

Battle Baptist Church: Staying COVID-19 secure

Protocol for using the premises safely

1. One person shall act as leader of the activity and is responsible for ensuring that everyone involved in the activity follows this protocol.
2. The leader will complete a 'pre-event checklist' (Annex A) and leave a copy for the Church Administrator to collect in this folder.
3. As people arrive at the premises, the leader should ask everyone whether they have had COVID-19 symptoms within the last 14 days.
4. The leader will keep a record of the names and contact details of all those attending the activity (provided that attendees give their consent to this), using the form at Annex B. Please leave the completed document in this folder - the Church Administrator will collect this and file securely in the church office.

The reason for collecting this data is so that we could get in touch with people should someone who has attended the premises contract COVID-19, and so that we could share details with NHS Test and Trace where necessary. More details are set out in our COVID-19 privacy notice which is on display in the foyer. Contact details will be kept securely for 21 days and will then be shredded or deleted.

5. At the end of the meeting (or whenever convenient), the leader should leave the folder outside the general office (please don't leave it in the foyer).
6. Everyone entering the premises will wash their hands with soap or will use hand sanitiser.
7. Everyone attending a meeting in the building will wear a face covering. Please note that this is not a requirement for staff.
8. Whilst on the premises, everyone should always maintain social distancing of 2 metres or 1 metre plus additional mitigation of risk (eg by the wearing of a face mask).
9. Only one person at a time may use the toilets in the Manna House (even though there are facilities for more than one person). Use the signs on the door to show whether the loo is in use or not.
10. Children under the age of 11 should be accompanied to the toilet by a member of their household to ensure good hygiene practices are followed.

11. Anyone using a toilet on the premises should wipe down all surfaces using the anti-bacterial wipes provided and place used wipes in the bin (do not flush down the loo, please).
12. Anyone using a toilet on the premises should wash their hands with soap for 20 seconds afterwards.
13. No refreshments may be prepared or shared on the premises.
14. Rooms used by groups should be well ventilated and doors should be propped open unless this is inappropriate for reasons of confidentiality.
15. People should avoid sharing equipment such as stationery or books. Leaders should encourage attendees to bring their own Bibles etc to small gatherings.
16. If electrical equipment such as a TV or laptop are to be used during a meeting, the user should sanitise his / her hands before use, and should wear a face mask.
17. Currently, there should be no singing (or shouting!) at meetings.
18. At the end of the activity, the leader is responsible for wiping down all hard surfaces that may have been touched by people in the group, including:
 - a. Chair frames
 - b. Desks or tabletops
 - c. Door handles
 - d. The handrail on the stairs
19. Any rubbish generated during the activity must be disposed of in a rubbish bin or recycling bin.
20. Personal rubbish (eg from refreshments brought in by attendees) should be taken home by attendees.

The staff team would like to thank leaders and participants sincerely for taking these COVID-19 risk reduction strategies seriously.

JR
27/07/20

- i. Revised 03/08/20
- ii. Revised 17/08/20 to make it clear that leaders should leave consent forms in this folder for JR to collect the next day; and that the folder should be left outside the general office – not in the foyer.

- iii. Revised 19/08/20 to include point 7, which became a requirement on 14th August.
- iv. Revised 08/09/20 to include point 16 which emerged from discussion with LIFEgroup leaders about the practicalities of meeting at the church.