

Guidance to follow for attending Sunday services at Forest Gate Church

Following the considerations and decisions of the trustees of the building, here are the COVID precautions that should be followed to keep everyone as safe as possible.

- Whoever unlocks the building on a Sunday needs to open all the windows in the main room and unlock and open the back door.
- Those on welcome need to make sure there is plenty of sanitiser available and ask everyone to use it. They will also need to ask everyone to complete track and trace whether through using the NHS app (QR code is on the front pillar as people arrive) or to complete a sign in sheet. There will be a sheet available for each Sunday and Lucy will have put these onto the notice boards at the back of the room. Please make sure you got the sheet available on the tall black welcome table for everyone to use. It will be advisable to have the anti-bacterial wipes in case people need to share pens. Welcomers are strongly advised for your protection to wear a mask throughout all the welcoming period, which may include the start of the service for those arriving late.
- Those responsible for worship and sound can arrive without masks but need to check in with track and trace and sanitise. It would be helpful to have a microphone available for those who are coming up from the congregation to participate in the service, for example, to do a reading. Then they don't need to share a microphone with those who are singing into theirs.
- Those on refreshments need to open all the windows in the back of the building for ventilation. Please wear either a Forest Gate apron (to take home and wash afterwards) or a disposable plastic apron (they are in the cleaning cupboard). Masks are optional, there will be no issue with distance from others due to the counter separating you but those coming for drinks will be wearing one. No one else other than those on refreshments should be coming into the kitchen. Please use the dishwasher afterwards to hygienically clean the cups and glasses. Afterwards please use the antibacterial wipes to clean down the surfaces and all handles, taps, etc that have been touched.
- When you arrive as a member of the congregation to the service, please wear a mask upon entering the building until you are sat down. It would be appreciated that everyone could adhere to sanitising and taking a few minutes to complete track and trace.
- Please sit where you feel comfortable to do so, if you want to sit without others sitting next to you, please put a coat, bag, etc on the seat next to you, so that no-one sits there and/or move the chairs to suit your family party. Otherwise, it will be presumed that you are happy for someone to sit next to you. There will be wipes available every few rows if you want to clean your seat before and

afterwards. However, the seats will only be used on a Sunday and will be well clear of the 72 hours needed between each use.

- During the service we would like to have sung worship, we must decide each week (depending on numbers) whether this can happen in the normal way. Either way the worship team will still play and sing the worship hymns. You will be guided to whether you want to either sing quietly or wear a mask if distancing issues and numbers are particularly high on a certain week.
- After the service we are going to offer cold and hot drinks, from the coffee room. Please be considerate to others and not all go at once. The door to the coffee room and to the toilets are narrow and classed as a pinch point, therefore, please wear a mask to get a drink. It is during this time we need to especially consider each other and limit too much moving around. Once you have your drink you can then take your mask off again. Our strong suggestion (if weather allows) is to have your drink outside. For some this won't be physically possible and therefore, we appreciate you will need to go back into the main room to sit down.
- When using the toilets please wear a mask as the hallway is quite narrow. After using the toilet, please wipe the flush and toilet seat using an antibacterial wipe and then another wipe to clean the tap, soap dispenser, the toilet lock and door handles. Similarly, if you are using the toilet to change nappies, please clean the changing mat, etc too.
- Please be mindful that many of the congregation have restrictions with their workplace, vulnerable family members and medical appointments over the summer. This will mean that they are unable to hug, shake hands, etc with others. Therefore, we would very much like to ask that physical contact is discouraged at this time. However, it is an individual choice for everyone, therefore, please act with wisdom at your own discretion and don't not be offended if someone says no to a hug.
- Finally, when you leave the chapel building (if there are plenty people still about) please put your mask on to leave. It is best to leave through the door with the least people around and to sanitise upon leaving. There will be sanitising stations throughout the building.
- The last person to leave the building and lock up. Please ensure all the windows have been shut.