

PROCEDURE FOR USING PRIORY ST

Version 3

June 2020



Priory Street, Corsham,
Wilts, SN13 0AS

Document Control

This Policy will be reviewed in response to each new government change of guidance.

It is the responsibility of *Operations Manager* to keep the contents updated and to keep the trustees informed of their responsibilities.

Date	Document Change	Version	Approved
27 June 2020	Initial draft	1	No
28 June 2020	Review comments from Facilitation Team (FT): <ul style="list-style-type: none"> ● place toilets out of use, override at discretion of host in which case thorough cleaning is needed ● fold-up fabric chairs may be used with clearly marked 72h quarantine for any used ● all leaflets to be removed except those intended to be taken away and limited number out at any one time. 	2	Approved by FT
3 July 2020	<ul style="list-style-type: none"> ● Change hand-sanitiser to self-service. ● Rephase where necessary to apply to Youth Bible Study use as well. ● Add references to Government and Baptist advice ● Additions highlighted by risk assessment (register of attendance, privacy notice) 	3	Draft

Index

Document Control	2
Index	2
Introduction	4
Information to share in advance of opening	4
Preparing to open	4
Welcoming people	5
After closing	5
Corsham Baptist Church Privacy Notice for collecting contact information from church attendees	6
Coronavirus Emergency Action Plan for Priory Street	7
References	7

Introduction

From 13 June the Government allows places of worship to be opened for *independent* prayer.

On Friday 19 June the Oversight Team (OT) agreed to open the church on Priory Street for this purpose. It further agreed that we should be prepared and pray for people not usually part of our congregations to come as well as those known to us. To this end some suitable materials should be available for people to take away.

Information to share in advance of opening

This procedure will be made available on the church website and a summary for visitors put in the notice sheet.

Preparing to open

The church should only be opened when two people are available to host the prayer session. These two need not be members of OT but should be mature Christians prepared to pray for and evangelise to visitors as well as ensuring the precautions against virus transmission are followed.

Before opening the Sanctuary:

1. Prop open the following doors:
 - a. External front doors
 - b. Internal front doors
 - c. Door from front of church to Hall
 - d. Doors between Hall and middle room
 - e. External door opening onto the Hut lawn

This provides a through draft, no windows need be opened. Fans must not be turned on.

2. Ensure the exit corridor through the Hall and middle room is clearly signposted.
3. Ensure 'Out of use' notice on all toilet doors. In an emergency the host may override this, and in that case thorough cleaning must take place after *each* use.
4. Ensure all Bibles or other books are placed out of use.
5. Ensure folding chairs are available singly or in pairs (for use only by a single household) with centrepiece for each chair marked on the carpet allowing a 2m exclusion zone around each.
6. Ensure no one else is using the Sanctuary and anyone using the rest of the building is aware of the opening and able to maintain safe distance.
7. Check that a small number of leaflets to be taken away by visitors is available and separated so that picking one up is possible without touching the others. Offer these to visitors but remind them to take any they touch away with them.
8. Check disinfectant and cloths are available for cleaning afterwards
9. Wash own hands with soap and hot water.
10. Pray for those people to be moved to come and meet with God.

Welcoming people

Standing outside the main door, welcome visitors and explain the route into and out of the Sanctuary. The host should direct visitors to the hand sanitizer (rather than squirting onto their hands in order to preserve the 2 metre distancing).

Within the welcome it is necessary to confirm that:

- visitors do not currently have symptoms (see [here](#)); and
- will both notify the church office and self-isolate if they develop symptoms within 72 hours of visiting or receive a positive test result.
- visitors are happy for the host to record contact information along with date and time of their visit (copies of a specific privacy notice are available next to the sanitiser, effectively stating retention for just 21 days followed by shredding)

Observe where visitors go and that they respect the necessary distance from one another. Remind gently if necessary. One host to remain at the front door at all times.

Should more people arrive than there are chairs it will be necessary to explain that they are not able to enter until someone leaves and in the meantime to maintain appropriate distance from host and each other (unless part of the same household).

After closing

At the end of each session:

1. First shut the doors, starting with the front door.
2. Place any chairs that have been used in the prayer room with a notice of when they may next be used (72h later).
3. Replace new chairs for the next session.
4. Notify Tim if more leaflets are needed.
5. Wipe all door handles and push plates with disinfectant or disinfectant wipes
6. Take away and dispose within a bag directly into a dustbin any disposable wipes or machine wash reusable cloths used for cleaning.

Corsham Baptist Church Privacy Notice for collecting contact information from church attendees

This privacy notice is an addendum to Corsham Baptist Church's main privacy statement and notices. The Charity Trustees of Corsham Baptist Church (as Data Controller) can be contacted by ringing **01249 701078** or emailing **data@corshambaptists.org**

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending Corsham Baptist Church can pray and worship during this COVID-19 recovery phase. We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 at Corsham Baptist Church and it may be necessary to share your details with NHS Test and Trace if they are requested for contact tracing and the investigation of local outbreaks. Your name and contact details will temporarily be securely stored in the (locked) church office. They will be retained for a period of 21 days in line with government guidance and then disposed of within the following 7 days.

Please inform Corsham Baptist Church as soon as possible if you test positive for coronavirus or develop any of the following COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see www.ico.org.uk/coronavirus.

Register of attendance

Date: _____ Event: _____

	Name	Phone	Email
1			
2			
3			
4			
5			
6			
7			
8			
9			
0			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Coronavirus Emergency Action Plan for Priory Street

Should someone attending the church display symptoms of Coronavirus the following steps will be taken:

1. The person will be asked to leave as soon as possible, return home and seek guidance from NHS 111 as to self-isolation and testing.
2. Anyone known to have been in close contact with the case advised to wash their hands as soon as possible
3. Any surfaces likely to have been contaminated cleaned in line with cleaning guidance.
4. Consider whether to bring the event to an early conclusion.
5. Consult Health & Safety Executive website as to whether the event should be reported.
<https://www.hse.gov.uk/coronavirus/riddor/>.

References

- Government advice from England from 4th July:
<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july>
- Government advice specific to places of worship released 29 June:
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>
- Baptist Union advice:
https://www.baptist.org.uk/Articles/570475/Coronavirus_essential_advice.aspx