



# Back to Church Plan 2021

Covid 19 Arrangements

# FACTS

Stay safe, protect others, save lives.

- Wear a face covering
- Avoid crowded places
- Clean hands and surfaces regularly
- Stay 2m away from other people
- Self-isolate and book a test if you have COVID-19 symptoms (new continuous cough, fever or loss of, or change in, sense of smell or taste)



**Seaton**  
Community  
**Church**

# Test & Protect

Information to be collected and records maintained for 21 days

- **Seaton Community Church Staff/Teams**
  - the names of individuals who work or volunteer at Seaton Community Church
  - a contact phone number for each member of staff/volunteer
  - the dates and times that individuals are at work/volunteering
- **Worshippers**
  - the name of each worshipper, or when worshippers are attending as a small household group, the contact details for one member of that group – a 'lead member'
  - a contact phone number for each worshipper, or for the 'lead member' of a small household group
  - date of visit and arrival and, wherever possible, departure time

# Attendance Arrangements

Notification of who will be coming and when



- Maximum number at Levels 0-3 is 50 people
- Where possible families to be seated together to support seating arrangements
- Minimise Team numbers as this is included in maximum number
- Allocate seats in the seating plan to maintain Social Distancing (*Number seating?*)
- Where possible, team to sit at rear of the main hall to allow for seating to be maximised

# Management of Personnel

## Accessing and Leaving Seaton Community Church

**Guidance Requirement: To maintain a safe distance of 2m through-out.**

- In the event of a number of people arriving together, queue from the front of the church building maintaining 2 metres from others
- People entering and leaving are to be controlled to facilitate a one way system.
- On leaving the building, you will be directed by volunteers as to what door to exit.
- Masks to be worn prior to entry
- Welcome Team Member to manage area



# Movement of People

## Cleanliness & Test and Protect

### Guidance Requirement, Clean Hands & Test and Protect

- Hand Sanitisation station will be at the main entrance
- Test and Protect information at the main entrance
- One way traffic in the corridors to support 2mtr distance

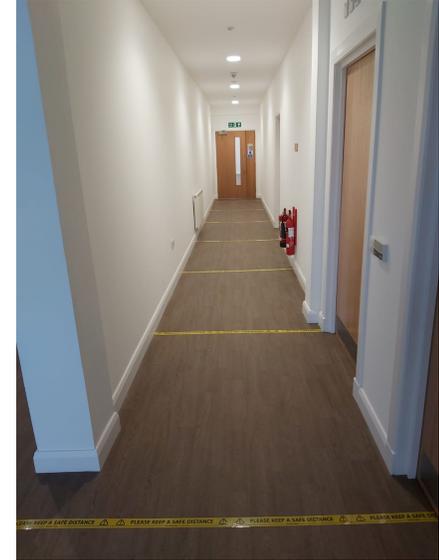


# In Church

## Progressing to Seating and Church Service

### Guidance Requirement, Face Masks & Social Distancing

- Seating to be set out with 2 Mtrs between rows (*max 40 seats reqd*)
- Seating numbering to be clear (*if used*). Allocated seating to be used
- Access to seating to permit 2mtr distancing
- Face Masks to be worn by all (*unless exempt and Persons leading/sharing*)
- Praise and worship can have multiple band members (with face covering), but 1 singer (behind screen)
- For communion, utilise pre packed communion packs? Placed on seats prior to entry
- Nothing to be passed between people
- To prevent handling of cash, keep offering digital
- At end, people to clean hands and leave in manner that prevents crowding



# Between Services

## Preparation for Services (if we have multiple)

- Minimise Team numbers as this is included in maximum number
  - Team to multipurpose in the cleaning/setting up of next service to prevent requirement for additional personnel?
- Worshippers to be cleared to allow for cleaning to take place
- No access until cleaning has been completed
  - Surfaces, Toilets and Points of contact, to be cleaned and disinfected
  - Lift to be cleaned/sanitised
- Test and Protect information to be gathered and reset for next service
- Allocated seating records to be maintained to support Test and Protect communications

# Scotland's Strategic Framework

## Places of Worship



- **Level 0:**
  - Worship Open – Restricted Numbers (50)
  - Weddings & Funerals – Person limit (50)
  - Wakes & Receptions – Person limit (50)
- **Level 1:**
  - Worship Open – Restricted Numbers (50)
  - Weddings & Funerals – Person limit (20)
  - Wakes & Receptions – Person limit (20)
- **Level 2**
  - Worship Open – Restricted Numbers (50)
  - Weddings & Funerals – Person limit (20)
  - Wakes & Receptions – Person limit (20)
- **Level 3**
  - Worship Open – Restricted Numbers (50)
  - Weddings & Funerals – Person limit (20)
  - Wakes & Receptions – Person limit (20)
- **Level 4**
  - Worship Open – Restricted Numbers (20)
  - Weddings - Person limit (5)
  - Reception – Person Limit (0)
  - Funerals – Person limit (20)
  - Wakes – Person limit (20)

# Guidance References

## Information Sources

- <https://www.gov.scot/coronavirus-covid-19/>
- <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-for-the-safe-use-of-places-of-worship/pages/overview/>
- <https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>