



Dear Church,

From the 23rd May, we are pleased to be able to tell you that you can book to attend a service in the building. As before we have a detailed risk assessment in place and there continues to be a lot of work going on behind the scenes to make services as safe as possible.

We realise that not everyone will be comfortable enough to attend an in person service and that is fine. There is no pressure. Pastor Keefe's Sunday morning messages will continue on-line.

If you do want to meet in person, everyone's priority is going to have to be minimising the risk of infecting one another with Covid 19. We have to treat everyone who attends on the day as if they potentially have this infectious disease. This includes leaders, stewards and cleaners.

In order to make meetings as safe as possible, we are obviously going to have to follow important procedures which everyone who attends, in whatever capacity, will have to follow.

There are two important documents that everyone who is going to be present at an in-person meeting will need to read. The first is called '**The Dos and Don'ts for all attending an in person service at Penycæ Neighbourhood Church of the Nazarene**' and the second is the '**Booking Procedure**'

If you want to go ahead and book a seat(s) you must follow the steps explained in the Booking Procedure. Booking is **ESSENTIAL** and you need to know that we will only allocate you a seat if you agree to abide by the Do's and Don'ts. The act of booking a seat is how you indicate that you agree to follow the Dos and Don'ts.

There are a few reasons for this:

- 1 The size of the building limits how many people can attend. The seating arrangement has to be worked out carefully in advance to ensure social distancing between different 'bubbles' or individuals. Therefore we need to know in advance who is going to be there and we can't allow anyone we are not expecting to enter the building.
- 2 By law, we must record the names and contact numbers for people or families who attend. We think it is safer to do this as part of the booking process so as to avoid a queue at the door.
- 3 We need a way of ensuring everyone reads the Dos and Don'ts and a way for everyone to indicate that they agree to abide by them. We thought that making booking dependent on agreeing to follow the rules was the easiest way to do this.

We hope this all makes sense. Please get in touch if anything is not clear.

Your Church Board



PENYCAE NEIGHBOURHOOD
Church of the Nazarene

Booking Procedure

1 Obviously, we all need to look after one another and an important part of that is that everyone who wishes to book a seat must first read and agree to abide by the guidelines produced by the board called '**The Dos and Don'ts for all Attending an In-person Service at Penycae Neighbourhood Church of the Nazarene.**' This document is one of the main ways we will communicate to you the important part you have to play in minimising the risk to yourself and to others. If we all adhere to the requirements, we will be making the meetings as low risk as possible. If you do not agree to comply with the guidelines then regretfully we must ask you not to book a seat because your actions may pose a risk to others.

2 If you want to book a seat(s), call this dedicated booking number **07735 000 809** anytime between 8 am Monday morning and 6 pm Wednesday evening during the week before the service you wish to attend. *(Please note, this telephone number is for booking only. It is not for any other church related purpose.)*

3 The phone will always go to an answer phone but the messages will be checked. You will need to leave a message stating your name and the names of all the other people in your bubble who you are booking for. Please only book for yourself or people in your bubble. (The exception to this may be if you are helping someone who can not make the phone call themselves, but you must obviously have their permission and ensure you give their telephone number not your own.)

4 You need to leave at least one telephone contact number for your booking. We will use the number you give to get back to you to confirm your booking.

5 DO NOT attend or allow anyone in your bubble to attend the meeting unless you have received a telephone call or text message to confirm your booking.

6 If you or anyone in your bubble have any symptoms or have been in contact with anyone with symptoms or are told to self isolate you must not attend. If for this or any other reason you are not able to attend, please let us know using the same number so that we can give your seat to someone else.

Other things you need to know

We will keep a record of your name and telephone details for the NHS Wales Test Trace Protect forms for contact tracing. These details will be passed on to them in the event of anyone testing positive. If there are no issues the information will be destroyed after 21 days.

Before the service, we strongly recommend that each adult in the group downloads the NHS Covid-19 app to their mobile phone. On arrival everyone will be encouraged to use the app to scan a QR code to record your attendance. The app will then notify you if anyone at the meeting develops symptoms or tests positive in the subsequent days.

Priority will be given to those who phone first as there will be a limited number of seats. However, if we are unable to allocate you a seat for the service you request, we will give you priority for the next service and will get in touch with you to see if you are available and still want to book for that service.

Thank you all for your attention and for your patience with this process.

Your Church Board



The Dos and Don'ts for all Attending an in-person Service at Penycae Neighbourhood Church of the Nazarene.

This Dos and Don'ts document and the risk assessment upon which it is based are 'live' documents. This means that they are constantly being reviewed and if needed updated based on latest Welsh Government guidance. We will inform you of any updates to the documents.

Please DO

Please read and agree to abide by the following instructions in this document before booking your seat at a service. *(The act of booking indicates your agreement.)*

In the week before...

Consider if you can agree to adhere to the Dos and Don'ts. If you can, please book a place at a meeting by following the steps in the 'Booking Procedure' document.

Wait for confirmation of your booking.

If you have not already done so, consider downloading the NHS Covid 19 app.

Think about how you will get there. The church board recommends that only family groups share vehicles, however if you choose to share transport to a meeting with anyone not in your extended household/bubble, even if it is a Church friend, this will be at your own risk.

Before you leave home on the day of the service....

For your own comfort and safety please use the toilet at home before you leave as there will be limited access to the toilet.

Be aware the building will be well ventilated. Please dress with this and the weather in mind.

Take your own mask and hand gel with you. If you forget there will be some available.

When you arrive at the building...

Remain two meters from anyone not in your 'bubble' at all times, whether inside or outside of the building, and even if you use the car park.

Take anything you need with you so you don't have to go back out to the car.

Put on your mask if you are not already wearing it. If you have forgotten yours, there will be some available at the entrance. Mask wearing is compulsory throughout the meeting for adults and children aged 11 and over. The board has agreed that there are no exceptions.

Wait for instructions from the steward at the door. They will indicate when you can enter the building.

Use hand gel on entry.

Scan the NHS Covid19 app QR code on entry to the building if you have the NHS Covid App.

Inside the building...

Respect instructions from stewards inside the building who will show you where to sit. Stewards will have been instructed to politely and immediately speak to anyone who does not adhere to these measures. Please make this stressful job easy for them.

Once you are shown to your seat please sit down and remain there until the end of the service. If you need to get up to go to the toilet or for another important reason please alert a steward that you need to move from your seat. Only the disabled toilet will be in use.

If you do need to leave the room use hand gel on the way out and on the way back in.

Please observe good hygiene practices in case of sneezing and coughing. Use the bins provided to dispose of tissues and other rubbish.

Parents, please make sure your children respect the rules set out here. Although under 11's are not required to socially distance, we will expect them to stay within their family group.

If you do need to go to the toilet only one person at a time can be in the corridor or toilet. If someone has already gone in that direction please wait until they return to the main room.

If you do have to use the toilet, after you have washed your hands, please wipe down any surfaces you have touched with the anti bac wipes provided. Then wash your hands again.

Turn the tap off with a tissue and dispose in the bathroom bin provided.

Be aware that if you require first aid during the event, in the first instance, we would look to someone in your 'bubble' to provide that for you. If this is not possible, the person administering first aid would put on PPE before they could help you. A first aid kit will be available on request.

At the end of the meeting please wait for a steward to indicate to you when you can leave your seat to walk to the exit.

Don'ts

DO NOT attend if you have symptoms or have been in contact with anyone with symptoms, or if you have been told to self isolate.

DO NOT attend unless you have received a phone call or text to confirm your booking.

DO NOT congregate outside the building on arrival or departure.

DO NOT move to another seat or move your chair unless advised to do so by a steward.

DO NOT sing or shout.

DO NOT touch anybody. Do not shake hands or hug!

DO NOT touch any item belonging to anyone not in your bubble.

DO NOT share or pass anything from one person to another who is not in your bubble.

DO NOT leave the room to go to the toilet unless you are sure there is no one else there or in the corridor. (Please alert a steward if you need to move from your seat.)

DO NOT leave any personal rubbish behind including tissues.