

# NBCF

## Social Distancing Standard

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## 1. Document Control

### 1.1. Issuer Details

<b>Issuer</b>	New Barn Christian Fellowship
<b>Address</b>	Scout Hall, Nurstead Lane, Longfield Hill, Longfield, DA3 7AN
<b>Author(s)</b>	Rowan Troy
<b>Reviewer(s)</b>	Eldership/Trustees

### 1.2. Change History

Version	Date	Changes Made	Author/Editor	Approved By
0.1	07/09/2020	Draft	Rowan Troy	
1.0	12/09/2020	Release	Rowan Troy	Eldership/Trustees
1.1	22/09/2020	Updates to Test & Trace, temperature requirements and general error corrections	Rowan Troy	Eldership

1.2.1. This is a CONTROLLED document. It is UNCONTROLLED when printed. You should verify that you have the most current issue.

## **2. Introduction**

- 2.1.1. New Barn Christian Fellowship (known as NBCF from here on in) is required to implement social distancing measures to resume physical church services. Government guidelines, and those provided by the Baptist Society and Church of England have been reviewed, assessed, and where appropriate, drawn upon to form this standard.
- 2.1.2. This standard ensures NBCF:
- o Complies with all current guidelines and requirements for socially distance events;
  - o Protects the most vulnerable from the risks that may be present when hosting physical services;
  - o Provide clear and concise guidance to church members who wish to be part of church services;
  - o Protects members and the organisation from any civil or criminal charges for negligence.

## **2.2. Purpose**

- 2.2.1. The purpose of this standard is to describe the measures that will be required to host physical church services and guidance on how members can protect one another from the risk of COVID-19.

## **2.3. Scope**

- 2.3.1. This policy applies to:
- o Church members;
  - o All current and former employees of NBCF;
  - o All contractors, suppliers and other people working on behalf of NBCF.

## **2.4. Health and Safety**

- 2.4.1. NBCF has appointed Lisa Wilson as the Health and Safety Officer (HSO).

## **2.5. Review and Development**

- 2.5.1. This policy shall be reviewed and updated as necessary by the NBCF HSO and leadership teams to ensure its compliance with any changes to the law, organisational policies or contractual obligations.

## **3. Policy**

### **3.1. Principles**

- 3.1.1. NBCF is committed to providing a safe and socially distanced environment for all church members when hosting a physical service or event. In line with current Government guidelines, NBCF has conducted a risk assessment using a 5x5 matrix that takes into considering the likelihood and impact of a COVID-19 or other events. Controls have been formulated to help reduce the risk of each scenario assessed. Some risks could not be reduced to the acceptable residual risk level and therefore, have formed part of this Social Distance Standard.

## 3.2. Before Attending a Church Event

- 3.2.1. NBCF shall require any member or visitor who wishes to attend a church event to register their attendance with the Pastor. This can be accepted via telephone or email communication 24 hours before the event. You must be able to provide the following for NHS Track and Trace requirements:
- Full Name;
  - Telephone or Mobile Number
- 3.2.2. Before considering whether to attend an event, you must ensure that you have not had any of the following:
- **A high fever or temperature;**
  - **A new and persistent dry cough;**
  - **A loss or change to your sense of smell or taste**
  - **Cold-like symptoms including heavy mucus cough or nasal discharge;**
  - **Flu-like symptoms that have prevented you from working or being active;**
- 3.2.3. It is vitally important that we protect the most vulnerable from the risk of infection from COVID-19 or any other related viruses or illnesses. If you have had any of the symptoms above, you should self-isolate for **fourteen days** before attending any social activities.

## 3.3. Arriving at the Church

- 3.3.1. When you arrive at the church for an event, we require all members to follow these steps:
- Sanitise your hands before you enter the church. If children are attending with you, ensure they sanitise their hands as well. Sanitising stations will be available and must be used before entry;
  - Wear a facing covering that covers your mouth and nose unless you provide an exemption notice. Limited face coverings will be available if you have not brought one. Children over the age of 12 must also wear a face-covering;
  - Inform the door attendant of your arrival so you can be registered as an attendee;
  - Be prepared to have your temperature taken by the door attendant and if required, be prepared to leave if your temperature is over **37.8 degrees Celsius**;
  - Follow all instructions from Marshalls who will be guiding people to their seats;
  - Once you have found a seat, please remain seated unless you require the facilities;
  - Follow the one-way system in place to prevent any cross-contamination with other church members;
  - Do not shake hands or embrace anyone outside of your family;
  - Do not get up from your seat to go to someone else or speak to them unless it is an emergency.

### 3.4. During the Service

- 3.4.1. Following the current guidance, we are not able to conduct a worship session within our church services, and therefore, singing is currently prohibited. The use of YouTube and worship videos may be available subject to Internet connectivity.
- 3.4.2. We would request that all church members keep face coverings on where possible, even at **2 metres** distance from others.
- 3.4.3. If you need to get up for any reason, please ensure your face covering is on and covering your nose and mouth. Please follow the one-way system and ensure that if you enter or exit the building, you sanitise your hands at a sanitation station.
- 3.4.4. If the service has a time of communion, there will be no sharing of bread or wine as we would normally do. We request that you read the order of service that will arrive by email before the service and ask you to bring your own bread and wine. These items must not be shared with anyone outside your family, even if someone within the church membership has forgotten to bring their own items.
- 3.4.5. During the service, there will be an opportunity to share or provide testimony. If you wish to do so, please ensure your face covering is on as you walk to the front, which you can then remove your face covering to speak. Once you have finished, please put your face covering back on and return to your seat promptly.
- 3.4.6. To ensure that items are not contaminated, church bibles will not be available to share. We would encourage you to bring your own bible or use an electronic device in silent mode should you wish to follow any passages that are being read.
- 3.4.7. If children are attending with you, they must remain seated unless they require the facilities. Children are not permitted to move around the hall during the service. There will be no creche or Sunday school available at this time, but this will be reassessed as we continue to return to physical church services.

### 3.5. End of the Service

- 3.5.1. Once the service has concluded, Marshalls will direct all members out of the building following the one-way system. Dependent on the number of attendees, this may require you to stay seated while others leave to ensure social distancing is maintained.
- 3.5.2. All members must leave the building promptly, with their face covering over their nose and mouth beforehand. If you wish to converse with other members, please ensure you have left the building and are in the car park where social distancing is easier to maintain.
- 3.5.3. All members should sanitise their hands as they exit the building.
- 3.5.4. **Do not attempt** to carry your chair or move it. The Marshalls will be instructed on how to clean and sanitise the chairs before they are put away, and the minimum amount of contact with any items must be made.

## 4. Event Preparations and Cleaning

### 4.1. Before an event

- 4.1.1. On the day of the event, those who are assigned a responsibility must ensure tasks are complete before members are allowed to enter the building:
  - o Sanitisation stations must be in place at the entrance and exit of the one-way system;
  - o Clear and concise signage for the one-way system must be in place;
  - o The attendee list must be printed and provided to the door attendant, so those who attend are registered as present;
  - o The thermometer must be charged and tested before members temperatures can be taken. Calibration may be required before each event;
  - o Chairs must be placed with 2 metres distance. The attendees list should be used as a guide to determine how many chairs are required;

- o The chairs should be cleaned and sprayed with anti-bacterial spray as they are being placed in the correct position;
- o Any audio/visual equipment must be cleaned and set up by the designated person responsible;
- o All common touchpoints and door handles must be wiped before church members are allowed to enter the building
- o All toilets should be cleaned and prepared before members are allowed to enter the building.

## 4.2. Post an Event

- 4.2.1. Once an event has concluded and members have left, the following tasks must be completed by those assigned the responsibility:
- o Sanitise all common touchpoints and door handles with anti-bacterial wipes or spray
  - o Sanitise all chairs before they are restacked in the cupboard
  - o Take down all signage that is not permanent and store safely
  - o Remove all sanitisation stations
  - o Store the thermometer device in a secure location
  - o Clean all Audio/Visual equipment and return it to the appropriate storage cupboard
  - o Clean the offerings box and remove any monies within
  - o Take all cleaning materials and rubbish off-site and dispose of safely

## 4.3. Exemptions

- 4.3.1. Some individuals may be unable to wear a face-covering during the service. If a valid exemption is given, they must be seated **2 metres** apart from other members at all times to reduce the risk of infection or contamination.
- 4.3.2. In the event of an emergency, all reasonable and sensible precautions must be taken to protect all members. However, it is recognised that some requirements of this standard may be excluded during such events.

## 5. Personal Liability

- 5.1.1. All individuals should be aware that they can be considered **personally liable if they knowingly or recklessly expose members to any virus or illness due to negligence or not considering others**. Every individual must familiarise themselves with this standard and apply it during any NBCF event.