

# Ealing Green Church: Living with Covid-19

## Introduction

This note seeks to set out the risks that arise as a result of Covid 19 and other illnesses, such as influenza. The basic working principles are:

1. The SARS-Cov-2 virus will be around for some time to come. From 1<sup>st</sup> April 2022, HM Government's policy 'Living with Covid-19' comes into effect, and may be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1056229/COVID-19\\_Response\\_-\\_Living\\_with\\_COVID-19.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056229/COVID-19_Response_-_Living_with_COVID-19.pdf)

2. The virus spreads in aerosol droplets breathed out by infected persons. The virus is carried in heavier droplets that fall to ground within about 1m. Risk of infection is highest in enclosed spaces. Social distancing, adequate ventilation and hand hygiene are therefore important in limiting spread.
3. Safe behaviours identified by HM Government are:
  - getting vaccinated
  - letting fresh air in if meeting indoors, or meeting outside
  - wearing a face covering in crowded and enclosed spaces, especially where you come into contact with people you do not usually meet, when rates of transmission are high
  - trying to stay at home if you are unwell
  - taking a test if you have covid-19 symptoms, and staying at home and avoiding contact with people if you test positive; and
  - washing your hands and following advice to 'Catch it, Bin it, Kill it'.

## Where does the risk come from?

Risk arises from people who are infected coming into the building. These will primarily be people who are asymptomatic or who are in the early stages of Covid-19 and have not yet developed symptoms. It is therefore important folk continue to wear a facial covering if possible, maintain good hand hygiene and that rooms are well ventilated.

There is increasing evidence of the importance of circulating fresh air in reducing the risk of COVID-19 transmission. Ventilation also helps with reducing transmission of other respiratory infections such as influenza, with some research showing that being in a room with fresh air can in some cases reduce the risk of airborne transmission of COVID-19 by over 70%

SJH to continue to monitor advice from HM Government, The Methodist Church and the URC, and display posters/signage as appropriate, especially for restrictions local to our area.

## Who is 'at risk'?

Everyone is at risk of infection by Covid 19. The consequences of infection can be significantly different depending on age and underlying health conditions, and vaccination status.

NB. Sarah Hunter, Church Office Manager (SJH) has been appointed the Responsible Person for covid-19 health, safety & safeguarding as a single point of contact (with a delegated committee to support).

## Hand Hygiene

Risk	<p>People entering the building with hands contaminated with Covid-19</p> <p>People contaminating handles etc. in toilets</p> <p>Contamination of church &amp; communal equipment</p>
Mitigation	<p><b>Hand sanitiser units installed on walls:</b></p> <ol style="list-style-type: none"> <li>1. Between the three doors in the foyer of the church (2 between the 3 doors)</li> <li>2. Outside all toilets – ladies, gents &amp; accessible toilets x 2</li> <li>3. In the church space near to the organ/double doors to corridor</li> <li>4. Inside the brown power door to the lobby, plus one on the lobby desk</li> <li>5. Minister’s Vestry</li> <li>6. Inside the Church Office &amp; the Circuit Finance Office</li> <li>7. Inside the following rooms: Hall, Parlour &amp; Rainbow Room</li> <li>8. Units to be checked and re-filled regularly and as necessary (large 5L bottles with pump dispensers are kept in Utility Room for refills)</li> <li>9. Signage to remind people to sanitise their hands by units at entrances</li> <li>10. Signage to remind people to sanitise their hands before using toilets with brief explanation of why by units outside toilets.</li> <li>11. Doors to remain propped open as much as possible when rooms in use (closed at night to reduce fire risk).</li> </ol> <p><b>Kitchen:</b></p> <ul style="list-style-type: none"> <li>• The use of the handwashing sink to be encouraged, with the accessible sink also dedicated to handwashing.</li> <li>• The use of the main kitchen sink for washing hands is prohibited.</li> <li>• Fabric hand towels and tea towels are to be washed regularly.</li> </ul> <p><b>Toilets:</b></p> <ul style="list-style-type: none"> <li>• Door to Ladies &amp; Gents from corridor to be propped open</li> <li>• Signs placed regarding use of sanitiser before entering</li> <li>• Hand dryers and/or paper towels may be used.</li> <li>• SJH to empty bins on days that the cleaner does not visit if necessary</li> <li>• Handwashing signs are present along with cleaning materials available for ‘clean as you go’ as necessary, especially for baby changing stations.</li> </ul> <p><b>Tissues</b> are provided around the building, with a litter bin in each area.</p>
Action	<ul style="list-style-type: none"> <li>• SJH to monitor stocks of sanitiser/masks and other necessary supplies</li> <li>• SJH to ensure signs remain current</li> </ul>

**Items that can be touched by multiple people:** Transmission of virus by several people touching items is no longer thought to be high risk, however good hand hygiene is to be encouraged. Rather than restricting the use of items such as hymn books or leaflets, folk are to be encouraged to sanitise their hands before use.

**Use of worship books etc. during services/meetings:** as above, folk should be encouraged to clean their hands before using hymn books or bibles belonging to Ealing Green Church. The braille hymn book(s) should continue to be reserved for a particular church member only, not for general use.

## Social Distancing

Risk	People getting too close to each other
Mitigation	<ul style="list-style-type: none"><li>• Masks/facial coverings are warmly encouraged to protect everyone, particularly those more vulnerable than ourselves.</li><li>• Chairs to be arranged to allow as much distance as possible between people, with 3m between pulpit, lectern and forward-facing speakers from the congregation.</li><li>• Signage at entrances/room doors to remind people to keep their distance</li><li>• Room capacities have been adjusted for Church activities to allow enough room for all. Room capacities have returned to their previous level for outside hires, with the responsibility of safety to rest with the individual group leaders.</li><li>• Whole building capacity to be carefully considered to prevent overcrowding</li></ul>
Action	SJH & Property Team

## Use of Radio Mics

Risk	Transmission of virus between preacher and steward in close proximity to each other while radio mic is being fitted. Contamination of radio mic by an infected person.
Mitigation	<ul style="list-style-type: none"><li>• Should a steward assist the preacher in fitting the radio mic, both should wear face coverings while the radio mic is being fitted.</li><li>• Before handling radio mics, hands should be sanitized.</li><li>• After use, radio mics should be wiped and stored away.</li></ul>
Action	Steward on duty, preacher

## Offertory & Offertory Counting

Risk	Transmission of virus by several people handling offertory bags Moving closer together to pass bag from person to person.
Mitigation	<ul style="list-style-type: none"><li>• Offertory bags not to be used.</li><li>• Instead, a plate for people's cash/envelope offerings will be used</li><li>• Stewards should maintain distance while counting cash and preferably wear facial coverings. Room used should be well ventilated.</li><li>• Stewards to clean their hands thoroughly after counting cash or handling envelopes</li><li>• All to be encouraged to donate via bank transfer if at all possible</li></ul>
Action	Stewards, Vestry Stewards

### Refreshments (after the service, during church group meetings, or at any other time)

Risk	Transmission of viruses as a result of people getting too close together while collecting tea and coffee from the foyer kitchenette and while talking, serving and handling cash donations.
Mitigation	<ul style="list-style-type: none"> <li>• those serving should maintain strict hand hygiene and wear masks</li> <li>• room used should be well ventilated at all times, with foyer doors open if possible, or windows/doors in other rooms</li> <li>• folk should be encouraged to move away from those serving and allow plenty of space</li> <li>• cash donations should be left before counting, in one of the lockers</li> </ul>

### Worship Area Seating Plan

Risk	
Mitigation	<p>Chairs to be arranged so that there is as much space as possible between groups.</p> <p>Chairs should not be placed too near the Minister, the piano or lectern, as users there are forward facing and a full 3m is required.</p> <p>The flow of people into the space should be encouraged as follows:</p> <ul style="list-style-type: none"> <li>• Seats should be occupied starting at the front working towards the rear.</li> <li>• Seats should be reserved for stewards and certainly a steward should sit immediately inside the door.</li> <li>• At the end of the service, people should leave in reverse order, starting at the back.</li> <li>• Once seated, people should remain so until the end of the service.</li> <li>• If chairs need to be moved as folk arrive, hands should be sanitised before picking up a chair</li> <li>• Stewards need not physically assist persons to their seats, if they are uncomfortable in doing so</li> </ul>
Action	Stewards/Vestry Stewards must be aware of the order in which seats should be occupied & should direct people to seats. For additional duties, see below & EGC Steward's Protocol

### Special Considerations – Additional Duties for Stewards (NB please see Steward's Protocol document)

- Welcome folk back to Church!
- Facial coverings are to be encouraged, please offer one to anyone who needs one
- Recording who attends church is no longer required, although a head count is a good idea, especially if the building has to be evacuated for any reason (such as fire)
- Reminding people attending church to sanitise their hands upon arrival
- Directing people to seats in the worship area.
- Ensuring people leave promptly and/or the foyer area is well ventilated if refreshments are being served.
- If required by preachers, placing worship books or orders of service on chairs & collecting after
- Ensuring the worship space is ventilated before services, opening windows and doors.
- Either cleaning the area afterwards ('clean as you go') or ensuring this task is carried out by volunteers. Chairs need not be cleaned, but touch points such as door handles, servery surfaces etc. should be.
- Bible Steward to ensure vestry stewards and door stewards are fully aware of these additional duties.

## Ventilation

Windows should be opened during the services or meetings, even if the weather is cold, in all rooms including the church space. The greatest risk of spreading Covid19 is through aerosol droplets and ventilation can dramatically reduce this. Rooms should also be aired between users.

Risk	The risk of virus transmission is highest in poorly ventilated enclosed spaces
Mitigation	<ul style="list-style-type: none"> <li>• Open windows in hall and other rooms when they are in use. Wipe window winders and handles and sanitise hands after use.</li> <li>• The top high windows in both the church and the hall should be left open at all times for continuing ventilation.</li> <li>• During services in the worship space ensure sufficient doors/windows are opened to maintain an airflow throughout the space, for example open doors to the street, windows in the church and doors to the corridor (kitchen side).</li> </ul>
Action	User group leaders, stewards.

## Use of Toilets

Risk	Contamination of handles, flush handles/buttons, taps etc. Droplets containing virus material in the air in poorly ventilated enclosed spaces
Mitigation	<ul style="list-style-type: none"> <li>• Masks are encouraged, particularly in the toilets &amp; corridors</li> <li>• Stewards should open all windows in toilets (except for the foyer accessible toilet which doesn't have an opening window) before the service and close them again afterwards. Foyer toilet should be aired by propping open the door before and after the service, door wedge provided.</li> <li>• Doors to the main ladies &amp; gents to be kept propped open during the service</li> <li>• Users can sanitise their hands before entering toilets to reduce the risk of contamination.</li> <li>• Toilet use may be considered by group leaders to minimise cleaning</li> </ul>
Action	All persons using toilets/group organisers

**Congregational singing** is allowed within the church sanctuary once more, however facial coverings are strongly encouraged, as aerosol droplets are expelled more forcibly during singing.

## Use of Offices/Staff Safety

Risks	<ul style="list-style-type: none"> <li>• Offices are small and social distancing/ventilation may be more difficult during meetings</li> <li>• Staff may not be comfortable using public transport and may prefer to work from home</li> </ul>
Mitigations	<ul style="list-style-type: none"> <li>• Meetings should be by arrangement only if possible and only if staff are comfortable, meetings with more than one other person can be located in an alternate room, to be arranged by SJH. Zoom meetings may be preferred.</li> <li>• All persons entering offices must sanitise their hands prior to entry to any office &amp; wall mounted sanitisers have been fitted near to doors</li> <li>• Door(s) should be left open if possible, particularly for the Church Office, which does not have its own window</li> <li>• During meetings face covering are encouraged. When working alone staff do not need to wear one whilst in their office, but they should when moving around the building, especially if there are other users on-site</li> <li>• Anyone using an office should sanitise the area after use</li> <li>• Hands must be cleansed frequently during the working day.</li> <li>• Staff may use the car park if they wish to avoid public transport</li> <li>• Staff should be allowed to work from home at times</li> <li>• Cleaning baskets are present in both offices, as in other rooms</li> </ul>

**Staff and volunteers are encouraged to take a Covid19 test twice weekly, while they are able to do so.**

**NHS Test and Trace:** is no longer in operation.

## Cleaning

The level of cleaning required depends on the degree of use of the premises. Generally, it should be assumed that touchpoints, kitchens, bathrooms and offices are to be cleaned after use.

Risk	Areas are left dirty or cleaned with incorrect products, risking contamination by infected persons.
Mitigation	<ul style="list-style-type: none"> <li>• Cleaning provision is currently three times a week, with toilets cleaned &amp; bins emptied every visit. Door handles, switches &amp; window winders are cleaned every visit using products compliant to BS EN 1276, BS EN14476 and/or BS EN 13697, and disposable cloths. Current products provided include bleach and disinfectant sprays &amp; floor cleanser, along with gloves &amp; disposable aprons.</li> <li>• Any toilets used must be cleaned, along with sinks, door handles and all other surfaces in that area, as well as doors handles, switches, winders in rooms and into and out of the building. This applies to all users, and may be done at the end of the day or session (not after each user)</li> <li>• Kitchens are cleaned once a week by the cleaners, and also on a clean as you go basis by users. Cleaning materials are provided by EGC.</li> <li>• Flip top bin lids have been removed to avoid risk of touching lids in use</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• SJH to appraise cleaning firm as safe procedures and liaise with them closely as an ongoing process. Suitable cleaning products/PPE are provided by EGC</li> <li>• ALL USERS to clean as and when necessary – it must never be assumed that the cleaner will ‘take care of it’</li> </ul>

## Special Considerations: Cleaning

**Chairs:** chairs in the church space, hall and other rooms need not be routinely cleaned after use, rather users are encouraged to maintain strict hand hygiene for their own personal safety.

- **Foyer:** the soft blue chairs may be brought out of storage and used
- **Parlour:** the stacking chairs with fabric seat pads may be used once more, and curtains may be rehung
- **Hall:** the soft chairs may be returned from the stage to the hall (placed in front of the stage)
- **Lobby:** the orange soft chairs may once more be used
- **Rainbow Room:** the net curtains may be rehung

**Church Offices:** the Church Office in particular is poorly ventilated, anyone using that area should open the door to the lobby along with the window opposite. Desk surfaces and door handles/switches should continue to be wiped down after use. Sharing of keyboards is not encouraged.

**Alarm keypads** are frequently used – fobs are available instead

## First Aid to those injured followed accident, or taken unwell with Covid19 symptoms

Risk	Those providing First Aid or tending to illness are at risk of catching said illness
Mitigation	<ul style="list-style-type: none"><li>• Folk advised that they must not attend events if symptomatic with COVID-19. Signs have been placed at the doors to this effect.</li><li>• If folk are tending to others who are unwell, or have had an accident, they should wear a medical paper face mask, disposable apron and gloves, which will be found in the First Aid Box.</li><li>• If the unwell person is suspected of having COVID-19 a plastic face visor should also be worn by the first aider, which will be located nearby to the first aid box.</li><li>• The unwell person should be moved to an empty, well-ventilated room if possible, and the location of this should be recorded, for cleaning purposes.</li><li>• All treatments must be recorded in the first aid book, as usual. Cleaners/SJH are provided with their own dedicated visors, which are not to be shared.</li></ul>
Actions	<ul style="list-style-type: none"><li>• SJH to ensure PPE is placed into First Aid box, and the location of visors is clearly indicated.</li><li>• 'Ready packs' of visors, masks, plastic aprons &amp; gloves to be made up, in case of emergency.</li><li>• SJH, cleaners &amp; other key personnel to have their own dedicated visors available, in a 'ready pack', not to be used by anyone else</li></ul>

## **'Outside' Lets and User Groups**

- The building is open once more to outside lets/user groups, with preference given to the safe return of those groups who were existing clients of Ealing Green Church.
- All groups, church based or otherwise, are responsible for the safe operation of their groups. Therefore, all those hiring any part of the building must carry out risk assessments and develop plans to show that they can operate safely, and must share these assessments with the Church Office Manager before they recommence their sessions, although a separate Covid-19 risk assessment is no longer required.
- It is the responsibility of the Hirer to ensure their activity adheres to the guidelines of HM's Government.
- This risk assessment does not cover the activities of particular groups, however a set of requirements to which they must adhere is set out in Appendix 1.
- The Trustees retain responsibility for the safe operation of those groups run by church members, including (but not limited to) Bible Study, Monday Fellowship, Discipleship and Lunch Club/Coffee Mornings. The leaders of these groups must show how they can operate safely before starting to meet again.

## **Review**

This Risk Assessment will be kept under constant review and will be updated and amended as necessary in the light of experience and changes to guidelines.

Agreed by Church Council (Managing Trustees):

*Adjustments to this risk assessment may be approved by Church Council via email as and when necessary.*

*Last reviewed & updated by SJH on 8<sup>th</sup> March 2022.*



## **Appendix 1: Requirements for User Groups**

### **Ealing Green (Methodist & United Reformed) Church 'Outside' User Groups: Requirements for Using the Premises**

The Managing Trustees have taken steps to make the premises safe for use. However, User Groups not run by Ealing Green Church are responsible for the safe operation of their groups and for ensuring the safety of people participating in their activities. Therefore, all these groups must carry out their own risk assessments and develop plans to show that they can operate safely.

The requirements set out below are intended to help user groups stay safe when using the premises at Ealing Green (Methodist & United Reformed) Church.

1. Sarah Hunter, Church Office Manager (SJH) has been appointed the Responsible Person for Covid-19 health, safety & safeguarding as a single point of contact (with a delegated committee to support).
2. Prior to re-commencing operation, Group Leaders must provide the Trustees with a copy of their risk assessments and plans for safe operation showing how they will comply with government guidelines and any specific regulations applicable to their activity. Although the Trustees may comment on users' risk assessments and plans, their receipt of those assessments and plans should not be taken as indicating that the Managing Trustees have given their approval to those plans. Risk assessments must be reviewed regularly, and changes advised to the Church Office. It is the responsibility of the Hirer to ensure their activity complies with any current legislation & guidance by HM's Government
3. Windows/doors in all rooms should be opened to allow ventilation during sessions, and afterwards. The small high windows in both the hall and the church space should be left open to allow continuing ventilation, although the larger, lower windows should be closed when leaving.
4. If using the kitchen, the area should be cleaned thoroughly afterwards, including the use of disinfectant spray on all surfaces, handles and switches.
5. On arrival and before departure group leaders should wipe clean door handles, light switches, and any toilets/sinks/taps and doors to the entrances and exits. It is good practice to cleanse surfaces such as tables but the chairs need not be cleaned. Group Leaders must agree to adhere to this 'clean as you go' policy to ensure safety for all. Ealing Green Church will provide suitable cleaning materials.
6. All persons attending the group should sanitise or wash their hands upon arrival.
7. Adults and children aged 11+ are strongly wear a mask/face covering within the building, particularly in communal areas such as corridors, toilets and kitchen, or if a large number of people are present, and groups should provide their own/spare masks or face coverings. Ventilation of the rooms between classes/sessions must take place. The corridor in particular is narrow and poorly ventilated.
8. All persons using toilets should sanitise their hands before doing so. This is to reduce the risk of people contaminating toilet handles and fittings. They should also wash their hands when finished.
9. While the Managing Trustees will provide hand sanitiser at entrances and outside or near toilets, User Groups should have their own hand sanitiser available.
10. Group leaders will be asked to sign a fresh copy of the booking form, and provide a copy of their current public liability insurance, before their booking recommences.
11. As guidelines may change at short notice, all groups must agree to adhere to instructions from their own regulatory bodies, or given to them by the Church Office, as necessary.
12. A full copy of Ealing Green Church's risk assessment is available upon request and will also be found on our website.

## Appendix 2:

### **Ealing Green (Methodist & United Reformed) Church Guidance for People Attending Church Services**

Welcome back to church! The experience of attending church remains somewhat different from what we have been used to before the pandemic, and some special arrangements are still in place in order to minimise risk to all our church family.

- Do follow the instructions of the stewards on duty.
- Please arrive at church no more than 5 -- 10 minutes before the service is due to start.
- Please sanitise your hands when you arrive and observe any guidelines on social distancing at all times.
- As aerosol droplets remain the greatest risk for viruses, we strongly encourage the continued use of face coverings by adults and children aged 11+, and spare masks are available for Church services or meetings upon request. Please continue to wear your face covering during singing, as aerosol droplets are expelled more forcibly whilst folk sing.
- After you have sanitised your hands, please go straight to your seat.
- Seating positions should be occupied from the front of the worship area working towards the back, and the Stewards to guide you.
- Please be aware that some seats will be reserved for the Stewards, or 'for Elijah'.
- When using the toilets please sanitise your hands before entering, you will find gel on the wall by the door. When you have finished wash your hands thoroughly and leave the door of the cubicle open when you leave.
- At the end of the service, we leave one by one starting from the back of the worship area working towards the front.
- If you are having refreshments, do make sure you allow enough space between yourself and others and bear in mind that the foyer will be well ventilated. If you wish to chat to people, outside the building in the fresh air is a great choice!

*Reviewed by SJH 8<sup>th</sup> March 2022*

Care! Do not light candles while hands are wet with sanitiser gel, it is highly flammable.  
Wait until hands are completely dry first, or better still, wash hands instead.

### **Welcome folk back to Church!**

**Hand hygiene:** Remind people to hand sanitise on arrival and on exit. This includes Stewards.

### **Respiratory hygiene:**

- We are still strongly encouraging folk to wear facial coverings, for the safety and comfort of all, as aerosol droplets are the biggest risk factor in the spread of viruses. Masks are to be worn throughout the service, including congregational singing, if possible, and spares are available either in the basket or the utility room.
- Ensure church spaces are well ventilated prior to welcoming worshipers by opening windows and doors in areas to be used, including toilets
- Ensure the lower, larger windows are closed after the service and handles / winders are touch cleaned. The smaller top windows should be left open to allow for continuing ventilation.
- The external doors to the street should remain open during the service to allow a flow through of air, along with the doors to the corridor by the kitchen. In addition, you could open the doors or windows to the courtyards both from the hall and from the lobby.

### **Social distancing:**

- Stand back and allow as much space as possible between yourself and others.
- Arrange chairs to allow plenty of distance between individuals and groups, and there should be at least 3m between the Minister (who is forward facing) and the congregation.
- The capacity for Sunday Worship is the capacity of the church space, and plenty of space should be allowed for all. The Trustees feel that around 50 persons is a comfortable limit, and those Trustees acting as Stewards may use their discretion regarding capacity and seating arrangements, for example groups of households will take up less floor space than 5 or 6 single persons, providing they adhere to our safe practices. The foyer and balcony may also be used to space folk for safety.
- Open church doors no more than 5-10 minutes before service is due to start
- Remind people to avoid congregating or standing in the main foyer, but to move to the seats

### **Seating plan - entry and exit:**

- Reserve steward seating on front row and on the back row
- Direct people to seats from the front towards the rear – ideally once seated they should remain so until the end of the service
- When escorting folk to their seats, if distancing is difficult try walking side-by-side with people (not facing) and both wearing masks.
- In a well-ventilated space, with masks and sanitiser, the risk of transmission is low, however, Stewards should step back once folk are seating, if they are chatting. Also bear in mind it is acceptable to offer verbal guidance, or to ask someone else to help a person, if someone should feel personally uncomfortable in assisting.
- When exiting, direct people to leave in reverse order starting from the back avoiding a bottle neck at main door and accessing side doors if required. Discourage them kindly from chatting either in the church space or the foyer; folk need to leave promptly and hold any conversations they may wish to have outside in the open air.
- However, if refreshments are taking place in the foyer, then ensure that the doors to the street remain open, in addition to the doors into the church and at the other end of the church, for thorough ventilation, as folk will remove their masks to eat and drink.

### **Fire evacuation:**

- Assembly point – Ealing Green
- Stewards to support evacuation in calm and orderly manner maintaining social distancing where possible
- Encourage use of multiple exits where needed (including the back door if necessary)
- Wheelchair available where necessary - stored behind organ in church space

### **Touch point items:**

- Encourage folk to sanitise their hands before using hymn books or bibles
- Braille hymnbooks are reserved for the use of Fi Dunn only.
- The Choir will use their own, designated books.

### **Use of radio mic:**

- Steward, if required, to assist fitting but face covering must be worn by both parties
- AV stewards to clean radio mic
- Handwashing/sanitising before and after use
- Steward to alert minister / speaker / preacher not to touch the static mics if in use.

### **Offertory:**

- Collection plates to be located in a convenient location, of Steward's choice.
- After service, stewards take plate to vestry, place in storage bag and secure in small safe. Social distancing to be maintained.
- Sue to have safe access
- Handwashing/sanitising to be carried out, especially after handling money.

**Junior Church:** remains closed at this time, although it is the wish of Ealing Green Church run Junior Church again, when we are able, and it is safe to do so. Junior Church leaders are to assess when this may be.

### **Refreshments:** may now resume

- Those serving should wear facial coverings and maintain strict hand hygiene
- Folk being served should move away from the serving area once they have their refreshments
- Good ventilation must be maintained while folk eat and drink
- the dishwasher should be used, rather than washing up by hand.

### **Cleaning:**

- Locate "Clean as you go" baskets, gloves and apron may be worn if wished (spares may be found in the utility room). Use disposable cloths and disinfectant spray
- Wipe clean all toilets/bathrooms that have been used
- Kitchen/servery surfaces, taps, kettles etc should be wiped down after use
- Wipe down touch points-- door handles, finger guards, vanity tops, sinks, taps, hand rails, window winders and handles, light switches. It is no longer necessary to clean the chairs, folk should instead take personal responsibility to maintain strict hand hygiene.

### **First aid:**

- Wear gloves, apron and face mask - located in first aid box before administering any treatment (in kitchen). For suspected viruses a visor is also available.
- Record incident in the first aid book - located by the first aid box in kitchen.
- If you suspect a patient is infectious then move them to an empty well ventilated isolation room / area – Lobby area. In this instance PPE used should be double bagged & placed directly into Veolia bin in car park. Visor may be sanitised, double bagged and set aside for 72 hours.

### Ealing Green Church: Church Groups

**Welcome back!** Church Groups are to be run with similar requirements as those needed for Sunday Services. It is the responsibility of the Trustees of Ealing Green Church that groups are run with careful consideration of the safety of those attending these church led activities, particularly as many of those attending remain in vulnerable groups.

There is no longer a restriction on group size, however the group must meet in a room that is large enough to ensure both plenty of space for those attending, along with adequate ventilation. Group leaders must book in with the Church Office and provide an approximate number of persons attending, so that a room may be allocated that fulfils these needs.

We warmly encourage the continuing use of facial coverings within the building, for the safety of all, particularly in communal areas such as the toilets, corridors, kitchen and when entering the building, unless exempt, and we are similarly continuing with other hygiene measures such as the use of hand sanitiser gel and cleaning (see below).

Refreshments may be served at small groups, but care must be taken to ensure good hygiene procedures, such as sanitising hands and the wearing of facial coverings when serving or collecting items. Folk must not gather around a table where refreshments are placed but should stand back for others. As masks obviously must be removed for the consumption of refreshments, please ensure chairs are spaced with plenty of room around them, and that there is plenty of ventilation at all time.

It is the responsibility of the group leader or the person booking the meeting space to ensure that cleaning is performed after the meeting. Clean-as-you-go baskets will continue to be found in all rooms. Group leaders need not feel obliged to carry out these tasks themselves, but it is their responsibility to ensure they are done. Areas to be cleaned are touch points such as door handles, bathrooms used, kitchen/servery area (including worksurfaces/kettles etc). Furniture should as chairs need not be cleaned, rather folk are encouraged to take personal responsibility for maintaining thorough hand hygiene.

The leaders of small groups must perform a risk assessment prior to their return. This need not be formal, and Sarah Hunter is happy to assist with this if needed. Although risk assessments are provided by the church office, please also give consideration to those persons who may have additional needs, if they regularly attend your group, and tailor your plan to your particular group's needs, rather than simply accept a generic one.