

PROCEDURE FOR USING PRIORY STREET AND RUDLOE MOD COMMUNITY CENTRE BUILDINGS

Version 10

May 2021



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
11 Sept 2020	<ul style="list-style-type: none"> ● Statement taking account of government announcement of 9 Sept 20 ● Raise limit on participation based on 1m+masks instead of 2m ● Add numbers for hall and marquee ● Address the issue of singing ● Add comment about heating ● Change to quarantine of chairs; optionally spray instead if more convenient. 	4	Draft
30 Nov 2020	<ul style="list-style-type: none"> ● Updates for the end of lockdown 2 and entry into tier 2 	5	Approved by FT
01 Mar 2021	<ul style="list-style-type: none"> ● Preliminary response to 4 stage timetable laid out by Government at end of Feb '21 	6	Draft
08 Mar 2021	<ul style="list-style-type: none"> ● Reflect further revisions by BU and explicitly address singing 	7	Draft
26 Mar 2021	<ul style="list-style-type: none"> ● Congregational singing outdoors but only within church grounds from 29 Mar ● Blown instruments allowed from 29 Mar ● Outdoor children and youth groups unlimited in number from 29 Mar 	8	Approved by Trustees 12 Apr 21

30 Apr	<ul style="list-style-type: none"> Generalise to cover Rudloe MOD Community Centre as well as Priory Street Adaptations to suit children's / family service 	9	Draft
21 May	<ul style="list-style-type: none"> Update references following government changes 17 May Revise allowed number in Rudloe to match MOD assessment 	10	Draft

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Introduction

UPDATE 21 May 21: Although there has been a significant relaxation in restrictions in wider society, notably being able to meet as two households *indoors* and in groups of up to 30 *outdoors* there are no changes relevant to church included in the most recent changes. Notably the restriction on meeting off church premises has not been lifted as was hoped [[Ref 2 subtitle 'Outdoor worship'](#)]. This is confirmed by the 20 May update to [[Ref 9](#)] from the BU.

UPDATE 08 MAR 21: In response to government announcements about easing restrictions the BU has updated its guidance too and the salient points are:

- A lifting of the January recommendation to keep churches closed for regular services (notwithstanding Government restrictions allowing opening). However, they are mindful that stay at home orders remain in place and the unlock is cautious. [[Ref 8](#)]
- Reference to [[Ref 11](#) "Acts of worship should also not take place away from the place of worship or its surrounding grounds."] indicates a clarification that outdoor worship may only be on the grounds of places of worship where previously both public and private land were allowed (with caveats) [[Ref 9](#)]
- More detailed guidance in [[Ref 9](#)] about what is allowed, says:
 - **1. Communal Worship on church premises** including prayer and bible study groups.
Yes; for as many as social distancing permits but attendees must only socially interact with their own households indoors and outdoors.
 - **2. Private Prayer**
Yes; for as many as noted under communal worship.
 - **3. Congregational Singing**
No; for a congregation indoors or outdoors.
[[Ref 16](#) updates this to allow outdoors *on church premises from 29 Mar*]
 - **4. Worship bands and singers**
Yes; Limited to those essential to the service including ideally one singer and certainly no more than 3. Wind or brass instruments allowed *from 29 Mar* [[Ref 9](#)].
 - **5. Prayer and bible study groups at home.**
No.

Both points 3 & 4 are directly covered by government advice too [[Ref 16](#)]

- For children and youth ministry: The government road map [[Ref 12](#)] has been distilled into this summary by National Youth Agency [[Ref 18](#)]:
 - Now - Indoor & outdoor 1to1's & groups ONLY for vulnerable children and essentially children of key workers.
 - No earlier than 29th March - plus outdoor kids groups for any child. Local trips & visits.
 - No earlier than 12th April - plus indoor kids groups for any child.
 - No earlier than 17th May - plus residential & overnight stays.
 - No earlier than 21st June - all restrictions dropped.

[[Ref 5](#) removes the 15 person cap on outdoors activities from 29 Mar]

BU guidance [\[Ref 9\]](#) recommends that supervised childrens' activities in person are generally discouraged but there is a separate document [\[Ref 10\]](#)

UPDATE 30 Nov 20: Week commencing 23 Nov, the government announced new tiers for after the lockdown (from 00:01 02 Dec) and that Wiltshire will enter tier 2. This means that:

- *places of worship remain open, but you must not attend or socialise in groups of more than 6 people while there, unless a legal exemption applies [\[Ref 7\]](#)*
- *you must not socialise with anyone you do not live with or who is not in your support bubble in any indoor setting, whether at home or in a public place [\[Ref 7\]](#)*
- *you must not socialise in a group of more than 6 people outside, including in a garden or a public space – this is called the 'rule of 6' [\[Ref 7\]](#)*
- *Exemptions from gatherings limits in all tiers... [\[Ref 7\]](#)*
 - *for work or providing voluntary or charitable services, including in other people's homes*
 - *for supervised activities provided for children, including wraparound care (before and after-school childcare), groups and activities for under 18s, and children's playgroups*
 - *for formal support groups, and parent and child groups – up to 15 people aged 5 and older*

On 9 Sept Government introduced a new limit of 6 indoors or out on all gatherings with limited exemptions. Places of worship are one of those exempted as are youth groups, although the exemptions *are different*. The following references provide a brief summary.

The upper number [for church activities] set by the capacity of your building while maintaining social distancing, will remain as before. [\[Ref 3\]](#)

Places of worship can stay open for services for more than 6 people. [\[Ref 4\]](#)

3.11 Can I send my teenagers to their youth club? Yes, you can. [\[Ref 4\]](#)

On 4 Sept Oversight Team (OT) agreed a programme of limited in-person meetings in line with Government guidance and with an emphasis on supporting those who are not online for the period through till Easter but clearly this will be kept under review.

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.

Capacities

The following capacities are set based 1m+ distancing, use of masks and an assumption of a mix of individuals and households. Note that it is not possible to have the maximum number if every group is a household of more than 1; this is not justification for 30 households of 6 (180 people) to use the Sanctuary but 40 or 50 may well be reasonable. The key is that at least a metre must be available between households including during entering and leaving.

- **Rudloe MOD Community Centre:** 15 households (max 40 individuals)
- **Sanctuary:** 40 households for general use or 20 households for family-orientated events*
- **Hall:** 20 households
- **Hut garden:** 20 households
- **Marquee:** 15 households for general use or 5 households for family-orientated events*
- **Creche room:** out of use

* Family events have a lower limit to reflect the households typically being at least one adult with several children compared to individuals or couples in other events.

Please note also that the rules are different for youth where masks are not required and the limit is 15 5-18 year olds plus leaders [Ref 5 and Ref 6].

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.

Singing is allowed within Government advice in limited ways but for now we will not do this at CBC to minimise any risk and since we recognise not everyone is comfortable with it.

As the colder weather comes doors need to remain open to provide ventilation, which may be inconvenient. Advise people to wrap up although radiant heaters will also be available.

All events must be pre-booked either with the host or by leaving a message on the office answerphone.

Within the booking it is necessary to confirm that:

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

Preparing to open

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

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. Radiant heaters will be available rather than the central heating.

2. 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.
3. Ensure all Bibles or other books are placed out of use.
4. Ensure chairs are available singly or in pairs (for use only by a single household) with a 2m exclusion zone around each. If larger households attend, place additional chairs to enlarge a smaller group.
5. Ensure no one else is using your selected room and anyone using the rest of the building is aware of the opening and able to maintain safe distance.
6. 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.
7. Check disinfectant and cloths are available for cleaning afterwards
8. Wash own hands with soap and hot water.
9. Pray for those people coming that they will meet with God.

Welcoming people

Welcome people at the door and explain the route in and out. A one way system is preferable but in any case all must take care when arriving and leaving to preserve social distancing. The host should direct visitors to the hand sanitizer (rather than squirting onto their hands in order to preserve the 1+ metre distancing).

Observe where visitors go and that they respect the necessary distance from one another. Remind gently if necessary. One host should keep an eye on the front door in case additional visitors arrive.

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). Alternatively, spray the used chairs with disinfectant. Replace new chairs for the next session.
3. Notify the office if more supplies such as sanitizer, disinfectant etc. are needed.
4. Wipe all door handles and push plates with disinfectant or disinfectant wipes
5. 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			
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8			
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0			
11			
12			
13			
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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

1. Government advice for 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>
2. 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>
3. Baptist Union advice:
https://www.baptist.org.uk/Articles/570475/Coronavirus_essential_advice.aspx
4. Government advice on what you can and can't do:
<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>
5. Government advice on 'Out of school settings' (OOSS)
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-club-s-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#face-coverings>

UPDATED 26 Mar:

"From 29 March..., if the activity is taking place outdoors, groups can be of any number. This is because the transmission risk is lower outside."

6. Baptist Union advice for youth work (updated 10 Sept) (PDF)
<https://www.baptist.org.uk/Publisher/File.aspx?ID=258545>
7. Local restriction tiers: what you need to know (from 02 Dec 20).
<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>
8. Baptist Union guidance (updated 25 Feb 21) (PDF):
<https://www.baptist.org.uk/Publisher/File.aspx?ID=266796>
9. Baptist Union guidance on church worship (updated 20 May 21) (PDF):
<https://www.baptist.org.uk/Publisher/File.aspx?ID=266932>

10. Baptist Union guidance on youth and children's ministries (updated 25 Feb 21) (PDF):
<https://www.baptist.org.uk/Publisher/File.aspx?ID=266931>
11. Government guidance on celebration of religious festivals (updated 19 Jan 21)
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/celebrating-religious-festivals-during-coronavirus-covid-19>
12. Infographic summary of unlock timetable from Wiltshire council 23 Feb 21:
<https://mcusercontent.com/2883905f726c9fc694bef8b9e/images/fb6fa555-30ca-4daa-926b-5cc3909eb599.png>
13. Advice to extremely clinically vulnerable (last reviewed 4 Mar 21)
<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-high-risk/>
14. PHE data on vaccine effectiveness (23 Feb 21)
<https://publichealthmatters.blog.gov.uk/2021/02/23/covid-19-analysing-first-vaccine-effectiveness-in-the-uk/>
15. Government advice on performing arts (referenced for choirs and bands in a worship setting)
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
16. Regulations on singing (updated 19 Jan 21)
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december>

“Where singing or chanting is essential to an act of worship, this should be limited to one person wherever possible. Exceptionally, where it is essential to the service, up to three individuals should be permitted to do so. Strict social distancing should be observed and the use of Plexi-glass screens should be considered to protect worshippers, and each other.

“Communal singing should not take place. This applies even if social distancing is being observed or face coverings are used.”

UPDATED 26 Mar 21:

From 29 Mar “outdoors, in the grounds or the outside space of a place of worship: when communal worship takes place outdoors, the congregation may join in and should follow the principles set out in the performing arts guidance. New social contact limits apply.”

17. Roadmap out of lockdown (published 22 Feb)
<https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary>
- “... before Step 4 begins [not before 21 June], the government will complete a review of social distancing and other long-term measures that have been put in place to cut transmission.”
18. National Youth Agency Covid guidance <https://nya.org.uk/guidance/>
 19. Principles of safer singing
<https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing>

