

Kirby-le-Soken Evangelical Church

The Street, Kirby-le-Soken, FRINTON-ON-SEA, Essex, CO13 0EE

Guidelines on reopening after the coronavirus lockdown

These guidelines have been agreed by and are issued by the church council.

1. The church reopened for Sunday morning worship at 11:00 on July 5th and commenced a midweek meeting on a Thursday afternoons on July 16th. Separate guidance (including cleaning) was issued for a wedding on Aug 1st. A Sunday evening meeting recommenced at the end of August and coffee morning at the end of September.
2. In order to keep the risk of infection down anybody wishing to attend meetings at the church must follow government guidelines and not come if they have a high temperature, or a new continuous cough, or a loss or change in sense of smell or taste. Also those who are self-isolating due to a possible or confirmed case of COVID-19 in their household, or who have been requested to isolate by NHS test and trace must not attend.
3. We remind everybody of the government guidance about shielding vulnerable groups and those at increased risk of severe disease from COVID-19, including the over 70s. They are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household.
4. Anyone who feels ill or begins to feel symptoms of COVID-19 while at the church must go home immediately.
5. We will keep a record of who attends services for 21 days to assist NHS test and trace.
6. Strict social distancing (of 2 metres) must be maintained between members of different households at all times. Where a 2 metre distance is not possible, one metre plus extra steps (e.g. increased ventilation, not facing each other etc.) should be followed to reduce the risk of transmission.
7. The seating has been arranged to maintain a distance between groups. On entering the building, please fill the seats at the front first. At the end of the service those at the back should leave first. Entry and exit should be through the front door rather than through the kitchen. The vestry door will be unlocked to open an additional exit for the preacher and the front row. Overflow seating, with video and audio feeds, is provided in the rear hall.
8. It is now a legal requirement that we should not interact with others outside our household (or group of up to six that we attend with) whilst on the church premises. Interaction with stewards and other staff is permitted.
9. Hand washing is important and we have provided sanitiser at the front and rear entrances to the building and in the kitchen. Please use the hand sanitiser when entering or leaving the building.
10. Bibles and hymn books will not be provided on the chairs. People are recommended to bring their own Bibles and are welcome to borrow a hymn book to take home. Hymns will be projected and the piano can be used, but we will not be able to join together in singing.
11. The person unlocking the building will ensure that doors are propped open to avoid the need for people to touch door handles. They will also open many windows to increase ventilation.
12. Everyone is encouraged to give by bank transfer (ask the treasurer for details), but for those wishing to donate by cash or cheque the offering box will be available. Only one person is to handle the box and cash when the collection is counted.
13. Coat racks will not be available for use.

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14. The toilets will be available for use, but only one person should use them at a time. We recommend using a one way system in the toilet corridor with exit via the external door at the end of the corridor. Paper towels have been provided in the toilets and the kitchen.
15. The wearing of face masks (that cover the nose and mouth and securely fit round the side of the face) is now required in places of worship by law. We expect everyone to wear a mask inside the building unless they are exempt (e.g. those under 11, people who can't wear a mask due to illness or disability, those who would suffer severe distress from wearing a mask). The preacher and others participating in leading the service are also exempt. Some face masks, gloves and bottles of water have been provided in the entrance porch. If you are not wearing a mask, we shall assume you have a good reason not to, and ask others to assume the same. None of us has the authority to enforce this law. You may remove your mask if you are struggling to breathe, are in distress, or at risk of harm, without having to leave the building.
16. The church cleaner has been asked to clean once a week at least 48 hours after the Sunday service, but before any scheduled midweek meeting. After a midweek meeting the church trustees will do whatever is required to leave the building clean and tidy. The next service, on Sunday morning will be over 48 hours after the midweek meeting.
17. Where services are being held less than 48 hours apart the church will be thoroughly cleaned to provide a safe environment for the next service. This will involve cleaning the toilets, and wiping down all hard surfaces (including the chairs and door handles) with household cleaning products.
18. In order to hold a communion service bread and wine will be prepared in the kitchen by one person, wearing a mask and gloves. They will cover the elements and place them on a table near the front of the church but to the side rather than in front of the minister. The bread will be served by one individual, wearing a mask and gloves, who will go around the congregation and drop a piece of bread into the hand of each one wishing to take part. The individual communion cups will be served in the usual manner by the same individual. Face masks may be removed to take communion.
19. We do not plan to serve any refreshments on the premises apart from at the Friday coffee morning that restarts at the end of September. For coffee morning the following rules will apply:
 - Chairs and tables should be set out at least 48 hours before the coffee morning.
 - The team of three running the coffee morning will all wear face coverings.
 - Attendees should book with Sandra before attending and may be refused entry if they have not booked. They must wear face coverings (unless exempt) when entering and leaving the building, but may remove them when seated at tables.
 - Two metre social distancing between households must be adhered to at all times. People may interact with those seated at the same table as them, but should not interact with people sitting at other tables.
 - A waitress service to order and deliver food will be used. The menu will be limited and mostly shop bought (although there may be a homemade cake). We will seek to minimise food handling and follow normal food hygiene precautions.
 - Windows will be left open to increase ventilation.

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- Donations will only be handled by one person.
- After everyone else has left the team will clear up, wash up, clean and set chairs out ready for Sunday morning.

Document History

Issue 1	4-Jul-20	Reopening for one Sunday service
Issue 2	15-Jul-20	Adding provision for a midweek meeting
Issue 3	28-Jul-20	Extra guidance for a wedding, communion and evening service
Issue 4	19-Aug-20	Updated guidance on face masks which are now mandatory.
Issue 5	23-Sep-20	Updates for rule of 6 and coffee morning

Keith Munford

23-Sep-2020

Kirby-le-Soken Evangelical Church is a charitable incorporated organisation (registered charity number 1170625)