



**THE GOOD SHEPHERD
LOUGHBOROUGH**

COVID-19 SECURE POLICY

Statement.

The Parochial Church Council (PCC) of The Good Shepherd Church Loughborough recognise their responsibility for ensuring the safety of all people working in or entering the church buildings. This policy outlines the procedures put in place to ensure that measures as reasonably practicable have been put in place to allow the church building to operate in a Covid 19 secure environment.

Arrangements.

- **Hand sanitisation.** Hand sanitiser will be available at entrances to church buildings and notices displayed to instruct people entering to use it. Additionally, stewards will be available at church entrances to provide advice and guidance.
- **Face coverings.** Face coverings must be worn by everyone (mask or face visor) entering the buildings unless an exemption applies. Notices will be displayed, and masks available to anyone who attends without one.
- **Social distancing.** Strict social distancing rules will apply. Seating will be restricted, and all seats with red and white marker tape must not be used. In the church building stewards will guide people to designated seats to ensure strict distancing guidance is followed. The floor area at the entrance/exit point to the church is marked at 2 metre distances to ensure that crowding is prevented especially at pinch points. At the end of church services stewards will guide people to exit the building to prevent crowding.
- **Toilet facilities.** Toilets will be available if required and stewards will explain the arrangements in place for access.
- **Sanitisation and cleaning.** Once the church building is vacated all hard surfaces that may have been touched will be sanitised by designated people in accordance with the training provided (Refer to Stewards duties). On a weekly basis more stringent cleaning will be undertaken and records of this maintained.
- **Ventilation.** High level ventilation will be provided in church buildings when they are occupied. Buildings will be ventilated before and after use.
- **Track and Trace system.** All persons entering the church building will be asked to provide name, address, and telephone contact number. These records will be kept for a period of 28 days and destroyed after that time in accordance with the GDPR policy. Additionally, a QR code will be available for scanning by persons who have the NHS track and trace app on their smart phone.
- **Risk Assessments.** Risk assessments are undertaken and recorded using the Church of England Risk Assessment for Opening Church Buildings. This guidance is issued by the House of Bishops Covid 19 Recovery Group. Updates to risk assessments will be undertaken as and when new guidance is issued.

- **Telephone Booking System.** To ensure that maximum safe numbers within the church are not exceeded a telephone booking system will be in place for both the 9.15am and 11am Services. Those wishing to attend should ring on a Thursday between 11am and 1pm on 07598967235. To ensure that everyone visiting the church can be safely seated 2 seats will not be available to be booked. Seating for stewards will be provided on chairs inside the vestibule. Those on steward duties for a particular service need not reserve a seat.
- **Training of Stewards.** All those persons who will have responsibility for stewarding will receive appropriate training and issued with a copy of the steward's duties.

Other Information.

It should be noted that the PCC have decided that the church hall will remain closed for all usage until further notice. Therefore, the kitchen and main hall room will be closed. However, toilets will be available if required. Strict arrangements for ventilation and sanitisation of surfaces will be in place and additionally hand washing facilities and hand sanitiser will be available.

This policy will be reviewed if and when new guidance is issued, or if additional restrictions are put into place.

POLICY ADOPTED BY THE PCC ON 15 OCTOBER 2020

POLICY TO BE REVIEWED AT LEAST MONTHLY FOR THE TIME BEING