

Marlborough Road Methodist Church Covid-19 Re-opening Risk Assessment

Action Plan

Name of Church		Action Plan prepared by
Marlborough Road Methodist Church		MRMC Re-opening Group
Address 69 Marlborough Road, St Albans, Herts.,	Area of the building assessed – areas used for WORSHIP (including Communion and Junior Church) and FUNERALS: Vestibule Worship Area Hall Vestry Corridor Toilets Wood Room Kitchen (only Holy Communion activities) ACCESS DENIED TO ALL OTHER AREAS without authorisation from the Senior Property Steward Choir Vestry Kitchen (except for Holy Communion activities) Zone	
Postcode AL1 3XG		
Initial Action Plan	Aug. 2020	Prepared by the MRMC Re-opening group over several meetings.
Review	Oct 2020	Action Plan for Funerals added.
Review	Nov 2020	Action Plan for Junior Church added.
Review	Dec 2020	Action Plan for the act of Holy Communion added.
Review	May 2021	Update following Government move to Step 3.

SUNDAY WORSHIP

Action – List of what needs to be completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
1. Sort out Church Council nuts and bolts esp. relating to Zoom. Need to take into account the ability of the members. 17 th August 2020.	Rona / Rosemary	17/8/20	
2. Carry out Re-Opening the Church Building Checklist	Ian G / James R	21/8/20 assuming 23/8/20 opening	23/8/20
3. Appoint Contacts for information and if anyone is ill – <ul style="list-style-type: none"> Janis to hold the list of attendees (track and trace) so that she can tell the necessary authorities as required. Hold for 21 days and then destroy. 	Janis G.	List held weekly	Ongoing
4. Agree arrangements with marshal <ul style="list-style-type: none"> Welcome person, Trace Register person, flow control person plus one extra (optional) Create guidance including checklist for marshals and train them. 	James R to be lead marshal James		23/8/20 23/8/20
5. To maintain 2m social distancing at entrances and exits <ul style="list-style-type: none"> Encourage people to arrive over the period 10:10 to 10:25 and not to aim at 10:30 in order to avoid congestion Grey chairs to be used by service participants – pre-allocated – see attached <i>Seating for Worship</i> plan. Encourage people to leave slowly beginning with grey chairs via the one way system on the plan. Put distance markers on the ramp. Put a notice at the bottom of the steps asking people to maintain social distance of 2m. Leave lobby door open (summer only). Welcomer and signs to encourage people to move through the lobby and vestibule without lingering (all seasons) both on entry and exit. Leave both sets of front doors open (summer only). Close inner doors in colder weather. 	H Paustian Marshal guidance: JRR Marshal guidance: JRR Ian Marshal guidance: JRR Marshal guidance: JRR Ian Stewards/Marshals	 23/8/20 23/8/20 23/8/20	23/8/20 23/10/20 N/A 23/8/20 23/8/20 N/A 23/8/20 N/A

Action – List of what needs to be completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
<ul style="list-style-type: none"> We assume that both entrances are used to enter the building before the service and exit the building at the end of the service, i.e. one way flow. If someone needs to go against the flow then we assume common sense will be applied, e.g. they will wait until the coast is clear. Remove seats in vestibule and hide behind screen by sink. These can be used by marshals in the vestibule during the service, if necessary, but must be returned to the kitchenette immediately afterwards. Any further 2m markers on floor as required. Worship Leader and one steward to use the lobby to the New Kent Rd door rather than the vestry. So far the Worship Leader and the one duty steward have been able to socially distance and use the Vestry. Tell people to bring their own water. 	Marshal guidance: JRR Marshal guidance: JRR Ian – Stewards aware Communications - RJF	23/8/20	N/A 23/8/20 Ongoing 19/8/20
6. To maintain 2m social distancing in the church <ul style="list-style-type: none"> Chairs spaced 2m apart as per Mike’s diagram. Note his guidance about the order of seating. Different household pairs to use different pairs of chairs. Move excess chairs to choir vestry Possible chair arrangements to accommodate families are shown in the attached <i>Seating for Worship - Ground Floor showing possible family groupings</i>. CD operator to take their seat last. CD electronic units not to be touched before a certain date (72 hours afterwards). CD operator to sanitise hands before use. Lectern only to be used by preacher. Standing microphone to be used by a single reader 2m + away. Steward has radio mike. 	Ian Marshal guidance: JRR Mike Ian Marshal guidance: JRR Steward	N/A N/A	23/8/20 28/4/21 Ongoing weekly Ongoing weekly
7. To mitigate 1m to 2m distances where these are unavoidable <ul style="list-style-type: none"> Persons not facing each other wherever possible. Masks worn by all unless they are exempt (government guidelines) Doors fixed open (warm weather only). 	Marshal guidance: JRR	N/A	Ongoing weekly
8. To maintain spacing in the corridor <ul style="list-style-type: none"> It is not possible to maintain 2m spacing in the corridor when people pass by so it is essential that they wear masks. Corridor only to be used to visit the toilet. People can park their bikes in the corridor and common sense is expected of people passing by. 	Signage: Ian		23/8/20 N/A

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<ul style="list-style-type: none"> ● Signs telling people to keep their distance from one another. ● Put distance spacing down the corridor because we want people to queue in the corridor for the toilet – if they need to - rather than in the ramp lobby. It will be best if they queue at the toilet end of the corridor away from the lobby ● Common sense to be applied in corridor, i.e. people will be expected to social distance as best they can. 	Signage: Ian Ian – not implemented		23/8/20 N/A
<p>9. Set up church for hygiene</p> <ul style="list-style-type: none"> ● Set up and provision hand sanitising stations at entrances for use when people enter and exit, outside the toilets. ● Move leaflets and books from all accessible areas to choir vestry, vestry or Wood room. Turn round the bookcases where we can. ● Close some toilets– the two round the corridor - by putting tape across the doors with a sign on the doors too ● Hymn books to be placed on the seats. Afterwards, these will be left until the next service (if more than 72 hours away). ● Disposable gloves (will be available) to be worn while preparing the premises for the service and while handling and clearing away afterwards. ● Face coverings (will be available) for marshals and those who forget to bring a mask. Those leading worship are allowed to remove their masks when delivering a sermon, prayer or reading – see Government website. ● Visors (will be available) are advised for welcoming and ushering (face-to-face situations) ● Care should be taken to keep a distance while guiding others. ● No “last minute” notices accepted – all emailed or posted to senior steward in advance. ● Children’s toys to be removed to Wood room ● If printed sheets are needed (but this is discouraged) these must be single use only. The user must take them home to dispose of them to be advised by displayed notices & welcomers. ● Create an attractive display using artificial flowers rather than real ones. 	<p>Ian</p> <p>Ian</p> <p>Ian</p> <p>Marshal guidance: JRR</p> <p>Ian to provision</p> <p>Ian to provision</p> <p>Ian to provision</p> <p>Marshal guidance: JRR Communications RJF</p> <p>Ian – Happy bags left Marshal guidance: JRR</p> <p>Provided by M Tylour</p>		<p>23/8/20</p> <p>23/8/20</p> <p>23/8/20</p> <p>N/A</p> <p>23/8/20</p> <p>23/8/20</p> <p>23/8/20</p> <p>N/A 19/8/20</p> <p>N/A N/A</p> <p>23/8/20</p>

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<ul style="list-style-type: none"> ● To avoid handling money encourage giving to be done online. ● Monetary offerings to be placed in one dish, its contents put in a bag and put in the safe by a gloved marshal in the presence of another marshal. Then counted at least 72 hours later. Dish positioned in the vestibule in front of the kitchenette. For upstairs there would be a separate dish. Location tba. Gifts would be given when exiting. ● Prevent use of the coat rack using tape and signage ● No organ practice between Sunday afternoon and Wednesday lunchtime to ensure organ is clean. Only the following Sunday’s organist can practice before their service. ● Message that people must keep all their possessions with them and take everything home. ● Ensure no-one can go to other spaces, namely, kitchen, hall, choir vestry, zone, tower room where they might touch things or not be able to socially distance. Use signage and tape. ● Wood room and vestry to be authorised use only. ● Make sure toilets are properly provisioned by cleaner. ● Anti-septic wipes to be available to wipe down toilets after use. ● No singing allowed. ● No Coffees or refreshments offered. ● No junior church 	<p>Optional tbd later, one day. Communications RJF</p> <p>Marshal guidance: JRR Idy</p> <p>Ian Ian</p> <p>Stewards</p> <p>Stewards</p> <p>Ian Ian Ian</p> <p>Communications RJF Communications RJF Communications RJF</p>		<p>N/A</p> <p>19/8/20</p> <p>23/8/20</p> <p>23/8/20</p> <p>N/A</p> <p>N/A</p> <p>23/8/20</p> <p>23/8/20</p> <p>23/8/20</p> <p>19/8/20</p> <p>19/8/20</p> <p>19/8/20</p>
<p>10. Registers:</p> <ul style="list-style-type: none"> ● All users of/visitors to the premises require permission from the Senior Property Steward. ● Permission needed for other key holders and record to be kept of who has visited. – Ian will be the contact. Need to tell people to bring antiseptic wipes. Mike to write to all key holders – done 03/08/20. 	<p>See left</p>	<p>19/8/20</p>	<p>Ongoing</p> <p>3/8/20</p>

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<ul style="list-style-type: none"> Church visitor register – Ian to create and ensure is available / obvious to anyone entering the building by the ramp door. The shelf on the left is not obvious – so put a sign in the rear of the lobby door – “Have you signed the visitor book behind you (for Covid-19 purposes)?” Also need to remind them to wipe surfaces they touched. Track and trace sheet to be filled in by a marshal using a clipboard. Newcomers to complete a Welcome card / form. James to prepare forms. Use the wooden donation box. Need to have the advanced booking sheet from Helen – sent on Saturday evening after 6pm. 	<p>Ian</p> <p>James/Helen</p> <p>Helen</p>		<p>Late July 2020</p> <p>30/8/20</p> <p>N/A</p>
<p>11. Check list / rules list for marshals to include: social distancing, hand gel, one way system, contact us if you feel ill, etc.</p>	<p>Marshal guidance: JRR</p>		<p>28/11/20</p>
<p>12. Cleaning protocols (in consultation with cleaner)</p> <ul style="list-style-type: none"> before opening church – nothing to be done as our policy (for now) is to leave everything for 72 hrs. cleaning as required (no “deep” cleaning needed) cleaning rotas, so no cleaning is missed, by church officials or appointed cleaner encouraging everyone not to touch things unnecessarily and hand sanitise on entry and exit of church and on entry and exit of toilets. Prevent use of chairs for 72 hours – by controlling use of the church through bookings. This happens by default at the moment because we are only considering opening for worship. The person opening the church should sanitise their hands afterwards or be wearing gloves when they do it. When they ring up to ask permission, visitors (not going to church) should be instructed that they must take antiseptic wipes with them. 	<p>Ian to arrange with cleaner</p> <p>Ian to arrange with cleaner</p> <p>Marshal guidance: JRR</p> <p>Mike / James</p> <p>Stewards</p> <p>Ian</p>	<p>23/8/20</p>	<p>N/A</p> <p>21/8/20</p> <p>21/8/20</p> <p>N/A</p> <p>N/A</p> <p>Ongoing</p> <p>Ongoing</p>
<p>13. Signage agreed as necessary:</p> <ul style="list-style-type: none"> one-way system – this way – no entry etc Keep 2m apart symptoms of Covid-19 – vestibule + contact number for church if you fall ill ‘Catch it Bin it Kill it’ sign. (Sneezing into elbow, throwing away tissues safely.) 	<p>Ian</p> <p>Not in place</p>		<p>23/8/20</p>

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<ul style="list-style-type: none"> ● ‘hand sanitize, please’ – vestibule at top of steps, ramp lobby, outside toilets. ● Good handwashing signs in the toilets – 20 seconds ● Use a clean paper towel to turn off taps ● track and trace ● wearing of masks is mandatory for all. ● Signage in toilets asking people to wipe down the toilets after use with the antiseptic wipes which are provided 	<p>Antiseptic wipes provided</p> <p>Ian</p>		<p>23/8/20</p>
<p>14. Order resources and materials:</p> <ul style="list-style-type: none"> ● black and yellow tape ● nitrile gloves ● masks – in case people forget to bring their own. ● alcohol gel ● hand sanitiser dispensers ● antimicrobial cleaning fluid + spray bottles ● disposable cloths, paper towels or blue paper roll ● Check supplies of bin bag liners, paper towels, liquid soap ● Anti-septic wipes for toilets 	<p>Ian</p>		<p>23/8/20</p>
<p>15. Communication with church users</p> <ul style="list-style-type: none"> ● Plan of layout, details of safety measures [NB masks compulsory – as announced 31/7/20 by PM] & social distancing on arrival ● Information on opening times ● Send electronic and hard copy versions to members and adherents - RJF ● Put info on website – James / Tony O ● Please tell us if you are coming. Email or telephone Helen before Sat. 6pm. Helen to then send a list to Marshal (James). This needs to be prominent in all communications. ● Remind those with COVID-19 symptoms to stay at home. ● Remind those particularly vulnerable that they should stay at home. ● Remind everyone attending the building for worship that participating in stewarding, or cleaning, poses an increased risk ● Other worship alternatives are being provided to keep them safe. 	<p>Rosemary</p> <p>J Rowley Helen</p> <p>Weekly Notes</p>		<p>19/8/20</p> <p>19/8/20</p> <p>19/8/20</p> <p>23/8/20</p> <p>N/A</p> <p>19/8/20</p> <p>19/8/20</p> <p>19/8/20</p> <p>N/A</p>

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<ul style="list-style-type: none"> Remind people of gift provision, i.e. please give by Standing Order, on-line. Plate will be available. Notices at start and end of service are important, e.g. to remind people about no singing and exit routes and giving process. 	Stewards		19/8/20 Ongoing – changes with time
<p>16. Inclusion</p> <ul style="list-style-type: none"> PDF version of Circuit service distributed as at present (email and by hand / post) Some other churches are investigating live streaming but it is too early for us to consider that. Others are continuing on-line provision. 	As at present		N/A N/A
<p>17. Consult about reopening for worship</p> <ul style="list-style-type: none"> Arrange Church Council Zoom meeting for 17/08/20 with all docs. 	Rona	All docs by 10/8/20 if possible.	17/8/20

FUNERALS

Actions in Sunday Worship section should have been completed first.

Action – List of what needs to be completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
18. Funeral Directors <ul style="list-style-type: none"> ● Copy of Funeral Directors Risk Assessment and Action Plan to be obtained. ● Funeral Directors requirements to be implemented by MRMC prior to funeral. 	R Fletcher MRMC		
19. Funeral Organiser <ul style="list-style-type: none"> ● Information to be sought from Funeral Organiser regarding funeral attendees for the purpose of arranging seating, including household grouping information. ● Funeral Organiser to retain contact information regarding attendees. ● Funeral Organiser to provide a copy of <i>Guidelines for Attendees</i> to attendees. 	Minister taking funeral/ Funeral Organiser Funeral Organiser Funeral Organiser	1 week before service	N/A N/A N/A
20. Church Officials <ul style="list-style-type: none"> ● Prepare document <i>Guidelines for Funeral Organisers</i>, copy attached. ● Prepare seating plan based on information supplied by Funeral Organiser. ● Prepare document <i>Guidelines for Attendees</i>, copy attached. ● Send copy of <i>Guidelines for Funeral Organisers</i> to Funeral Organiser. ● Send copy of <i>Guidelines for Attendees</i> to Funeral Organiser. ● Provide enough Stewards to enable guided social distanced entry and exit for mourners. 	Mike Scorer Mike Scorer Janis & Ian R Fletcher Senior Steward Senior Steward		23/10/20 N/A 24/10/20 N/A N/A N/A
21. On Day of Funeral <ul style="list-style-type: none"> ● Before opening the building the MRMC Steward on duty shall sanitise their hands or wear disposable gloves. ● Gloves to be worn when giving out orders of service. ● MRMC Steward on duty to complete pre-service duties least 30 minutes prior to the scheduled service start time. ● MRMC Steward on duty to check seating arrangements are in accordance with the seating plan. ● Only MRMC Stewards to operate the CD player and handle the microphones. ● The Steward on duty to keep a record of the MRMC personnel on duty, the Funeral Organiser and the Funeral Director together with their contact details for the purpose of NHS Test & Trace. This information to be passed to the Senior Steward. 	Steward on duty Steward on duty Steward on duty Steward on duty Steward on duty		N/A N/A N/A N/A N/A

Action – List of what needs to be completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
22. Cleaning <ul style="list-style-type: none"> ● Arrange to clean chairs, doors and equipment before or after service, as needed, if less than 48 hrs has/will elapse between Church uses. 	Ian Gilbert		N/A

JUNIOR CHURCH

Actions in Sunday Worship section should have been completed first.

Action – List of what needs to be completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
23. Ensure there are enough staff to operate JC safely within Covid 19 restrictions and with safeguarding in mind. It was agreed that this should comprise 2 DBS checked Junior Church staff plus one of the Junior Church children’s parents.	E Haggis/J Head	January 2021	Ongoing
24. Measures to ensure JC members and staff stay safe whilst moving to and from the session. <ul style="list-style-type: none"> ● Parents to deliver children to and collect children from the Hall. ● Floor marking in the Hall is required to indicate where parents may deliver their children to Junior Church staff. ● Junior church staff will be assigned to key areas to assist entry, distancing and exit. ● To cover safeguarding issues the usual register of attendees, including staff, parent helpers and children, will be kept. 	JC Parents I Gilbert JC staff JC Leader	6/12/20	N/A Ongoing Ongoing
25. To maintain safety during the session <ul style="list-style-type: none"> ● Gloves, sanitiser and wipes will be provided for use by JC staff and kept in their own safe storage (JC cupboard). ● A wall mounted hand sanitiser will be fixed just inside the hall door. ● Ensure the correct cleaning materials and instructions are in place. ● Provide tissues and a bin for disposal. ● The JC personnel to sanitise their hands before setting out chairs, tables, resources etc. or/and be wearing gloves ● All staff to at least wear face shields. Children and young people to maintain 2m social distance wherever possible. ● To assist with social distancing the Hall needs to be marked out appropriately, a 2m matrix of yellow dots would suffice. ● Chairs are to be spaced 2m apart around tables at need, before the session. Household pairs may use chairs that are not socially distanced. Only chairs which are not upholstered to be used. 	I Gilbert I Gilbert I Gilbert I Gilbert JC staff JC staff and children I Gilbert JC Staff	January 2021 January 2021 January 2021 January 2021 January 2021	N/A N/A N/A

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<ul style="list-style-type: none"> ● Leave Hall door to ramp lobby and fire door to outside passageway open during the session for air flow. ● As the coat pegs are not to be used, any coats are to be put on the back of the child’s chair and any possessions a child brings must remain with them. ● Ensure no-one can easily reach other spaces from the hall; keep the kitchen and choir vestry locked. Fire doors and security should not be compromised. ● No child to leave the Church Hall during Junior Church except with specific permission from Junior Church staff and accompanied by an appropriate adult. ● After the session, JC staff to clear away safely and clean, with gloved hands, all chairs and tables which have been used. 	<p>JC Staff</p> <p>JC Children</p> <p>JC Staff</p> <p>JC Staff</p> <p>JC Staff</p>		<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
<p>26. Safe use of resources</p> <ul style="list-style-type: none"> ● Individual resource boxes will be available for each child (pens, pencils etc) to be kept in safe quarantined storage. ● Ensure that there is no sharing of craft materials, paper activities, or Bibles. ● All paper used should be taken home or disposed of in a bin bag. ● At the end of the session, any unused resources should be disposed of safely. ● No toys from the Toddler cupboard may be used. 	<p>JC Staff</p>		<p>N/A</p>
<p>27. Use of toilets</p> <ul style="list-style-type: none"> ● Attendees to use only the labelled toilet (right hand toilet, beside kitchen). The label will be attached at the beginning of the session and removed afterwards by JC staff and placed in quarantine with the rest of JC materials. ● Toilets to be accessed from the hall through the double glass doors and the corridor. ● There is a sign in the toilet asking people to wipe down the toilets after use with the antiseptic wipes. This also applies to responsible children. ● If young children need the toilet during a session, then the parent should be called. ● The safeguarding of the child using the toilet, the attendees remaining in the hall and the JC staff should be maintained at all times 	<p>JC Staff and Children</p> <p>JC Staff and Children</p> <p>JC Children</p> <p>JC Staff and Parents</p> <p>JC Staff</p>		<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

Action – List of what needs to be completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
28. Information document for parents and JC staff, <i>Guidelines for Parents/Carers</i> , copy attached. <ul style="list-style-type: none"> ● Remind those with COVID-19 symptoms to stay at home. ● Remind parents that attending JC poses an increased risk. ● Inform the parents of the procedure at the beginning and end of each session: i.e. delivering to and collecting from the Hall. ● Remind parents that attendees must keep all their possessions with them and take everything home. ● Remind all that singing is not allowed. 	Ilan & Janis Gilbert		23/11/20

HOLY COMMUNION

Actions in Sunday Worship section should have been completed first.

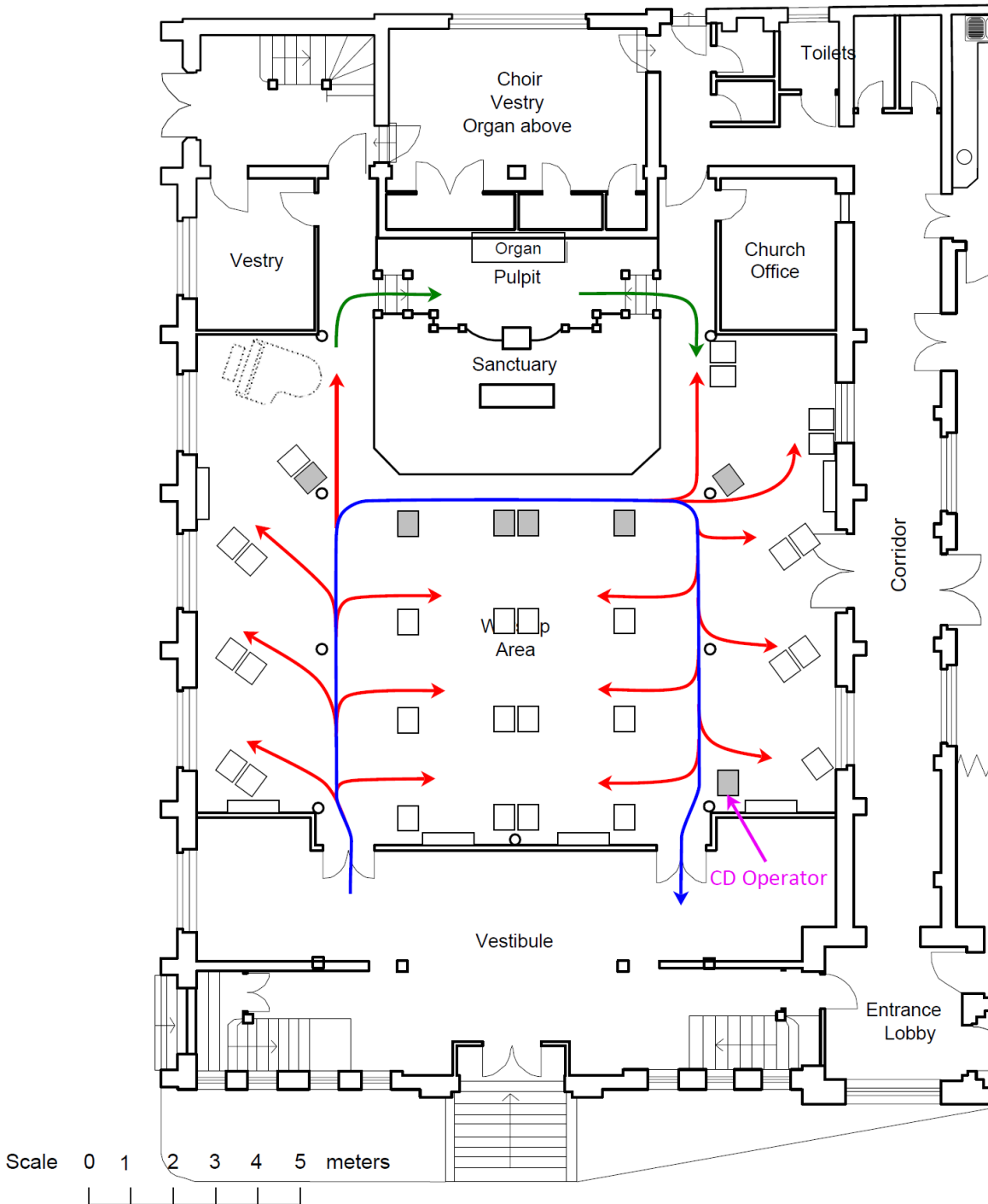
Action – List of what needs to be completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
<p>29. Prior to Communion</p> <ul style="list-style-type: none"> • Anyone handling any items (Steward or Celebrant) must wash their hands thoroughly and/or sanitise thoroughly or must wear gloves. They must also wear masks. • Before the service people should be encouraged to sit downstairs. This includes when people ring up to say they are coming. • Although it is not solely to do with Covid-19 risk reduction, risk will be reduced if people choose not to receive communion. The Celebrant will ask people who do not want to receive communion to stay seated in the gallery if they are there or to keep their head bowed if seated downstairs. • One communion service sheet should be placed on every single seat and on every pair of seats. 	<p>Celebrant/Communion Stewards H Paustian/Marshalls Celebrant Steward</p>	<p>N/A N/A N/A N/A</p>	<p>Ongoing Ongoing Ongoing Ongoing</p>
<p>30. Preparation of the elements</p> <ul style="list-style-type: none"> • Maintain social distancing while preparing the elements and wear masks. • Utmost care must be taken to prevent contamination. • Wafers must be used and should be spaced on a plate so that they can easily be individually handled during distribution by the celebrant. Only gluten free wafers should be used. The wafer used by the Celebrant should be kept separately and only used by the Celebrant. • Communion wine / grape juice must be poured into individual glasses, placed in the wooden tray(s). • The trays of wine, chalice and wafers are to be covered as usual with a clean cloth. 	<p>Communion Stewards</p>	<p>N/A</p>	<p>Ongoing</p>
<p>31. Distribution of the elements</p> <ul style="list-style-type: none"> • Anyone handling any items (Communion steward or Celebrant) must wash their hands thoroughly prior to the service and then sanitise their hands (ideally, in full view of the congregation) or must wear gloves. This should take place immediately before distribution of the elements. 			

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<ul style="list-style-type: none"> • During dedication of the elements they must remain covered except for the celebrant’s elements. 	Celebrant	N/A	Ongoing
<ul style="list-style-type: none"> • The Great Prayer of Thanksgiving should be spoken over covered elements and standing a little away from them. Celebrant keeps on mask. 	Celebrant	N/A	Ongoing
<ul style="list-style-type: none"> • Breaking of ‘bread’ (celebrant’s wafer) and lifting the cup should be done in silence. Only the celebrant will touch these elements. 	Celebrant	N/A	Ongoing
<ul style="list-style-type: none"> • Do not speak over the elements once the cover is removed. 	Celebrant/Steward	N/A	Ongoing
<ul style="list-style-type: none"> • Only the celebrant is to drink from the chalice which needs a very small amount of wine in it. 	Celebrant	N/A	Ongoing
<ul style="list-style-type: none"> • The elements will be brought to each chair downstairs. 	Celebrant/Steward	N/A	Ongoing
<ul style="list-style-type: none"> • Guided by a marshal, people in the gallery wanting communion should move downstairs in groups of 5, taking care to remain socially distant and form a socially distanced line in the vestibule where they will be given the elements. They should use one set of stairs going down and the other set to return. 	Marshall	N/A	Ongoing
<ul style="list-style-type: none"> • Only elements prepared as described above should be used. 	Celebrant/Steward/ Communion Stewards	N/A	Ongoing
<ul style="list-style-type: none"> • Those distributing the wafers (normally the Celebrant) should drop the wafer into the hand of the communicant. (Beforehand the recipients must be asked to hold out their cupped hands.) 	Celebrant	N/A	Ongoing
<ul style="list-style-type: none"> • Those distributing the wine should hold the glass at the top so the communicant can take it by holding it at the bottom. (Beforehand recipients must be asked to take by holding at the bottom). 	Steward	N/A	Ongoing
<ul style="list-style-type: none"> • Those distributing the elements must wear gloves and a face shield. 	Celebrant/Steward	N/A	Ongoing
<ul style="list-style-type: none"> • Distribution of the elements should be done without touching hands. 	Celebrant/Steward	N/A	Ongoing
<ul style="list-style-type: none"> • Do not touch hands. The celebrant passing the wafer and the Steward handing out the glasses should each carry a hand sanitiser. If they accidentally touch hands with a recipient then both the celebrant/Steward and the recipient should immediately sanitise their hands. 	Celebrant/Steward	N/A	Ongoing
<ul style="list-style-type: none"> • No speaking e.g. ‘the body of Christ’/ ‘the blood of Christ’ when elements are given out. The celebrant will already have said these words. 	Celebrant/Steward	N/A	Ongoing




Action – List of what needs to be completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
<ul style="list-style-type: none"> ● Communion stewards, stewards and celebrant must maintain social distancing while distributing the sacrament. ● Communion glasses should be placed directly onto a normal tray with a cloth on it to reduce the noise of the glass being put on the tray. The tray will be carried by a second communion steward. 	Celebrant/Steward/ Communion Stewards Communion Stewards	N/A N/A	Ongoing Ongoing
32. Clearing away after the service <ul style="list-style-type: none"> ● Those clearing the elements away must wear disposable gloves and face coverings. Disposable PPE items and all cleaning materials should be bagged up and left for 72 hours before putting in general waste. Shields can be re-used in the normal way. ● Collect the communion service sheets (with gloves on) and store in a pile in the vestry where they will not be touched until needed again (the next month). ● All unused wafers are to be disposed of reverently ● All unused wine is to be disposed of reverently ● Communion glasses and plates should be thoroughly washed using hot soapy water, thoroughly rinsed in hot water and dried. They will not be needed again for a month. ● The cloths used for covering the elements should be washed in the normal way before the next service. ● Wooden communion glass trays should be wiped with hand sanitiser. 	Communion Stewards Steward/ Communion Stewards Communion Stewards Communion Stewards Communion Stewards Communion Stewards	N/A N/A N/A N/A N/A N/A	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing

Change History

Date	Version	Changes	Prepared by
	1.0	Initial version	Andrew Johnstone, typed by Helen Paustian
	2.0	Additions by James Rowley in preparation for meeting 05/08/20	James Rowley
05/08/20	3.0	Mapped onto Action Plan V3 following Re-opening Group meeting 05/08/2020. Note communion excluded.	Updates by group typed by James Rowley
10/08/20	3.1	Minor tweaks following comment by Mike Scorer. Also added words about those delivering a sermon, prayer or reading being allowed to remove their mask. This version sent to be sent to Safeguarding Officer.	James Rowley
11/08/20	3.2	Minor tweak about bicycles following review by Safeguarding Officer, Judith Head	James Rowley
18/08/20	3.3	Minor tweaks following Church Council and re-opening meeting on 18/08/2020	James Rowley
19/08/20	3.4	Include anti-septic wipes in toilets.	James Rowley
13/10/20	4.0	Front page added. Funerals included and 'Keep Left' signage in corridor. Some completion dates added and some additional ownership of tasks allocated. Formatting changes introduced to make ownership of tasks clearer and to aid document maintenance.	Mike Scorer
3/11/20	4.1	Area of the building assessed clarified. Further completion dates and names against actions included. <i>Seating for Worship</i> plan, <i>Guidelines for Funeral Organisers</i> and <i>Guidelines for Attendees</i> document included. Additional actions included in Funerals section.	Mike Scorer
29/11/20	5.0	Junior Church Action Plan included. Some completion dates updated.	Mike Scorer
3/12/20	6.0	Holy Communion Action Plan included.	Mike Scorer
10/1/21	6.1	Minor tweaks to Holy Communion section following the first Communion Service.	Mike Scorer
28/5/21	7.0	Update following Government move to Step 3 and minor tweaks to reflect actual practice.	Mike Scorer



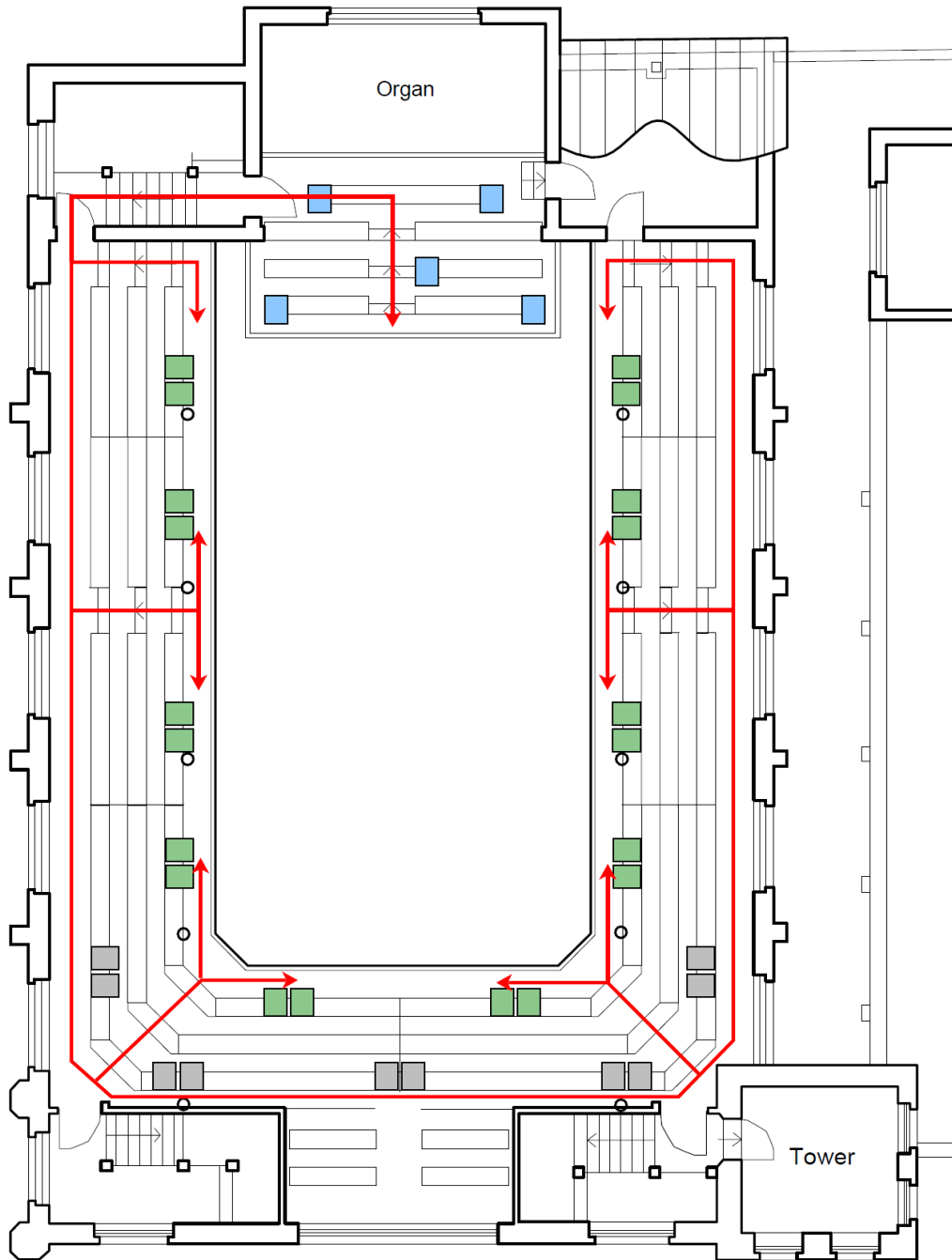
Pathways provide 1.5m social distancing at all times except around chairs shaded **grey** which must be occupied last and vacated first.

Main one-way path  Paths to seats  Organist 
(may not maintain 1.5m spacing)


Seating for up to 35 provided but only couples from the same household/bubble may sit on each pair of chairs. If the piano is not used an additional 3 seats may be put in place.

Social distancing must be maintained in the Vestibule.

Seating for Worship Ground Floor



Scale 0 1 2 3 4 5 meters

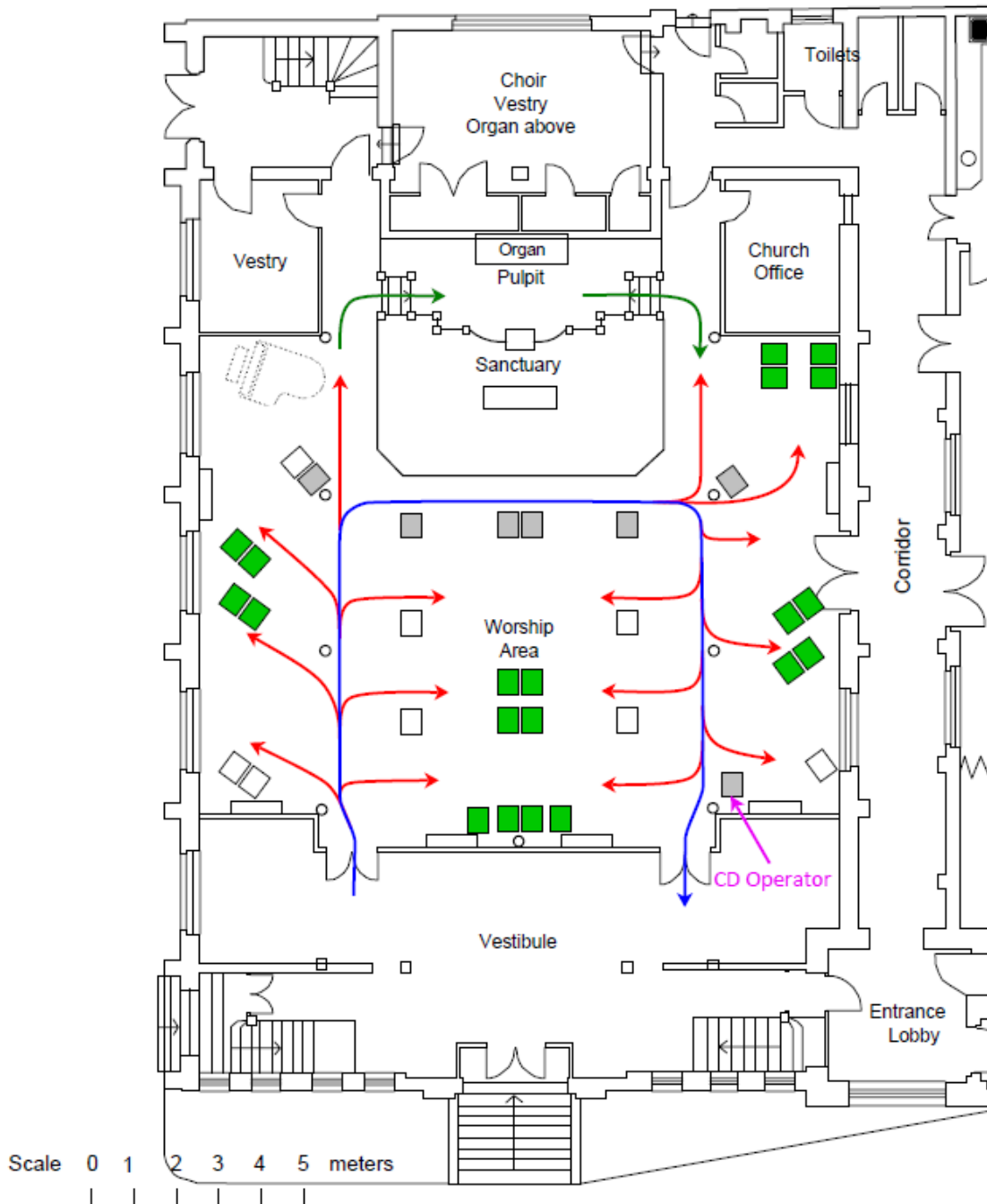
Pathways providing 1.5m social distancing at all times except around seats shaded **grey** which must be occupied last and vacated first. 

Seats shaded **blue** in the Choir Stalls are accessed via the left hand side of the gallery




Seating for up to 35 provided, however, only couples from the same household/bubble may sit together.

Both sets of stairs may be used on entering and leaving, however, **appropriate steps will need to be taken to ensure that social distancing is maintained while entering and exiting the Vestibule.**


Seating for Worship First Floor



Pathways provide 1.5m social distancing at all times except around chairs shaded **grey** which must be occupied last and vacated first.

Main one-way path  Paths to seats (may not maintain 1.5m spacing)  Organist 

Seating for up to 35 provided but only couples from the same household/bubble may sit on each pair of chairs. If the piano is not used an additional 3 seats may be put in place.

 Seats in family groups of 4

Social distancing must be maintained in the Vestibule.

Seating for Worship Ground Floor showing possible family groupings

Funerals at Marlborough Road Methodist Church (MRMC)

Guidelines for Funeral Organisers

Please provide details of those who will be attending the funeral advising, in particular, those who are living in the same household or who are in the same support bubble. This information is required to enable seating to be laid out appropriately. Please also advise if there are any other specific seating requirements. Send this information as soon as possible to the MRMC Lettings Officer:

Mike Scorer,
3 Colney Heath Lane,
St Albans,
Herts., AL4 0SY

Email: lettings@mrmc.org.uk

The Funeral Organiser must keep a list of those attending the funeral, together with their contact details, for the purpose of the NHS Test & Trace Service. This information must be kept for 21 days and then destroyed. The form overleaf may be used. For groups of up to 6, only the contact details of the 'lead member' need be given together with the number in the group.

Please ensure that all attending the funeral are given a copy of the note "Guidelines for Attendees", a copy is attached. Copies will be provided to the Funeral Organiser for those attending the funeral once the numbers have been advised.

Funerals at Marlborough Road Methodist Church (MRMC)

Guidelines for Attendees

1. Please stay at home if you have any of the symptoms of Covid-19 (high temperature, new continuous cough, loss of/change to sense of smell or taste).
2. Everyone is welcome but please be aware of the government guidance relating to vulnerable people.
3. We ask everyone to arrive no earlier than 15 minutes before the start of the service and please observe social distancing and be guided by the stewards and signs.
4. The wearing of a face covering **AT ALL TIMES** in a place of worship is now mandatory, except for those who are exempt. Children under 11 do not have to wear a face mask but can do so if the parents wish.
5. Please use the wall mounted hand sanitiser on entry to the building. Extra wall mounted sanitiser dispensers are available at various points, including by the toilets. Please avoid touching surfaces as much as possible.
6. Your Funeral Organiser will need to record your name and contact details for the NHS Test & Trace service.
7. Chairs have been spaced out in household groups as advised by your Funeral Organiser. Please sit and stay in your allocated seats or as directed by a steward. Chairs must not be moved.
8. Floral tributes, photographs or memorabilia must not be brought to the service but should be given to the Funeral Directors well in advance of the service.
9. There will be no singing during the service, although there may well be music to listen to and words of the hymns to follow.
10. Any readers are expected to wear visors (supplied) and are allowed to remove their masks during speaking for clarity. The microphones, if needed, will be cleaned and set up by a MRMC Steward and should not be touched.
11. There will be no after service refreshments.
12. Please keep everything you brought with you to hand and take it away at the end, including orders of service. There are no coat hooks available.
13. Toilets will be available but please sanitise your hands before entering the toilet and use the wipes provided to wipe the taps, flush and door handles, just before leaving to protect the next user. Dispose of the wipes in the bin provided.
14. Access to the toilets is via the Vestibule and corridor. MRMC Stewards will provide directions if needed.
15. Attendees are reminded to socially distance at all times including outside the Church afterwards, but please be aware of passing pedestrians so as not to cause congestion.
16. In the interests of everyone arriving on time, car parking is close by in the Maltings car park, accessed from either Victoria Street or New Kent Road, (next to the Church).
17. These details and many more measures have been put in place for your safety and the safety of others at a difficult time.

Junior Church at Marlborough Road Methodist Church (MRMC)

Guidelines for Parents/Carers

1. Please stay at home if you have any of the symptoms of Covid-19 (high temperature, new continuous cough, loss of/change to sense of smell or taste).
2. Everyone is welcome but please be aware of the government guidance relating to vulnerable people.
3. We ask you to arrive no earlier than 15 minutes before the start of the Junior Church session. Entry is via the ramp door. Junior Church staff will already have been preparing the room and carried out any necessary cleaning and sanitising protocols. In order to follow social distancing measures, please be guided by the Junior Church staff and signs.
4. The wearing of a face covering **AT ALL TIMES** in a place of worship is now mandatory, except for those who are exempt. Children under 11 do not have to wear a face mask but can do so if the parents wish.
5. Children and parents/carers should use the wall mounted hand sanitiser on entry to the building. An extra wall mounted sanitiser is available inside the Hall door. Sanitisers are also available at various other points, including by the toilets. Please avoid touching surfaces as much as possible.
6. Please remind your child that they will be given their own resources for the session which must not be shared. Anything which is made by your children should be taken home at the end of the session.
7. Please impress upon your children that they should maintain social distancing at all times, and once allocated a table/chair/carpet space they should not move somewhere else, unless specifically asked to do so by a member of staff.
8. There are no coat hooks available. Coats etc should be hung on the back of their chair.
9. It would be very helpful if the children brought as a little as possible from home with them to the session, unless something has been specially requested by the JC staff.
10. Toilets will be available, accessed through the large glass doors into the corridor. There is one toilet marked for the exclusive use of the children.
11. Please ask your child to sanitise their hands before entering the toilet and wash their hands before leaving.
12. If younger children need to go to the toilet, their parent or guardian will be called from the Church service to take them. To minimise disruption to the service, parents are requested to sit in an accessible position in case they are needed.
13. After the JC session, parents should collect their children by returning to the Hall. Again, please sanitise your hands using the dispenser inside the hall door and please observe social distancing using the signs on the floor.
14. Please socially distance at all times when leaving the Hall, including outside the Church afterwards, so as not to cause congestion for passing pedestrians.
15. In the interests of everyone arriving on time, car parking is close by in the Maltings car park, accessed from either Victoria Street or New Kent Road, (next to the Church).
16. These details and many more measures have been put in place for the safety of you, your children and other members of the congregation.