

Standard operating procedure (SOP) for general practice for entering and re-opening St. Mark's Church 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 Church 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 Church 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 Church 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 the Church, 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 the Church on a Sunday or any other Open Church day or whenever the Church is used or any work is carried out in Church (if single entry to carry out some work please make sure to carry out the cleaning out as mentioned in the cleaning SOP's).

SOP's for entering the Church service, Open Church events or for work access

Please ensure a 2m social distancing rule is adhered to at all times when in church.

- One person to stand at all times on the outside of the building guiding each household into the church, making sure that only one household is sent in at any given time. Please ask the people wishing to attend Church whether they have had any symptoms of Covid 19 in recent days.
 - high temperature
 - new continuous cough
 - a loss or change to your sense of smell or taste.(Please ask them to not attend if they have such symptoms).
- Temperature to be checked of anyone entering the Church (not to be recorded).
- One person to stand inside Church and welcome and checking name on the pre-booked list or enter if there is space, (max number 50). Two people to be available to remind people to sanitise their hands and guide them towards their seats. (One way system).
- If its another meeting other than Sunday service then please take names, telephone number and email for anyone entering the Church for Prayers etc.
- Volunteers/staff to request people to be seated at all times keeping in their household groups unless they need to use the toilet facilities. Please use one way system. The toilets will be one in one out. Please sanitise your hands before entering the toilet and also on departure. Return to your seat by the one way system.
- People to be advised to remain seated after the service until requested to leave via the one-way system.
- After a church service, people are to be encouraged not to stand and chat but to leave promptly, and if they want to have conversations to move away from the church to do so, socially distanced in a safer outdoor environment, but without blocking the exit and entrance to the church building.
- People to be requested to not to touch anything unnecessarily for their own safety and well-being.
- People to be to wear their mask at all times for their own safety and well-being and safety of others unless there is a medical reason why they cannot.
- Service leaders, preachers, readers, interceders and singers to maintain a two metres social distance at all times when carrying out their duties from the front.
- Hospitality team to inform Katie Jenkins if the face masks, sanitisers, wipes etc are running low so she can re-order. (Please check after every Sunday service).

Church wardens to ensure that the guidelines are adhered to at all times. If churchwardens are not available then the event manager of the church needs to ensure the guidelines are implemented accordingly.

For cleaning of the Church building please follow:

- Cleaning Church Procedures document version 2 and for
- Tech and Worship team Cleaning Procedure document version1

Any key holder needing to go into the church for any reason please make sure before you go, the necessary approval is obtained from the Vicar Saju Muthalaly or Katie Jenkins.

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