

Guidance for Church Activities

The principal objective of this guidance is to reduce the risk of anyone attending a service or other event at Brighton Road Baptist Church spreading or developing COVID-19. This guidance is for the safety of all attendees, staff and volunteers at the church and should be followed by everybody using the church premises. The church leadership reserve the right to cancel any future event if this guidance is not followed by a particular group of users.

Throughout this guidance the term event is used to describe any activity that takes place within the church whether that be an act of worship or another church activity. Each event must identify an Event Organiser who will be responsible to the church leadership for ensuring this guidance is adhered to.

Prior to running any event each organiser must ensure that prospective attendees are aware of the following:

- When not to attend if suffering specific COVID-19 symptoms i.e.
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) or
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) or
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- When not to attend following symptoms and/or a positive test or contact tracing
- When not to attend after returning from travel to a foreign country
- Requests to respect others who may wish to continue to maintain social distancing especially when moving around the building
- Requests to wear a face covering whilst moving around the building and whilst singing unless there is a legitimate reason not to
- Advice to attendees to bring their own Bible if required

Where possible attendees to an event should register in advance by using the on-line booking system on the website, providing contact details (either phone or e-mail) so that they can be contacted in the event of another attendee developing COVID-19. Where this is not possible a Steward must be available to take details on arrival. The register of attendees should be left in the Church Administrator's pigeon hole after the event has finished.

Seating capacity will be limited in all rooms to allow for distancing between groups of chairs and to allow those who would prefer to continue to maintain social distancing to do so.

Permission must be obtained from the Administrators for use of the kitchen and will be limited to smaller events. Separate guidance for the use of the kitchen will be provided to the event organiser where permission is granted.

All attendees should use the sanitiser provided in the Hub on arrival at the church.

Steward(s) should be available at larger event to record attendees

Any room being used for an event should be well ventilated – if an extract system is provided it should be active and windows should be opened. Access doors should be on automatic or fixed open at least during arrival of attendees to avoid the need to touch handles, but fire doors should be closed once an event has started.

For events using the sound system Event Organisers should ensure that microphones are not shared between those taking part.

If any attendee arrives showing symptoms of COVID-19 or becomes unwell during an event, the Stewards should immediately isolate the individual (and any other party members) concerned in the Chapel, close the entrance doors to prevent anyone else entering the building and inform the event organiser.