

## **Standard operating procedure (SOP) for general practice for St Mark's activities and re-opening in the context of coronavirus for volunteers, congregation and general public.**

These guidelines need to be adhered to at all times regardless of a volunteer entering, single person entering/visiting the or a number of people. Any negligence in adhering to the guidelines, would not only put others health at risk but would bring the Church into disrepute as-well.

These guidelines apply to all the below mentioned categories:

- Volunteers
- Staff
- Visitors
- Congregation

**Volunteers** would need to follow the guidelines when opening/closing the venue (ie Vicarage Hall. Old Vicarage, grass area) and make sure that we support each other and keep a vigilant eye to ensure the wellbeing and safety of one and all. Report any negligence straightaway to the Re-opening Church strategy team, so it could be addressed straight away.

**Staff** would need to lead by example in ensuring that the guidelines are followed when opening/closing the venues and report straight away to the Re-Opening Church strategy team if any negligence is witnessed, so that it could be addressed straightaway.

**Visitors** to be supportive of the guidance and instructions given to them by the staff and volunteer team while entering church premises, so, that the guidelines could be implemented without any misperception.

**Congregation** to be supportive of the guidance and instruction given by the staff or volunteer teams on duty.

### **Guidelines to be followed at all times**

These guidelines would need to be strictly followed at all times for anyone entering or using church premises for any activity or work-related activity any day of the week. (if single entry to carry out some work please make sure to carry out the cleaning).

## SOP's for using church premises for events or for work access

**Please ensure a 2m social distancing rule is adhered to at all times .**

- Temperature to be checked of anyone attending an **activity** (not to be recorded).
- Take names, telephone number and email for anyone entering the premises.
- Any key holder needing to go into a church building for any reason please make sure before you go, the necessary approval is obtained from the Vicar Saju Muthalaly or Katie Jenkins
- People to be requested to not to touch anything unnecessarily for their own safety and well-being.
- People to be encouraged to wear mask at all times for their own safety and well-being and safety of others.
- Hand sanitiser to be available at the entrance and exit of each church building and visitors asked to use it.
- Last person in the building to ensure that all surfaces that have been touched have been adequately cleaned, hand towels and rubbish bagged ready for disposal after 72 hours. see [SOP for cleaning church premises](#)
- Office staff to ensure that their work apparatus (keyboard, telephone etc) has been cleaned and surfaces wiped before they leave each day.(This will mean that you will also need to clean the plexiglass around your work station).
- Office staff to be encouraged to bring their own food. Use of own drinking cup/mug. Ensure that you keep your own cup/mug and clean any of the kitchen equipment ie kettle after use.
- People to come to church office when necessary, otherwise please call or email.

**Guidelines would be updated regularly, as per the recommendations by the C of E/Government website and circulated to all concerned.**