



Updated COVID Procedures (6 March 2021)

Before coming to church

1. Inform us you wish to come

By telling Peter Lawley or Benjamin Wontrop or using the website google form. We will always seek to accommodate visitors – but it just helps us if we know in advance.

2. Decide where you will sit

- Anyone may sit on the **downstairs pews** or on the **right-side (facing the pulpit) of the chairs on the marble** (This may be done by entering and leaving the church through the main entrance). But please note:
 - A distance of two metres between household units/bubbles must still be maintained at all times (see below under 'When you arrive' for seating instructions).
 - Use of the **left-side (facing the pulpit) of the chairs on the marble** is reserved for those who may wish to exercise a bit more caution. Please note that the adjacent door from the graveyard will be left open during services for ventilation (subject to inclement weather). Such congregants may use that entrance to enter and leave.
 - Anyone wishing to avoid appearing on the livestream is advised to sit on the back row of chairs or in the sections of pews furthest from the main entrance.
 - Those wanting a space *greater* than two metres from other congregants are advised to sit in the **gallery** (on the side furthest from the main entrance). If you sit in the gallery, please use the side entrance (small steps) and ascend/descend by the left-most set of steps.
- ### 3. Items to bring with you (or provided at arrival)
- A Bible and your own hymn and psalm books (or app)
 - A face-covering
 - Alcohol gel & disinfectant wipes (provided at the first service which you attend)

4. Symptoms suggestive of Covid-19

- Cough
- Fever
- Shortness of breath
- Loss of sense of taste or smell

If you, or anyone in your household, has any of these symptoms, please join the livestream rather than attend church in person. You should also obtain medical advice regarding test and trace. Please also inform Benjamin Wontrop so he can coordinate a pastoral response.

When you arrive

1. Upon arrival the greeting steward will:

- Provide you with (disposable) **face-coverings**, if you have not brought your own.
- Check that you have what you need for your **hand hygiene/cleaning** needs and help ensure hand hygiene is as effective as possible.
- If you do not have **hymn/psalm books or Bible**, these can be provided by the steward. Unless you are a visitor, please retain for the duration of the pandemic.

2. Put on your face-covering

This must be worn by all those aged 11 or over at all times inside the building. There are some exceptions in the law.¹ The minister is exempt when speaking.

3. Seat yourself

When seating yourself, please note the following:

- Two metres distance should be kept between each household unit/single person/bubble in all directions.
- Only one household unit/single person/bubble should occupy a pew.
- Two empty pews should be kept between household units/single persons/bubbles.
- In the central area, three empty chairs should be kept between household units/single persons/bubbles occupying the same row.
- In the centre, one row of chairs should be kept empty between each occupied row.
- Pews and rows of chairs with signs asking that no one sits there, are closed.

The steward will direct arriving congregants to sit in the gallery (on the side nearest the main entrance) if a larger than usual congregation size will make it more difficult to maintain the two metre rule downstairs. But given the size of the building, this is unlikely to happen.

You may want to wipe down your pew upon arrival with the wipes provided.

¹ <https://www.legislation.gov.uk/ukSI/2020/791/regulation/4>.

During the service

1. Children

Children must remain within their household units at all times.

2. Face-coverings

These must be worn by those aged 11 or over (except when consuming the Lord's Supper).

3. Social distancing

Please keep two metres away from other household units.

4. Symptoms

If you develop symptoms suggestive of Covid-19 during the service, please leave immediately with your household unit and inform Peter Lawley via telephone.

5. Toilets, baby-changing and cry-room

- **Toilets**

Access to toilets from the gallery is best achieved by exiting the building through the side door and re-entering via the main entrance.

'One household at a time' and cleaning after use: If you require the toilet, please observe scrupulous hand-hygiene by hand washing using soap and water before and after using the facilities. Please also wipe down all touch-points with the disinfectant wipes provided. Children should be supervised in the toilets by a parent or guardian. Toilets should operate on a 'one household unit at a time policy' to ensure social distancing. Any queues for the facilities should also observe the two metres rule. Please leave the external doors to the toilets propped open at all times.

- **Baby Changing**

The baby-changing facility has been relocated to the old cry-room.

- **Cry Room**

The service is relayed to the vestry, which is currently the cry-room.

6. Kitchen

Please do not use the kitchen for any purpose other than access to the new baby-changing facility - the sinks are not to be used for hand-washing.

7. The Lord's Supper

- The elements are served from the empty pew/row in front of where the communicants are seated. **The bread** is *dropped* with tongs into their hands. The communicants should fully reach out their arms and open their hands flat to receive the bread. Larger than usual gaps are left between glasses of **wine and juice** to avoid the risk of communicants touching any glass other than the one they take.
- The bread is pre-cut into small pieces.
- The elders will sanitise their hands before administering. Communicants are also advised to sanitise their hands immediately before receiving the Lord's Supper.
- Communicants are asked to return their empty glass to the trays by the doors. Please do not touch other glasses.

8. Baptism

There is a protocol for the celebration of baptism. A copy is available on request.

Before and after the service

1. No mixing

You must not mix anywhere on the premises with those outside your own household or extended support bubble. Provision is made for fellowship over Zoom following the morning service.

Please do not linger within aisles, gangways or corridors. A good rule of thumb is to keep to your left if passing others when transiting.

2. Leaving

Please remain in your seats after the service until the stewards direct you to leave.

3. Children

Children are to remain with their family at all times and adhere to the two metres rule. Parents are free to take children outside to play there but always under direct supervision.

4. Social distancing & face-coverings

Please continue to observe the two metres rule and wear face-covering during this time.

5. Symptoms

After the service if you develop symptoms suggestive of Covid-19 or are contact-traced, please inform Peter Lawley (by telephone) as a matter of priority.

6. Cleaning your seat after the service

After the service and before you vacate your pew or chairs, we would ask that you briefly clean your seat. This is not a substitute for the ordinary cleaning of the church.

Online-services

We continue to live-stream all services and host a Zoom fellowship after the morning service.