- A child or young person's parent/guardian should supervise the young person and ensure they abide by all relevant items in the protocol and all relevant requirements in the government guidance.
- Where a person who has been inside the building for any reason becomes symptomatic or tests positive for COVID-19 within FOURTEEN days of being on the church premises, they must contact both the activity leader, and Lorna Sylvester (Minister), and to adhere to guidance from HM's Government and the Trustee (including self-isolation requirements).
- The maximum safe number of people in the sanctuary is 34, including ministers and the worship team. This number may be greater, but only with approval by a Trustee before the start of the meeting/gathering.

When planning to attend an activity/gathering on the ABC premises

- To not attend if symptomatic of COVID-19, and notify the Activity Leader
- If you are clinically vulnerable, to understand the increased risk of contracting COVID-19 by attending in person
- To follow government guidance on self-isolation after symptoms and/or positive test / contact tracing / returning from foreign travel.
- To understand the safe number of people being present on the premises at any one time over the course of meeting/gathering, and plan attendance according to relevant measure(s)
- To bring a face covering for wearing
- To bring along all items, e.g. the Bible, other books, stationery, water, that you may need to be in physical contact with, as no objects will be encouraged to be passed between persons
- To familiarise yourself with protocols to follow on arrival at and departure from the ABC premises, and over the duration when on the premises

Arrival at ABC premises

- To arrive earlier than usual to allow for queuing and longer check-in procedure
- To wear a face covering on arrival (except where exemptions are made by law or guidance of HM's Government)
- To use the Station Road door to enter the premises, except ramp users who can use the St John's Lane door

- To maintain 2m social distancing from anyone other than your own household from outside the premises, including queueing for entry, at the entrance/foyer area and along the way into a designated place for the activity/gathering
- Interactions are limited to within the same group of 6 people that you have arrived in
- To report to the Activity Leader or Steward truthfully if any symptom(s) of COVID-19 present
- To apply hand sanitiser
- To sign in on the register, including provision of contact detail for 'Track and Trace'
- If there is communion, to collect a communion portion by yourself, if you would like one
- To be aware of locations of collection bags/plates (if any) to place collection
- To follow the one-way system of flow through the building into the room of meeting/gathering
- To move to room of meeting/gathering and to sit in line with 2m distancing between households

Over the course of meeting/gathering

General

- To follow the one-way system of flow through the building
- To ensure 2m social distancing between households or known bubbles at all times
- To keep a face covering on, except a designated speaker/singer (as agreed with an Activity Leader) meeting all of the following conditions:
 - Each speaker/singer has no one within their 2m radius
 - They are not speaking/singing towards another speaker/singer
 - All surfaces and equipment within their 2m radius are disinfected after speaking/singing before anyone else may enter the 2m radius
 - If available, a screen is positioned between the speaker/singer and the congregation, and the screen to be cleaned after each use
- Do not close doors that are already open, as they are open to reduce contact on door handles
- Do not enter areas marked out of bounds

Interactions

- No physical contact between persons from different households
- Interactions are limited to the same group of 6 people that you have arrived in, except for a church service, where mingling is not permitted before, during or after.
- No speaking of raised volume
- No singing except pre-designated singers meeting conditions below
- No passing of objects, including a collection bag/plate and communion items, between any persons

Toilet facilities

- If requiring toilet facilities, to follow the Activity Leader's or a Steward's instructions to make your way to, to use and make your way return from the facilities 1 person at a time. Children or those with physical disabilities may be accompanied by an adult, preferably one from the same household or within the group of 6 ('Rule of Six').
- Where possible, to spray clean the toilet after use

Waste disposals

- Keep all individual waste with you to take home where possible

- For any waste that needs to be disposed of on the premises, use a foot pedal-controlled and lidded bin with no hand contact with the bin

Designated speakers and musicians, and use of equipment

- Designated speakers should use individual microphones to be heard in a large group/gathering.
- No touching or use of the same microphone or other equipment by more than 1 person in each meeting, unless thoroughly disinfected before it is used by the next person
- A person who has finished using the microphone or other equipment to disinfect it by themselves before returning it to its designated place
- No more than 6 people designated for singing per gathering/meeting. (The restriction on number does not extend to non-singing musicians.) These should be taking part in leading the gathering/meeting.
- Any music played, including that before and after a gathering, should be kept to low enough a volume, so people will not need to raise their voices to speak
- No playing of woodwind instruments

Departure from ABC premises

- Do not leave unnecessary personal items on the premises, but take these away with you
- To take individual waste that you have touched out of the building, where possible.
- Use both exits to depart from the building
- To follow the one-way system of flow through the building
- From the point of making your way to the exit, to maintain 2m social distancing from anyone other than your own household, including when queueing for exiting, at the exit/foyer area and outside the ABC premises
- To sign out on the register
- No interactions outside the ABC premises, except within your same household or within the same group of 6 you arrived in

Cleaning Protocol

CLEANING PROTOCOL for any CHURCH ACTIVITY

BEFORE AND AFTER EVENT

1. **Cleaning products** can be found in cleaners cupboard and fogger in Crèche – wipes and paper towels etc
2. To wear masks, gloves and aprons
3. **Clean** handles and all push/pull surfaces, and light switches **before** and **after** activity in particular high-touch surfaces – with cleaning wipes or sprays and cloths

4. **Spray** fabric-covered seats and surrounding areas, with anti-viral agent **before** and **after** each service/activity use, using fogger – found in crèche
5. **Return** fogger to crèche and put “on charge” prior to commencement of service/activity – collect at end of service/activity to re-spray used areas – **allocate steward/individual for this task**
6. **Clean toilets** – wipe down surfaces, **ensure adequate** supply of disinfectant hand gel/ hand sanitiser and paper towels and bins are empty
 - Clean surfaces of toilets last
 - Use standard toilet cleaners
7. When cleaning **avoid splashing and sprays** where possible
8. **After cleaning** dirty cloths, surfaces or floor wipes to be placed in standard bin and then placed in another bag (ie double-bagged) and placed in bins behind back premises of church (or take home). Replace bins with clean bin liners.
9. **In the event of fluid contamination**, keep area closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.