

Guidance for Church Activities

The principle objective of this guidance is to reduce the risk of anyone attending a service or other event at Brighton Road Baptist Church spreading or developing COVID-19. This guidance is for the safety of all attendees, staff and volunteers at the church and should be followed by everybody using the church premises. The church leadership reserve the right to cancel any future event if this guidance is not followed by a particular group of users.

Throughout this guidance the term event is used to describe any activity that takes place within the church whether that be an act of worship or another church activity. Each event must identify an Event Organiser who will be responsible to the church leadership for ensuring this guidance is adhered to.

Prior to running any event each organiser must ensure that prospective attendees are aware of the following:

- When not to attend if suffering specific COVID-19 symptoms i.e.
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) or
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) or
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- When not to attend following symptoms and/or a positive test or contact tracing
- When not to attend after returning from travel to a foreign country not covered by an exemption
- Instructions not to gather in groups that are not from the same household inside or outside the building and to adhere to social distancing guidance at all times
- Instructions to wear a face covering at all times whilst in the building unless there is a legitimate reason not to
(Once an event is underway those leading and any others taking part in the event may remove their masks, whilst taking an active role. This also applies to those praying our loud in a prayer meeting)
- The need to minimise use of the toilet facilities in the church and that parents must accompany children under 11 to ensure good hygiene is maintained
- Singing is only permitted by the Worship Group
- Advice to attendees to bring their own Bible if required

Where possible attendees to an event should register in advance by using the on-line booking system on the website, providing contact details (either phone or e-mail) so that they can be contacted in the event of another attendee developing COVID-19. Where this is not possible a Steward must be available to take details on arrival. The register of attendees should be left in the Church Administrator's pigeon hole after the event has finished.

A maximum of 50 people will be allowed seated on the ground floor in the Main Church and 30 in the Sports Hall. Smaller groups of 10 may use the Meeting Rooms.

Please note that food or drink must not be served – attendees may bring their own refreshments but these must not be shared and any waste should be taken home. The kitchen will not be accessible for any event and so church crockery and cutlery may not be used.

On arrival at the church, an Event Organiser must complete an Event Checklist (Appendix 1) and review the Cleaning Checklist (Appendix 2), which will be displayed at Reception, taking particular care to ensure that all signage is in place, sufficient sanitiser is available and the room is laid out in accordance with social distancing requirements.

All attendees should use the sanitiser provided in the Hub on arrival at the church and where possible arrival times should be staggered to avoid queuing. When more than one event is taking place during the same time they must have different start times and care should be taken to ensure that one group is not leaving through the car park doors as another groups is arriving.

Steward(s) must be available at each event to tick off pre-registered or register attendees and ensure that they use the sanitiser and read the information provided. At larger events there should also be a Steward available to manage access to the toilet facilities and one in the Main Church to guide attendees to seats. Where possible seats should be assigned to make best use of the available space.

Any room being used for an event should be well ventilated – if an extract system is provided it should be active and windows should be opened. Access doors should be on automatic or fixed open at least during arrival of attendees to avoid the need to touch handles, but fire doors should be closed once an event has started.

Where an event is in an upstairs room, attendees should be encouraged to avoid holding the handrails unless necessary and parents should hold the hands of smaller children. Events that are likely to involve those with mobility issues should be held in Main Church as the lift will normally be kept out of service but can be made available to those who need it.

For events using the sound system Event Organisers must ensure that microphones are not shared between those taking part – ideally usage should be restricted to the pulpit and lectern microphones but other microphones can be used provided they are fixed on stands and not handled by other participants.

It is the Event Organiser's responsibility to ensure that the Stewards are aware of their duties and are properly briefed (see Appendix 3).

Appendix 1

Pre-event checklist

This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed prior to the event day starting and should be fully communicated to all team members. It is the responsibility of the Church Trustee to ensure that the site is safe to open and that controls are put in place.

Item	Y or N	Comments	Reported to
Has the latest government guidance been checked and followed?			
Have any members of team reported any symptoms of COVID-19?			
Has the Cleaning Checklist been completed and cleaning materials put in place?			
Is there adequate hand soap, paper towels and running water in place?			
Has hand washing facility or sanitiser been provided in all locations needed			
Are bins available for disposal of any rubbish?			
Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place			
Are stewards briefed on agreed procedures for arrivals, departures and emergencies?			
Have chairs/pews been laid out and marked in line with social distancing requirements?			
Procedures in place to record names and contact details of attendees			
Building ventilation set in line with recommendations to maximise air flow			
Is there any other information to consider?			
After carrying out the above checks, please sign below.			
I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19.			

Leader name

Leader Signature

Date

Appendix 3

Stewards Briefing

It Is the stewards' responsibility to

- Familiarise themselves with the access and exit being used for their particular event and should encourage all event attendees to adhere to it at all time for the safety of all.
- Mark off or register all attendees and obtain contact details were none have been provided in advance
- Ask all attendees to use the sanitiser provided or to wash their hands thoroughly in accordance with the guidelines provided
- Ask all attendee to read the information provided to ensure they are safe to attend the event
- Manage access to the toilets to avoid congestion and accidental breaches of social-distancing
- Manage access to and use of the lift
- Ensure all attendees leave via the appropriate exit
- Ensure all fire doors are closed after all attendees have left
- In the event of fire ensure attendees leave via the nearest available exit and one the room is empty remove any door stops or unhook open doors being kept open for ventilation purposes

If any attendee arrives showing symptoms of COVID-19 or becomes unwell during an event, the Stewards should immediately isolate the individual (and any other party members) concerned in the Chapel, close the entrance doors to prevent anyone else entering the building and inform the event organiser.

If any attendee refuses to comply with the guidance provided they should be asked to leave and the Event Organiser informed