

CARRICKFERGUS BAPTIST CHURCH COVID19/CORONA VIRUS RISK ASSESSMENT

Version Cover Page

Version	Date Issued	Amendment	Signature
V 1	31/06/2020	New Risk Assessment Issued	D. Auld
V 2	07/07/2020	Page 3 Who is at risk & risks added, Page 4, Key Holder policy developed and added	D. Auld T. Davison
V 3	13/07/2020	Page 4, Policy on Suspected COVID case in church developed and added.	D. Auld
V4	13/07/2020	Response Plan for Funerals V1 No vulnerable people attending.	D Auld
V5	20/07/2020	General Church COVID 19 Response Plan added	D Auld
V6	26/07/2020	Response Plan for Funerals V2 Clinically Vulnerable, Clinically Extremely Vulnerable and Self -Isolating attendees	D Auld
V7	28/07/2020	V1 & V2 Funeral Plans updated	D Auld
V8	12/08/2020	V1 & V2 Weddings Policy added	D Auld
V9	24/09/2020	V1 Response plan for use of Fellowship Hall	D Auld
V10	24/09/2020	V1 Response plan for use of Fellowship Hall by Youth Fellowship	D Auld
V11	16/10/2020	Risk Assessments updated. Mandatory mask wearing in building, max numbers 25 for weddings and funerals	D Auld

CARRICKFERGUS BAPTIST CHURCH COVID19/CORONA VIRUS RISK ASSESSMENT

**Covid-19 is a new illness that can affect your lungs and airways.
It is caused by a virus called Coronavirus.
Symptoms can be mild, moderate, severe or fatal.**

Fundamental principles

The document concentrates on issues that are specific to the reopening of Carrickfergus Baptist Church for public worship. It is emphasised that at all times, that the church must-

- 1. Comply fully with all relevant current legislation in Northern Ireland, and**
- 2. Follow the advice of health authorities, particularly in relation to:**
 - Social distancing,**
 - Hand hygiene, and**
 - Respiratory hygiene**

It cannot be stated too emphatically that anyone displaying symptoms of COVID-19, or who has reason to believe that they have been in contact with someone who has, should not attend church or volunteer in any capacity until they have received medical advice that it is safe to do so.

For information of all.

All chairs, surfaces and furniture have been thoroughly and expertly clinically cleaned by Gavin and Adam Martin in early July 2020, in preparation for church reopening in the near future.

Towards Re-opening Church Buildings and continued use during pandemic. Covid-19 Risk Assessment for Carrickfergus Baptist Church

Version Control

Issue Date	Version Number	Issued
16 th October, 2020	11	H & S Advisor Carrickfergus Baptist Church Denis Auld (ISOH)

This document provides a risk assessment for COVID 19 / CORONA VIRUS procedures relating to church activities.

It relates to situations where there is limited access to church buildings for the purposes of:-

Worship, Funerals and Weddings -up to the number limit imposed by Government in STEP 4 and 5 of N I Assembly Guidelines.

Baptisms- (Full submersion baptisms) - will not be permitted under the current Social Distancing rules and may only be available again when full contact between people is allowed as there is currently no PPE available that protects 2 people from contact safely in water.

Weddings – A Wedding Risk Assessment and Response Plan was added as addendum to main risk assessment on 08 08 2020

Funerals – A Funeral Risk Assessment and Response Plan was added as addendum to main risk assessment on 08 08 2020

Fellowship Hall - A Fellowship Hall Risk Assessment and Response Plan was added as addendum to main risk assessment on 24/10/2020

Fellowship Hall for use by Youth Fellowship -- A Y F Fellowship Hall Risk Assessment and Response Plan was added as addendum to main risk assessment on 24/10/2020

Capacity Of Church Building and Facilities

Worship:- Current guidelines from N I Assembly indicate that churches can operate to the capacity allowable, when the 2 M Social Distancing Rules are applied within each church building. C B C current flexible seating plan would allow up to **75 – 80** congregants (depending on numbers in same family/ social bubble attending), in **Main Auditorium** and similar numbers in **Sports Hall**.

Fellowship Hall - when the 2 M Social Distancing Rules are applied in the Fellowship Hall -utilising our current flexible seating plan -it would allow between 22 to 32 people, depending on family groups attending.

Children’s Ministry and Crèche - Is temporarily suspended for the time being but remains under review. Due to constrictions on capacity and children mixing outside school settings, it is not possible to continue these meetings. Efforts will focus on digital technology and other imaginative strategies to have some form of educational and spiritual input for our children during the Corona virus pandemic.

Version 11 issued 16/10/2020

Current Government advice recommends that face coverings be used for indoor services.

This Risk Assessment relates exclusively to Covid-related risks, not general risks

WHAT ARE THE HAZARDS - The spread of Coronavirus/Covid19. These risks are managed by strict 2M physical distancing between people, face covering, thorough hand hygiene and cleaning regimes. **HANDS – FACE – SPACE**

WHO MIGHT BE HARMED -

1. The Pastor, other staff members (paid and unpaid) including administrator and volunteers, office bearers and elders.
2. Praise band members
3. Congregants and other Visitors to the church.
4. Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, anyone else who physically comes in contact with other people in the building or expose to building after use .
5. Cleaners
6. Contractors
7. Outside Groups using premises

WORLD HEALTH ORGANISATION - ADVICE ON REDUCING THE RISK OF CATCHING COVID19

Regularly and thoroughly clean hands with alcohol-based hand rub or wash them with soap and water. For 20 secs

Why? Washing hands with soap and water or alcohol-based hand rub kills viruses on your hands.

Maintain at least 2 metre distance between yourself and others.

Why? When someone coughs, sneezes, or speaks they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the COVID-19 virus droplets if the person has the disease.

Avoid going to crowded places. Why? Where people come together in crowds, you are more likely to come into close contact with someone that has COVID-19 and it is more difficult to maintain physical distance of 2 metres

Avoid touching eyes, nose and mouth. Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth and infect you.

Follow good respiratory hygiene. Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands. Why? Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses.

Wear a well fitted face covering. Why? A face covering is the most effective method to stop the virus spreading as it contains aerosols from mouth and nose spreading freely into the atmosphere which can hang around for hours.

Area of Focus	Controls required	Additional Controls and Information	Action by who?	Completed – date and name
<p>Preparation of the Church for: Worship/Gathering indoors to the maximum capacity allowable pertaining to 2M Social Distancing Rules</p>	<p>1. All key holders to be added to a register and system developed to ensure that all keyholders entering the building for a specific and essential reason, is recorded with purpose of visit and rooms entered- To reduce the risk of spreading the virus by contact with touch points especially in rooms left to self decontaminate in 72hr period after previous use.</p>	<p>Outside groups informed that buildings are closed for use for the foreseeable future and added to register of keyholders informed of COVID policy and sign in procedure.</p> <p>All keyholders and others entering premises with them for a specific purpose- essential maintenance, service planning, cleaning etc,- Must contact church secretary to inform him of the visit and be advised of the current position of self-decontamination times in building.</p> <p>Contractors advised of mitigating actions to reduce spread of virus and advised of rooms that are self decontaminating during 72hr period after previous use. If working in those rooms face covering recommended with constant sanitising if hard surfaces touched. Sanitise hands at entrance hall in Sports Hall building and clean common hard surfaces they have touched, light switches, door handles, hand rails etc, before leaving building and sanitise hands on exit from building.</p> <p>The last point touched will be outside the building- door handle so sanitise hands with personal wipes or sanitiser.</p>	<p>Church secy</p> <p>H & S team / church Sec</p> <p>AS PER RISK ASS</p>	<p>DONE</p> <p>07/07/2020 in response plan</p> <p>07 07 2020 in response plan</p>
	<p>2. Develop plan for dealing with suspected case of COVID-19- to minimise the spread of the infection to other congregants and into the community.</p>	<p>A letter for dealing with a <i>suspected</i> case of COVID-19 who arrives at church and fails temperature test has been written and is placed at front door beside the digital thermometer to be handed to the person. Failing the test does not mean someone has Covid 19 but it is one of the first indicators of having the virus and the letter gives advice to the individual on what to do next.</p> <p>A. Suspect case at arrival point of church. B. Suspect case taking unwell during service.</p>	<p>H & S team.</p> <p>Advice by medical advisor J McA and S. McIlf</p>	<p>13/07/2020 in response plan</p>

		H&S TEAM (advised by Dr J McAllister and Prof S McIlfratrick)		
	3. Develop COVID-19 response plan/ policy- To provide clear guidelines as to how services will be conducted and what is expected of congregants- so that all all congregants know that it is not BUSINESS AS USUAL - and take all reasonable steps to prevent transmission of the virus by instigation of strict physical distancing, sanitising and respiratory hygiene regimes.	<p>It should be emphasised that this is not 'business as usual' but may require changes to long-established practices.</p> <p>Letter and video has been sent to all congregants outlining new procedures. Congregants have been advised in advance of opening what their responsibilities are in relation to physical distancing, sanitising and face covering so every effort to prevent spread of virus in building is taken.</p> <p>Policy and Response plan has been developed from this GRA.</p>	<p>Admin & comms team..... Serv PlanTeam</p> <p>H & S team- response plan</p>	<p>Letter sent</p> <p>Video done 14/07/2020</p> <p>20 07 2020 response plan completed</p>
	4. Provide clear advice as to who should not attend – e.g. those in at-risk groups or people who may have come in contact with COVID-19- to prevent unnecessary exposure to the virus and protect those most vulnerable.	<p>A clear and unambiguous statement is required such as 'Please do not attend church if you or a member of your household is experiencing, or recovering from, symptoms of COVID-19'. “Government advice is anyone over 70 with underlying health conditions and / or shielding should not attend church at present due to increased risk of virus transmission in enclosed spaces”.</p>	<p>Notice to congregation- Admin & comms team</p>	<p>Included in letter to members</p>
	5. Develop and deliver training to those with responsibility for enforcing Social Distancing Rules- by sharing the CBC Covid 19 Response Plan / protocols- to ensure	<p>Training event/s have been prepared and delivered by Health and Safety Team before church re-opens.</p> <p>Guidelines and response plans sent to all office bearers and volunteers on car park, greeting team, praise team, audio visual team and flower rotas and anyone else who may be required to cover duties.</p>	<p>H&S Team</p> <p>Comms Team</p>	<p>O B trained 30/07/2020</p>

	uniformity of standard operational practice in administering the rules.	Video mentioned in sect 2 above will be useful in reinforcing knowledge.		
	6. Carry out/update risk assessment regularly as guidelines change- especially when retrograde advice is receive from UK Gov. to reduce numbers of congregants that can attend services- to prevent further spread of the virus.	<p>Comprehensive Risk Assessment in first instance for public worship and funerals.</p> <p>Updated as events and other services are permitted such as weddings, children's ministry, and outside groups.</p> <p>Wedding Risk Assessment added 12 08 2020. Updated 16 10 2020</p>	<p>H & S team</p> <p>H & S team</p> <p>H & S team</p>	<p>14/07/2020</p> <p>As required</p> <p>12/08/2020</p>
	7. Management of numbers of congregants attending- To prevent the risk of virus spread by people queuing outside building or crowding entrance.	<p>H&S Team and Comms & Admin Team have developed a plan to accommodate safe seating capacity of church in relation to Sunday Worship services. 75 to 80 congregants is the safe and recommended capacity whilst keeping to strict 2M physical distancing rules in main auditorium and sports hall at all times.</p> <p>A pre booking attendance system may need to be developed. Midweek meeting and all other meetings should not require pre booking due to smaller numbers attending.</p> <p>A questionnaire has been formulated and sent to all congregants and adherents to gauge appetite for returning to worship during COVID conditions. This will allow planning for numbers wanting to attend so booking system can be managed.</p> <p>Congregation may need to be split over 2 services. Sunday morning and Sunday night. One serviced in Main Auditorium and one in Sports</p>	<p>H&S team</p> <p>Comms & Admin team</p> <p>Comms & Admin team</p>	<p>Church Auditorium and sports hall set up to 2M S D guidelines 14/07/2020 in response plan</p>

		<p>Hall. Or Services consecutively with and hour or so or other appropriate spacing between them. Numbers may even need to be split over a 2 week worship slot if large numbers want to return to church.</p> <p>Contact Tracing. A photocopy of the members roll will be available in foyer for ticking members names as they arrive. No need to record contact details as they are on file for members. Non church members / visitors who occasionally visit but for whom the church has no contact details - may present a problem with unannounced visits. Visitors details must be gathered for TEST - TRACE – PROTECT, as per government guidelines.</p>	Comms & Admin team	02 09 2020
Area of Focus	Controls required and why?	Additional Controls and Information	Action by who?	Completed – date and name
Managing car parking and social distancing	1. Cars to be parked in alternate spaces closest to church leaving one space between vehicles -to maintain physical distancing between congregants to prevent spread of virus by close contact.	<p>Appoint Two Car Park Attendants to supervise parking and Social Distancing (S D). Wear reflective tabards. Occupants of vehicles asked to remain in vehicles then beckoned forward to enter main foyer, when clear, by a Foyer Supervisor.</p> <p>Foyer Supervisor- when church full to max capacity then assumes role of rear fire exit sanitiser / loose offering security etc and ensures mag lock is off side gate.</p>	<p>H & S team</p> <p>3x Stewards Required (2 car park attendants and deacon 1 on duty)</p>	14/07/2020 in response plan
Area of Focus	Controls required and why?	Additional Controls and Information	Action by who?	Completed – date and name
Opening up building for first	1.Maintain ventilation throughout service- to	Deacon 1 / team on duty to arrive an hour before service to ventilate and prepare building.	3 x Deacons	14/07/2020

use and during services	allow fresh air flow through building to dissipate droplets in the air to prevent spread of the virus by aerosol droplets	Keep some windows and doors open (weather permitting) while maintaining sensible temperature controls.	on duty in any one month	in response plan
	2. Legionella safety measures to be taken on reopening church buildings after lock down- to prevent the risk of infection by stagnant water in pipes after long period of being idle.	All toilets were flushed several times. All cold taps run for 20minutes. Legionella cannot survive in temperatures lower than 20 deg C . Flushed urns, boilers, kettles and everything else that contained water and wash in hot soapy water. Increase the temperature of hot water systems to above 60°C if possible and drawing it through to all hot water outlets for a period of time (a temperature over 60°C will kill Legionella bacteria over time)	H&S Team	02 10 2020
Area of Focus	Controls required and why?	Additional Controls and Information	Action by who?	Completed – date and name
Entering the church	1. Manage doors and windows in open position prior to service commencement- to avoid unnecessary hand contact of door handles by multiple congregants- helps to prevent spread of virus by contact.	At least one door in both sets of main entrance doors to foyer to remain in open position to prevent hand contact. Both sets of double doors into auditorium to be kept open throughout service. Security door at front side of church to be fixed open when church first opened to aid people leaving early, and closed before shutting up at end of service (door open position all weather permitting). All volunteers/deacons on duty should regularly sanitise their hands, especially after opening and closing doors or touching regular contact hard surfaces, and avoid touching face, eyes or nose.	H&S Team 3 deacons on duty	14/07/2020 in response plan
	2. Clearly mark one entrance point and one exit point to create one way system - prevents	Main entrance through foyer is entry point : rear fire exit doors at pulpit is exit point only. Signs installed. One way system to be observed at all times. In emergencies use nearest exit.	H&S Team/ deacons signage	4/07/2020 in response plan

	<p>unnecessary passing by congregants so that strict 2M physical distancing can be maintained to prevent transmission of virus by contact or breath aerosol particles or droplets.</p>	<p>One Greeter will welcome and apply sanitiser to congregants hand without touching- to ensure sanitising is happening.</p> <p>One Greeter will take Temp Reading of all people entering the building. A high temperature is one of the first indicators that someone may have symptoms of Coronavirus without even realising they have a high temperature (recommended by Dr J MaAllister)</p> <p>One Deacon per isle required to usher congregants to seats. Isles are 2M wide.</p> <p>One Deacon in coffee area to hold congregants then direct to appropriate isle when free. Fill church from front row to back. Once an individual / couple / family group or bubble has been seated, 4 seats must be left vacant (2M rule), before seating next congregants.</p>	<p>2 Greeters required Digital Thermometer required Deacons 2 and 3 on duty</p> <p>1x Coffee Area supervisor / volunteer</p>	
	<p>3. Respiratory Safety – Wearing of Face Coverings is mandatory indoors in crowded spaces- to prevent transmission of virus by aerosol particles. Updated 16 10 2020</p>	<p>The latest and best medical / government advice is that face coverings must be worn indoors. With a strict social distancing regimen of at least 2M (as is the case in C B C), face coverings should remain optional until Government advice indicates otherwise. Due regard must be paid to people for whom face coverings may be inadvisable, e.g. asthmatics. Or for those exempt from wearing them.</p>	<p>in Response Plan</p>	<p>Under review until new guidance issued by H M Gov. Updated 16 10 2020</p>
	<p>4 .Sanitising station/s to be set up- on entry and exit from building- For disinfecting hands to prevent the spread of virus</p>	<p>One at sports hall entrance, one in foyer and one at rear fire exit doors. Congregants to sanitise hands with suitable alcohol-based sanitiser, on way in and out of building. Small tables to avoid fire exit being hampered in case of emergency. Anti-Bacterial wipes left at sports hall station for cleaning of frequently touched points.</p>	<p>Signage H&S Team</p>	<p>14/07/2020 in response plan</p>

	by contact- and at all other necessary times.			
	5. Contact Tracing- in the event of a positive case of COVIC19 being discovered within the congregation who have visited the church so people can be warned to self-isolate and get tested if they have symptoms	Recommended in buildings that cannot maintain 2M social Distancing. Contact Tracing. A photocopy of the members roll will be available in foyer for ticking members names as they arrive. No need to record contact details as they are on file for members. Non church members / visitors who occasionally visit but for whom the church has no contact details - may present a problem with unannounced visits. Visitors details must be gathered for TEST - TRACE – PROTECT , as per government guidelines.	Admin & Comms team to develop plan	20/07/2020
Area of Focus	Controls required and why?	Additional Controls and Information	Action by who?	Completed – date and name
During the service	1. Physical distancing rules to be strictly observed at all reasonable times- 2M is recommended distance between people to prevent the spread of virus by aerosol and droplets.	No unnecessary moving about building by congregants when seated and social distancing rules should apply during services at all reasonable times. See relevant sections on when congregants first arrive at church and praise team spacing. Physical Distancing Policy to be strictly adhered to at all reasonable times.	Stewards/ Deacons on duty	20 07 2020 in response plan
	2. Good Respiratory Hygiene to be strongly advised- follow U K Gov advice - Catch it, Bin it, Kill it to prevent	Pastor/ leader to announce at beginning of service the importance of good respiratory hygiene. Cough or sneeze into hanky or crook of arm and wash hands thoroughly or sanitise them immediately, leaving the auditorium if need be, to sanitise hands before returning.	PL / Leader if used	20 07 2020 in response plan

	transmission of disease by aerosol droplets or contact.	Congregants should be strongly encouraged to bring their own tissues. Receptacle to be provided at exit for used consumables, masks, gloves, tissues. Leave receptacle in situ for at least 72 hrs then rubbish disposed of in normal fashion.	Bin placed at rear exit doors	
	3. Communal singing / general singing- may increase risk of spreading COVID- aerosol droplets thought to spread wider and farther than if someone speaks- risk of spreading infection.	Communal singing is prohibited until medical advice to the contrary. Further guidance is being sought on this matter and will be issued later or when allowable by government scientists. If masks are worn there is no reason why congregants can't hum or sing quietly into their masks	P L	20 07 2020 in response plan
	4. Praise Team singing. Singing <i>may</i> increase risk of spreading COVID- aerosol droplets thought to spread wider and farther than if someone speaks- risk of spreading infection. Praise team to restricted to 3 maximum singing. Plastic screens must be placed in front of each singer to prevent droplets spreading beyond 1m	Praise team to meet an hour and a half before Sunday morning service to practice. Praise team live singing.- Praise team to be restricted to 3 maximum singing in practice event and services Plastic screens must be placed in front of each singer to prevent droplets spreading beyond 1m (advice by Dr J McAllister/ Prof S McIlfatrick) Praise team, (P T) , to adhere to social distancing regime at all times when practising or participating in service. Separate microphones for each person, 3 singers maximum- kept well apart from each other and other band members due to increased risk of aerosol droplets. Take every precaution to sing as infrequently as possible whilst practising, using screens to separate singers from each other and the other band members. Disinfect screens after use if they are to be used again within 72 hrs. Follow advice for entering and leaving building as per policy / risk assessment.	J McA/ S McIF Service Planning Team Praise Team J McA/ S McIF	20 07 2020 in response plan

	<p>5. Audio Visual Desk- as minimum 2M physical distancing is not possible- a barrier of plexi glass should be placed between operators on desk to prevent spread of virus by close contact and aerosol droplets. If screen is not utilised then face coverings must be worn by all operators but due regard must be paid to people for whom face coverings may be inadvisable, e.g. asthmatics.</p>	<p>Two people from same family group / bubble should preferably operate the desk. Rotas should be drawn up accordingly. If this cannot be facilitated then Drum Kit plexi-glass should be placed in position to separate operators.</p> <p>Both operators must wear a face covering as an added layer of protection for each other and congregants.</p>	<p>Service Planning Team 2 on duty</p>	<p>20 07 2020 in response plan</p>
	<p>6. Numbers taking part in service to be kept to minimum- to avoid unnecessary moving about and so reducing risk of contact and aerosol transmission of the virus</p>	<p>Readers and participants (if required) should be careful to avoid touching the fixed mic, lectern, etc. The number of readers should be minimised whilst still allowing participation. Separate microphones to be used.</p> <p>Reserve seats at front row for participants to avoid passing others in isles.</p>	<p>PL</p>	<p>20 07 2020 in response plan</p>
	<p>7. Instruments should not be shared during a service- to reduce the risk of spreading the virus by contact or aerosol droplets</p>	<p>Touching of surfaces by different musicians should be avoided. All fixed instruments and accoutrements to be disinfected after use. (Optional if not used again for 72hrs)</p>	<p>Praise Team</p>	<p>20 07 2020 in response plan</p>
	<p>8. Wind instruments to be avoided- to reduce the risk of spreading aerosol droplets due to increased</p>	<p>Latest advice is instruments that are blown into should be avoided at present.</p>	<p>Praise Team</p>	<p>20 07 2020 in response plan</p>

	projection of droplets from instruments by increased breath requirement.			
	9. Shorter services to be preferred- latest UK Gov advice is to reduce the time spent in a building to reduce the risk of spreading the virus in the air and through contact with other people	Risk of transmission of COVID-19 is related to duration of contact as well as proximity so services should ideally be shorter (including communion.) Recommended 1 hour maximum.	Service Planning Team	20 07 2020
	10. Loose Offering Collections should not be taken by passing the bags – to reduce the risk of virus spread by contact with contaminated surfaces. A retiring collection box should be utilised at rear exit point. Steward to supervise safety and security of box.	Loose offering can be tallied after the morning service and placed in safe for collection by person lodging it in bank later in the week. Deacons to sanitise hands after handling cash and envelopes and must avoid touching face, eyes or nose during the count. If possible wear glasses or visor and mask.	Service planning team. Deacons on duty	20 07 2020 in response plan
	11. Reduced number of Toilets should be available for emergency use only- to reduce the risk of virus spread through bodily fluids. 5 minutes should be minimum period between different people using same toilet/room.	1. All toilet door handles should be cleaned with bacterial wipes/ sprays & paper towels, when the church is first opened. The three toilets in corridor adjoining main auditorium should only be available for ease of cleaning. 2. Hand Dryers disabled / Off at switch. 3. Toilet windows left open when church is first opened. 4. Person using should disinfect seat or urinal and flush toilet roll away. Toilet seat (if fitted) closed prior to flushing.	Signage done Hand washing/ cleaning toilet. Liquid soap,	20 07 2020 in response plan

		<p>5. Thorough hand washing using soap and water and dried using paper towels disposing of in receptacle provided. Leave receptacle in situ for at least 72 hrs then rubbish disposed of in normal fashion.</p> <p>6. Clean handles on way out and dispose of paper towels in bag at fire exit.</p> <p>7. Sanitise hands before entering the auditorium or leaving the building due to contact again with toilet door handles.</p>	<p>paper towels. Toilet roll Anti Bac Wipes bleach spray H&S team</p>	
Area of Focus	Controls required and why?	Additional Controls and Information	Action by who?	Completed – date and name
Communion Service	<p>Prevention of spread of virus by contact with plates and cups.</p> <p>Communal cups and plates not to be used.</p>	<p>There is no good reason why communion cannot be celebrated at least once a month and preferably every week bearing in mind the recommendation by Government for shorter services.</p> <p>Best practice and latest advice is that the elements should be brought by individuals for own use during communion. (ABCI Document-“Prepare to gather”)</p>	<p>Service planning team</p> <p>Comms and admin team</p>	<p>20 07 2020 in response plan</p>
Area of Focus	Controls required and why?	Additional Controls and Information	Action by who?	Completed – date and name
Leaving Church	<p>1. At end of service strict-physical distancing to be maintained at all times to reduce the risk of spreading the virus by contact or in the air.</p>	<p>Pastor / Praise leader will need to communicate the leaving procedure. Congregants directed to leave by fire exit at pulpit and return to cars from front of church row one, row two and so on until building has emptied.</p> <p>Steward on exit door to supervise speedy evacuation and secure the offering box/plate.</p>	<p>P L</p> <p>Comms and admin team</p>	<p>20 07 2020 in response plan</p>

	Sanitising hands to be done on way out to reduce risk of virus spread by contact with cars door handles and family members.	Congregants advised to maintain strict Social Distancing when conversing in car park before leaving for home. Public watching! Credibility of God's people at stake.	P L	
	2. Tea/coffee provide an additional risk of Infection	Tea / Coffee or snacks should not be offered at present under current circumstances due to difficulty of Social Distancing and hygiene implications. It would also encourage congregants to remain longer than is desirable to prevent spread of the virus	Service planning team	14/07/2020 in response plan
Area of Focus	Controls required and why?	Additional Controls and Information	Action by who?	Completed – date and name
Cleaning the church after general use and requirement to use building again before 72 hrs self decontamination period. (Funeral on Monday for example)	1. Cleaning of hard surfaces, carpets and soft furnishings – to remove suspected virus contamination so reducing risk of spreading by contact with contaminated surface	Deacons and any volunteers after service will clean as necessary and be provided with correct and suitable PPE to complete the task safely. Sign placed on all 3 sets of double doors into Auditorium, and any other entrance doors to a room that has been used by large numbers of people to the effect of- DO NOT ENTER UNTIL (time) on (date), ROOM SELF-DECONTAMINATING AFTER USE. At least 72 hrs interval between usage. Sign to be laminated and dry wipe marker used.	H &S team	20 07 2020 at back of risk assessment

	2. All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials and risk of infection from virus	Supplies of disposable gloves to be procured and readily available. Face masks should also be worn. Gloves and masks thoroughly disposed of after use and hands washed in hot water and soap for at least 20 seconds. Suitable cleaning materials provided, depending on materials items to be cleaned' Anti bacterial sprays / wipes and / or disposable paper towels to be utilised.	Cleaners	20 07 2020
	3. Cleaning of fabric chairs to reduce the risk of spreading the virus by contact with a contaminated surface- is problematic.	The only suitable method of cleaning / decontaminating fabric carpet and fabric chairs is with an atomiser spray applicator using a non bleach based sanitising liquid. The steering committee and office bearers decided against purchasing a deep cleaning machine due to concern about the efficacy of the process to effectively kill the virus. Best to leave a room unused for at least 72hrs so it can self decontaminate as the virus dies within this timescale.		20 07 2020 in response plan
Area of Focus	Controls required and why?	Additional Controls and Information	Action by who?	Completed – date and name
Cleaning the church after known exposure to someone with COVID 19 symptoms.	If possible close the church building for 72 hours with no access permitted- so it can self decontaminate as the virus dies within this timescale.	No entry to building by anyone until at least 72 hour period has elapsed. Sign displayed in prominent position to the effect that- NO ENTRY- building is closed until --/--/---- as a result of suspected Covid within the building.	H & S team	20 07 2020 rear of risk assessment

	If 72-hour quarantine is not possible then follow Public Health guidance on cleaning in non-healthcare settings.	<u>Guidance at back of Risk Assessment</u>	20 07 2020
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning should it be dusty or dirt is requiring to be removed from as surface.	Normal cleaning regime is sufficient as the virus will have died naturally within 72 hours.	20 07 2020

The following may need to be purchased and stock maintained as directed by Steering Group.

Offering box / A box has been procured.

Digital non contact thermometer- Trevor has purchased one for church.

Hand Sanitiser -Gavin has already purchased large supply.

Disinfectant Sprayers (We have collected sprayers already}

Hand Soap / dispensers (now in place)

Paper towels (Scientific advice is to avoid electric hand dryers as they spread contaminants)

Black Bin bags (Check stock)

Disposable gloves for cleaning or rubber dish washing gloves can be re used?

CARRICKFERGUS BAPTIST CHURCH

CLEANING THE BUILDING AFTER A PERSON SUSPECTED OF HAVING CORONAVIRUS HAS VISITED

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Background

Experience of new coronaviruses has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual

- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal Protective Equipment. PPE

The minimum to be worn for cleaning an area where a person with possible or confirmed coronavirus is disposable gloves, face covering and an apron. Hands should be washed with soap and water for 20 seconds after all has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present for there is visible contamination with body fluids, then the need for additional P P E to protect the cleaner's eyes, mouth and nose will be necessary.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, grab-rails in corridors and stairwells.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- a household detergent followed by disinfection (1000 ppm av.cl.). Dettol / Zaflora! Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, **steam cleaning should be used.**

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- 1) Should be put in a plastic rubbish bag and tied when full.
- 2) The plastic bag should then be placed in a second bin bag and tied.
- 3) It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- If the individual tests negative, this can be put in with the normal waste
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste

