**COVID-19 Protocol**

**Lockdown Easing – Phase 3**

**Dalbeattie and Kirkgunzeon Parish Church Sunday Services**

**Date Prepared:** 28th August 2020

**Approved by:** Dalbeattie and Kirkgunzeon Parish Kirk Session

Guidance for Dalbeattie and Kirkgunzeon Parish Kirk Session regarding the opening of Dalbeattie and Kirkgunzeon Parish Church for Sunday services.

Before the service:

1. Consider your own health and condition. If you are considered vulnerable you may wish to ask someone else if they would prepare the church. There are many factors that may make you “vulnerable” including being 70 or over, having a chronic respiratory disease or diabetes.
2. Enter the church building and disinfect all surfaces that are likely to be touched, especially door handles, light switches, pew seats, backs and front ledges, and the collection plates.
3. Ensure the seating plan is in order, with every second pew roped off and suggested seating locations marked with a card.
4. Ensure that all pew bibles (including bibles on the communion table and lectern) and hymn books are put away.
5. Ensure that there is a sheet to record the name and phone number of all who attend the church. Record this information as they arrive.
6. Ensure that the minister is aware to bring his/her own bible and drink (do not provide a glass of water). The minister may remove his/her face covering once behind the communion table.
7. Ensure that the person doing the reading brings a bible or printout of the reading.
8. Notify the congregation by email, church newsletter or phone advising them of the following:
   1. We are sorry that we have to put all these precautions in place but it will be good to worship together again despite the ongoing risk of COVID 19.
   2. They should enter the church by the usual door, and leave by the side door to allow them to keep the greatest social distance from others.
   3. The minister and congregation will be required to wear a face covering while in the church building, unless there is a medical or other legitimate reason for them not doing so. Only the minister and the bible reader will be allowed to remove their masks, once they are in position at the front of the church.
   4. All members of the congregation will be required to leave their name and a contact phone number when arriving.
   5. They will be required to keep two metres from the minister, welcome team and everyone else who is not in their household.
   6. They will be asked to sanitise their hands with hand gel on entering the building and should touch as few surfaces as possible.
   7. Singing will not be permitted.
   8. If they wish a hymn book they will have to bring along their own.
   9. Online giving is preferred but there will be a collection plates provided at the side door for offerings as they leave the building.
   10. Pew bibles will not be available so they should bring a bible with them if they wish.
   11. Tea and coffee will not be served after the service.
   12. Worshippers are encouraged to sanitise their hands on the way out and wash their hands when they get home.
   13. In the unlikely event that all the available seats are taken they will not be able to stay for the service (there is a maximum of 50 allowed for the service).

After the service

1. Ensure that the congregation wear face coverings when they are leaving. Ask them to sanitise their hands on leaving and maintain two metre distances between individuals/family groups as much as possible.
2. Empty the money from the collection plate into a bag and leave it for at least 72 hours before counting it. Ensure that the person who handles the money washes their hands after touching it.
3. It is best that the church is left for over 72 hours before cleaning is done. Disinfect all hard surfaces that may have been touched. In particular disinfect door handles, light switches, pew seats, backs and front ledges, collection plates, toilet seats, toilet handles and taps.
4. Wash your hands thoroughly for at least 20 seconds.
5. Lock up the church building.
6. Wash your hands thoroughly again when you get home.