

Covid-safe Guidance for Sunday Services

On the A frame outside the church a notice explains what we have done as a church to keep people safe and what we ask of them.

Masks: must be worn unless exempt for medical reasons.

Capacity: Only 26 people in church at one time (25 plus vicar).

No single group bigger than 6 admitted.

Normal capacity is 226, reduced due to social distancing measures and space restrictions due to restoration.

Tickets: Capacity is controlled by ticketing. Tickets are available on Eventbrite from the Monday (8am) to the Thursday (8pm) prior to each Sunday. Those not online may ring the Parish Office on 01223 366202 9am-1pm during the week to book.

All contact details required for Track and Trace are requested on Eventbrite.

A list of those booked is used by sides-people at the door on Sunday to ensure only those who arrive are ticked off and this list is kept securely for 21 days after in the Office should details be needed for Track and Trace.

On the day arrivals may enter if there is capacity but their names and contact details must be recorded.

Hand sanitising: There are hand sanitising stations as you enter church and outside the loos. People should sanitise their hands before entering either space even if they are wearing disposable gloves as this is to keep others safe.

Pewsheets: Single use pewsheets are printed for each service. People can take their own pewsheets from the table as they enter and should take it away with them to dispose of after the service.

Congregational seating and movement: People should be encouraged to **keep left** at all times in church and on the church paths and only enter or leave when the doorway is completely clear. Movement and social distancing notices are prominent and clear.

- **Between 8am & 9am services.** 9am congregation wait outside, socially distanced, on the main path until all the 8am congregation has left. The 8am people leave by the gate into Little St. Mary's Lane.
- **2m social distance** should be maintained where possible.
- **Seating,** There is one line of pews pushed up against the scaffolding on the right (South) side of the church. **People are encouraged to fill in from the front on arrival and wait until the pews behind them have emptied before leaving at the end of the service.** People may sit in the choir stalls – possibly ideal for families/larger groups.
- **Spacing.** Every other pew is roped off rather than just spacing pews widely apart as many need the pew in front to help them get up from kneeling. People should not sit directly behind the people on the pew in use in front of them but move along to increase the space. People in family groups/social bubbles may (of course) all sit together but no group may be bigger than 6. Others need to leave 2m distance. This means people may sit on the far ends of the same pew as someone else.

Kneelers: There are 3 boxes of 25 kneelers in the Parish Centre – one for each service that are put out before the service starts and collected and put back at the end. These are not touched until next Sunday therefore do not require cleaning. Boxes are labelled 8am, 9am and Noon respectively.

Voices, talking and singing: There is currently no congregational singing in church and any responses should be quietly spoken.

Peace: We do not presently share a sign of the peace.

Communion: According to the latest instruction we are to receive Holy Communion silently and so this replaces anything the priest might say when placing the Blessed Sacrament in your hand.

Those wishing to take Holy Communion (under one kind – there is no sharing of the chalice at present) come forward to the middle of the altar rails and remain standing. Social distancing is maintained at all times.

Collection: No collection is taken during the service. There is a collection bowl on the table at the back of the church should people wish to donate. Donations may also be made by BACS (details on request).

After each service: Once the service is over people are encouraged to move off church property as quickly as possible to allow for cleaning and the safe arrival of those for the next service.

- **Kneelers are returned** to the appropriate box and replaced with clean ones.
- **Cleaning:** All touch surfaces are wiped by sides-people. Sanitising spray for heritage wood along with instructions, disposable gloves, cloths and a double-bagged bin are provided.

All gloves/cleaning cloths to be disposed of when cleaning is finished. Please tie up and replace the bin liners after each service. This double bagged rubbish is stored for 72 hours before being disposed of.

Parish Centre use: The toilets are open and can be used but no more than 1 person waiting outside in the hallway and no queuing or waiting in the porch. Hand sanitiser is provided in the hallway to be used before entering.

Hand wash notices are prominent and all materials provided.

We ask that only sides-people and clergy enter the kitchen or big Parish Room. Disposable cups are provided in the kitchen should someone need water but sides-people get this for them.

General:

Doors remain open to allow air to circulate at all times.

There is extensive scaffolding; please move slowly and take care!

EDS
Reviewed 14/9/20