

## **Covid Secure Guidelines for Brunswick Parish Church and Community Hub**

Brunswick Parish Church and Community Hub is currently required to work under three sets of guidelines concurrently; guidelines for places of worship, guidelines for multi-purpose community buildings and guidelines for cafe and takeaway services. These updated guidelines are intended to make this a little clearer. Manchester is currently under the tier 2 - high level restrictions and therefore, all guidance is written with this in mind.

### **Worship**

For the purpose of this part of the document, all guidance related to places of worship is being applied. Worship covers any activity where the intention is prayer, worship or bible study or a life cycle service (baptism, wedding or funeral) in a formal setting.

- Face coverings are compulsory for everyone at all times except for those who are in one of the government exempt categories or where a person is leading prayers, worship, reading from the Bible, making an announcement or receiving communion (the person distributing must wear a face covering).
- We must have an NHS:Test and Trace system in place. This involves having QR codes available for use with the app and a paper consent form for those who cannot or do not wish to use the app. Individuals giving their details for the NHS:Test and Trace in a worship setting is optional but having a system to take, store and dispose of data after 21 days is mandatory.
- People should be seated individually or in bubbles at a minimum distance of 2m apart and should remain in their place for worship as much as possible. Ideally people should also remain seated as much as possible.
- Congregational singing is not allowed however a small (max. 6) socially distanced worship group may perform in services.
- During communion, only bread may be consumed by the congregation and must remain covered during consecration. If we are using grapes, these must also remain covered at all times.
- People must not gather with people they do not live with (are not in a support bubble with) inside the building but can gather in groups of up to 6 people outside provided that they are socially distanced. If people do gather in the building, we are now legally obligated to disperse them.
- Anything that people touch must be either cleaned, disposed of or quarantine for 48 hours (72 hours after a confirmed or suspected case of Covid-19)
- The legal maximums for life events are as follows:
  - Baptism outside of the main act of worship (6)
  - Weddings (15)
  - Funerals (30)

These maximum numbers do not include anyone who is working but does include the couple getting married at a wedding.

- Holy Communion, Baptisms, Weddings and Funerals have some very specific Covid-19 guidelines which can be found on the Church of England website and should be consulted in advance.

- The maximum capacity for all other acts of worship are contingent on how many people can be accommodated whilst still being able to socially distance. This number is variable as it depends on how many individuals there are as compared to households or bubbles. We estimate the maximum capacity at 45 people.
- Good hand hygiene procedures must be encouraged and followed at all times and multiple people touching the same objects should be avoided wherever possible.
- After any service, the room should either be cleaned (including door handles etc) or it should be locked down for 48 hours and clearly labelled when it will be ready to use again.

## **Community Hub**

- Face coverings must be worn at all times unless exempt.
- Social distancing (2m) must be observed at all times unless it is unavoidable. Unavoidable distancing of less than 2m should be as brief as possible.
- People of different households or bubbles should not mix with each other socially indoors. They may meet outside in a socially distanced group of 6. We must disperse any groups who are meeting socially.
- Good hand hygiene should be encouraged and sanitising or handwashing facilities should be available in multiple places around the building.
- Staff and volunteers must sign in and out of the building
- Exercise classes can go ahead where it is provided that it is possible for households / bubbles not to mix.
- Users and hirers of the building have a responsibility to manage their own risks with regard to Covid-19. This falls to group leaders / organisers for each activity or group.
- Social groups among people of different households or bubbles cannot currently take place in person.
- Official support groups (such as NA) can go ahead with a maximum of 15 but must be socially distanced.
- Meetings can go ahead but users are strongly encouraged to hold these online where possible. Social distancing measures must be observed.
- Taking data for NHS:Test and Trace is now mandatory for anyone using the building (including anonymous support groups). We must have QR codes available and users or hirers (usually understood as the group leader or coordinator) must also have a way of recording data for those who are not able to use the QR code. They are also responsible for storing the data securely and disposing of it after 21 days in accordance with data protection guidelines. We are obliged to refuse entry to anyone not willing to give their details.
- Where multiple groups are using the building, careful planning and care should be taken to ensure groups do not cross over. If this cannot be facilitated then the building can only have one group in it at a time.
- Each group must clean the areas that they have used once they have finished (including toilet areas they may have used). Cleaning materials will be provided.
- Youth groups can go ahead but must follow National Youth Association guidelines.
- All users / hirers are responsible for knowing the restrictions that apply to their activity and making sure it can run in a Covid Secure manner.
- Room capacities are as follows:
  - Hall:

- Tables: 6
- Rows: 18
- Circle: 10
- Lounge:
  - Tables: 2 (3 if the concertina doors are open and 5 if using the small grey tables)
  - Rows: 8
  - Circle: 6
- Foyer:
  - Tables: 3 (without the pool table)
  - Rows: 6
  - Circle: 6
- Worship Room:
  - Worship approx. 45
  - All other activities as per guidance for that sector (usually a maximum of 15 with no mixing between households or bubbles)

### **Brunswick Bistro**

- Face coverings must be worn unless exempt or sitting in at a table.
- Hand hygiene procedures must be carefully followed.
- Social distancing measures must be in place.
- NHS: Test and Trace Data must be taken for anyone coming into the building, either using the QR codes or details taken on paper).
- Sauces / cutlery etc. must be handed to people (they must not help themselves out of a communal container).
- Food and drink must be consumed off the premises unless they are dining in at a table.
- Anyone dining in must not mix with anyone from another household or bubble.
- Once the Bistro is closed, the staff and volunteers must clean the space.
- Staff and volunteers must sign in stating what time they arrived and what time they left.
- Care should be taken to minimise contact between kitchen staff and those serving food.

### **What to do if there is a confirmed or suspected case of Covid 19**

- Temporarily close the building until it has been cleaned following the cleaning guidelines.
- Provide Test and Trace data to NHS Test and Trace on request (this might include contacting a group to ask them to provide data to NHS Test and Trace if they are holding the data for their own group)
- If there is more than one confirmed case, we must contact our local Public Health England health protection team:

PHE Greater Manchester Health Protection Team,  
2nd Floor 3 Piccadilly Place, London Road,

Manchester,  
M1 3BN

Phone: 0344 225 0562 option 3

- Those who have been confirmed as Covid-19 Positive should notify those who they have had close contact with. They can ask us to facilitate this but we should not automatically do this unless requested to.