

## **ST MICHAEL'S CHURCH – GUIDANCE NOTES FOR RE-OPENING FOR PRIVATE PRAYER AND FOR PUBLIC WORSHIP**

**JULY 2020**

### **Guidance for wardens/stewards when Church open for private prayer**

- Wardens/stewards to be at Church 15 mins before session
- Notice to remind people that if they have any coronavirus symptoms, they should not enter
- North and south doors to be kept open
- Kitchen screen to be kept locked
- Two stewards to be on duty
- People asked to use hand sanitizer on entry and exit
- People to be asked to sit in pews without cushions
- Stewards to clean pews after people have been sitting there
- Stewards need to follow the rules as well (e.g. not touching things unnecessarily)
- One-way system in operation
- Votive candle to be lit at start and extinguished at end
- Wardens to be responsible for checking and closing up Church after session (but leaving kitchen screen open)

### **Guidance for wardens/stewards when Church open for a service**

- Wardens/stewards to be at Church 30 mins before service
- Check placement of pew cushions
- Notice to remind people that if they have any coronavirus symptoms, they should not enter, those who have been advised to shield are recommended not to attend service, and that those over 70 are at increased risk from COVID-19 and should take particular care if they choose to attend
- North and south doors to be kept open
- Kitchen screen to be unlocked
- Toilet to be available – check supply of soap and toilet roll, check it is clean
- Five stewards to be on duty
- One steward to manage entrance queue (direct people to queue westwards from North door, maintaining 2m distance) and check that people are using hand sanitizer on entry
- Two stewards to be inside, directing people to seats and monitoring numbers generally (and making sure they don't pick up hymn books or prayer books etc.)
- One steward to monitor use of toilet (ensuring one person at a time goes through kitchen to use toilet, no one else goes through screen until first user has come out) and clean after each visit
- One steward to manage South door and direct people to enter via North door
- Contingency plan in case of large numbers is to ask people to stand or sit at the back on green carpet area, using wooden chairs and maintaining 2m distance, or ultimately to refuse entry
- People asked to use hand sanitizer on entry and exit
- People to be asked to sit in pews without cushions
- Stewards to keep an eye out to ensure that people don't go into areas they shouldn't
- Stewards to manage exit process – one row at a time, starting from rear pews
- Stewards to clean pews after service
- Stewards need to follow the rules as well (e.g. not touching things unnecessarily)
- One-way system in operation
- For the moment, no cash collection (put money in donations box)

- If Communion service, stewards to direct congregation at administration of Communion in line with celebrant's instructions
- One steward to remove waste bags and take them home for disposal
- Wardens to be responsible for checking and closing up Church after service (but leaving kitchen screen open)

### **Guidance for Clergy**

- Clergy to issue reminder at start of each service that people should
  - observe the hygiene procedures (use of hand sanitizer)
  - wear masks and gloves if they wish to do so, and bring their own supply of hand sanitizer if they wish to
  - observe one-way systems
  - maintain 2m distance at all times when in Church and moving around (distribution of Communion should be the only time when celebrant and communicant will need to be closer) – but 2m rule does not apply to people from same household
  - follow stewards' directions
  - have any conversations with friends outside the building
  - not raise their voice for responses
  - take away their own service sheets
  - use toilet in case of urgent need only!
  - if attending with children, supervise them and ensure they do not run around (unfortunately the kitchen area is not available to use as creche, and only a limited selection of books is available)
- If Communion service, clergy should follow guidance in CofE leaflet (COVID-19 Advice on the administration of Holy Communion) re. handling wafers and consecration and distribution etc. (including checking that hand sanitizer is on credence table)
- At distribution, clergy to give instructions as to how people should come forward one at a time (maintaining 2m distance) to receive bread standing up and how bread will be dropped into their hands
- Notices – no cash collection so please use other means to give such as text

### **Guidance for Organist**

- Organist to clean keyboard and stops if the organ is going to be used again within 72 hours

### **Guidance for Cleaning team**

- Rota to be set up for regular cleaning
- Ensure those on rota are not in vulnerable group or self-isolating
- Gloves and cleaning materials to be provided
- Cleaning team to be responsible for removing waste after they have finished
- Cleaning team to consult CofE guidance on cleaning