

Providence Baptist Chapel, Cheltenham

Revised 20 October 2020

Covid-19 – Guidance for those attending Meetings

Objectives

To enable Providence Baptist Chapel to hold meetings in a safe way which:

- Minimises the risks of spreading the Covid-19 virus.
- Promotes the safety of those attending the Chapel.
- Complies with current Government guidelines for places of worship. This Guidance may be found in full at <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>

Limitations

This User Guidance:

- Refers only to matters relating to Covid-19 and not to any other Health and Safety issues.
- Applies only to those meetings currently being held on the Chapel premises. At present these are the Sunday (Lord's Day) worship services (11:00am & 6:30pm) (not including the Communion Service), and Wednesday midweek services (7:30pm).
- Applies equally to both the indoor and outdoor parts of the Providence Baptist Chapel premises.
- Will be updated from time to time as the need arises.

Should You Attend the Meetings?

We quite understand that not everyone may feel that now is the best time for them to resume attending the meetings. Services will continue to be broadcast online using all the channels available during the lockdown and we trust this will continue to help most of those who must stay at home.

You should not attend any meeting if:

- You are in a period for which you are required to self-isolate.
- You have symptoms of Covid-19 (recent onset of a new continuous cough; high temperature; or a loss of, or change in, normal sense of taste or smell).

If you are in the more general 'clinically vulnerable' group (i.e. you are aged 70 or over, or an adult instructed to get a yearly flu jab on medical grounds) you may prefer to stay away. This is a matter for your discretion.

If you travel by car with someone from outside your household/support bubble all those in the car should wear a face covering (except for children under 11).

What You Should Do

- Bring your own Bible and take it away with you after each service. (See under 'Detailed Arrangements' below regarding hymn books.)
- Carefully keep to the requirements for washing or sanitising your hands and for maintaining 2m social distancing when moving about.
- Wear a face covering. This is required by law for everyone aged 11 or over. There are limited exemptions. Details of these can be found at <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- Keep with your household/support bubble group and avoid physical contact with others. This includes ensuring that your children remain under your close supervision at all times, both inside and outside the building.
- Follow the direction signs and comply with the instructions of the stewards.

- If you develop symptoms of Covid-19 leave the premises immediately .
- If you develop symptoms either at or after a meeting, follow the NHS test and self-isolation procedures and advise one of the Providence Chapel Church Officers so that contact details may be made available if required to NHS Test and Trace.

What You Should Avoid Doing

- Social mixing with others in different households/bubbles, both inside and outside the building.
- Moving from seat to seat or touching surfaces or objects unnecessarily.
- Making donations in the form of cash.
- Accessing the Chapel premises at any times other than for services (unless this has been expressly agreed beforehand by one of the Church Officers). This is to minimise the risk of contamination.

What We Shall Do

- Cleanse all obvious contamination points such as toilets, door handles, chair frames and surfaces as required to ensure clean conditions at the start of meetings.
- Maintain good ventilation levels throughout the parts of the building which are in use.
- Maintain a record of those attending each meeting to assist the NHS Test and Trace process. For those wishing to use the NHS App, the NHS Test and Trace QR code for the premises will be displayed on the check-in table. For others, a paper record will be made which will be retained for 21 days. Both of these recording methods are voluntary and will be subject to the users' consent.
- Ensure that reusable hymn booklets are quarantined for at least 48 hours between each use.
- Keep users informed of changes to arrangements.

Detailed Arrangements

- ***Entry and Exit***
 - Entrance to the Chapel will only be through the main entrance doors to the porch of the Chapel extension (the ramped access).
 - Exit from the Chapel will only be through the 'Old Porch' door at the pulpit end of the building which is clearly signed Exit. (Please note that there is a step down at each doorway in this porch.)
 - The external doorway to the car park will not be available for either entry or exit (except in case of emergency).
- ***Entry Procedures***
 - Please ensure that your household group waits at the inner door of the entry porch to be checked in by the door steward before entering the Chapel. If queuing is necessary, please maintain 2 metres social distancing between households (as marked on the ramp and into the entry porch).
 - If any of your group currently has Covid-19 symptoms we unfortunately cannot allow anybody in the group to enter.
 - You will all be required to cleanse your hands with sanitiser.
 - The door steward will register the name of each person entering the Chapel and contact details for the household group (if these are not already known). You may alternatively choose to scan the displayed QR code for the premises using the NHS Test and Trace smartphone App. You are not obliged to supply contact details by either method.
 - You should take the Hymn booklets you need from the box on the door steward's table.
 - A steward will direct you to your allocated seat(s). Please sit down straight away. Only change your seat if requested to do so by the steward.
- ***Internal Circulation***

- Movement in the main aisle will be in one direction only, towards the pulpit.
- Movement to and from the toilet corridor will be two-directional, using the rear door from the main chapel. Flow will be controlled by a steward (see below under '*Use of Toilets*').
- **Seating**
Some 102 chairs are available. However the maximum number of people who can be accommodated at each meeting with social distancing in effect will vary according to the particular mix of households present. The practical maximum is likely to be around 65.
To make the best use of the space while still retaining acceptable social distancing you will be asked to:
 - Sit together with your other household/bubble members.
 - Keep at least two seats (approx. 1m) free between your household/bubble and another in the same row.
 - Sit only where directed by the steward.
- **Use of Toilets**
 - Access to toilets will be limited. You are strongly advised to use your home facilities immediately before leaving for Chapel.
 - The Gents', Ladies' and Disabled toilets will be available.
 - The toilets will operate simultaneously on a one-out/one-in basis..
 - Before and after services the flow of people in the toilet corridor will be controlled by a steward stationed at the door from the main chapel. The aim will be to have no more than two people (adults) in the corridor at any one time.
 - Children under 11 must always be accompanied to the toilet by an adult.
 - Once a toilet has been used the user should wipe clean the surfaces touched (including door handles) using the cleaning materials provided.
- **Use of the Kitchen**
The Kitchen must only be used as a means of access to the Upstairs Room and for needs essential to the conduct of services. The kitchen appliances must not be used.
- **Use of the Upstairs Room**
This will be available for use for parents with small children, subject to the following:
 - A maximum of two households/bubbles per service. In view of this limitation it is important that you pre-book if you wish to use this space.
 - The maintenance of strict social distancing between these households throughout the time of use.
 - Entry must be via the toilet corridor and kitchen.
 - Exit must be via the door into the main Chapel at the foot of the stairs and through the front porch of the Chapel. (During the service access to the toilets via the kitchen is permissible.)
 - Exit should be delayed until the congregation has left the main Chapel.
- **Singing**
The congregation will remain seated for the hymns. The pre-recorded hymns will be played over the public address system and you may follow the words in the available hymn booklets. If you wish to sing this should be done quietly, at a level no louder than normal speech. Do not let anyone who is not in your household group handle your hymn booklet.
- **Donations**
Please avoid making donations by cash if at all possible. Cheques can be accepted. Please ask the Church Treasurer, Mr Jason Moore, for details of other ways by which you can give.
- **Exit procedures**
 - The occupants of each row will be asked to leave the building row by row from the front as directed.
 - Your whole household/support bubble should leave together.

- Please deposit your hymn booklet in the box at the front of the Chapel.
- Hands should be cleansed on leaving using the sanitiser provided at the front of the Chapel.
- Once outside, please disperse from the area as quickly as possible.

Thank you for your continuing cooperation in difficult circumstances.

The Church Officers - 20th October 2020