



Returning to Church

Remaining COVID Secure

Guidance Document for Members & Friends

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Annex A – Personal Risk Assessment

1. Introduction

With a vaccine in circulation we have a lot to be thankful for. But, Coronavirus is still here, so we are continuing to do things differently, in line with best practice.

This short guidance booklet is designed to help you understand what to expect when you return to church, and to help keep you and others safe. This guidance complies with the latest guidance issued by Government and the Methodist Church.

There is a finite number that we can seat safely. To reserve a seat in the service you must book.

To allow adequate ventilation, the doors from the porch must remain open. We suggest that warm clothing is worn, even in Spring.

We understand that change can create fear and anxiety. We also understand that change can be frustrating and upsetting. If you would like to talk through any of the changes please speak to Rev. Carole Challis (see page 9 for contact details).

As much as we are really looking forward to being together again, members and friends should only attend a service when they feel comfortable and should not feel any pressure or obligation to return. We are also asking everyone to complete the personal risk assessment at Annex A to help inform your decision whether to return on Sundays, or not.

May you know the LORD's blessing upon you at this time.

The Leadership Team

2. Who can attend?

Those experiencing coronavirus symptoms, or generally feeling unwell, should not attend the service.

Any individuals who are self-isolating due to a possible or confirmed case of coronavirus (COVID-19) in the household or extended household; or if they are a contact of a case and have been advised to self-isolate should not attend.

The Leadership Team are also recommending that all those who score 6 or more in the Personal Risk Assessment at Annex A seriously consider whether they should put themselves at risk by returning on a Sunday.

2a. Do I need to wear a face covering/ mask?

Welsh Government has made the wearing of face masks mandatory in indoor public places. This means that all those attending services at Hope Church must wear a mask whilst in the building, unless you are exempt due to medical reasons. The Welsh Government advise the use of three-layer, non-medical face coverings. If you are unable to get hold of a mask in time for Sunday, there will be masks available in the chapel.

The wearing of a mask is not compulsory for the person leading the service.

This means that some will wear a visor or a mask to lead and preach and some won't. For those who choose not to, they are not breaking regulations.

All personal protective equipment (PPE) such as a face covering or gloves, must be taken away with you and not left in the building. Should you need to take off any PPE during the service, you must put these straight into your own bag or pocket and not place them on the floor or the chairs, even temporarily.

2b. I've had a COVID jab, do I still need to follow the restrictions?

Yes. If you have received one or two COVID jabs, you will still need to follow all of the COVID rules of sanitising hands, wearing a face mask and keeping a social distance of 2m from others not in your bubble.

3. Booking system & arrival

Booking a space to attend church does seem unusual, but knowing who to expect will help us plan a safe space for everyone.

All those wishing to attend must book a place with Tim Jeans by email, text, or telephone using the details below.

Email: hopechurchcadoxton@gmail.com

Tel: 07585 449024

To assist with planning it would be helpful if you book by the Friday.

We want to make this process as simple as possible. If you plan to attend Church every week, please say when you contact Tim and a space will be booked for you every week on a rolling basis. However, please try to remember to tell us when you will not be attending at your earliest convenience so the seat can be re-allocated.

3a. Arrival times

When you book a space you will be told an arrival time to aim for. Again, this will help us manage a safe flow of people into the Chapel and also prevent people congregating outside. It will also reduce your waiting time going in.

3b. What if I have booked a place and can no longer attend?

If you have booked a place, and for any reason are no longer able to attend, please try to let us know. Not telling us may result in others being turned away.

3c. Can I turn up without booking?

We don't want to turn anyone away from attending church and will try to accommodate people on the day. However, this cannot be guaranteed and we may have to turn people away for the safety of others. We strongly advise you to book to ensure you are definitely included in the numbers as we have a finite maximum number.

4. What happens when I arrive?

4a. Queuing

When you arrive, the steps will be closed off and everyone will queue to enter the building via the ramp. Markers will indicate where you should stand to maintain social distancing and as the person moves to the next marker you should continue up the ramp to the next marker until you reach the entrance. A steward will greet you at the entrance and help you enter the building safely.

4b. Hand sanitation

From the ramp you will be told when you can enter the porch to use the wall-mounted hand sanitiser. This is an important step in preventing transmission.

Please wait on ramp until you are called by the steward. This is to ensure that social distancing is maintained as people enter the building.

4c. Seating arrangements and social distancing

Once you have used the hand sanitiser you will be called forward by a steward waiting to greet you in the Chapel. From here you will be given a seat number and told where to sit.

Please wait in the porch until you are called by the steward. This is to ensure that social distancing is maintained as people enter the building.

The legal requirement is that all reasonable measures are taken to ensure a distance of 2 metres is kept between those attending. This should be maintained as you move around the building.

4d. Visitor details

If you are visiting and not yet known to the church, you will be asked to leave your name and contact details as part of our track and trace programme. Your details will only be held for 21 days, after which they will be destroyed. Alternatively please tell us if you would like us to keep your details on our records.

5. A typical service

With all the restrictions in place, services will be shorter, typically around 45 minutes.

Part of the restrictions of meeting indoors means that singing is not permitted. Worshipping through song is a central part of our worship and not being able to do this for now will be a little strange. However, we will be able to listen to music, hear the reading of the word, listen to a short sermon and take part in communal and private prayer and reflection.

Bibles will not be on seats or given out on your way in. We recommend bringing your own Bible with you from home. If you do not have a Bible that you can bring, please speak to Rev. Carole Challis (see page 9 for contact details).

Food and drink are not permitted, so no refreshments will be served after the service. This also means that we are unable to put water in the porch, so if you think you may need a drink during the service, please bring something with you.

5a. Seating layout

To increase the number of available seats, the seating has been turned to face the west wall. The person leading the service will speak from a lectern between the windows and we will project digital content onto the wall beneath the clock. This will all be very different, but I'm sure we will quickly adjust.

Some seating in the east wing will be between screens. Again, we have done this to increase the number of available chairs. This is permissible and in line with Government guidelines.

All seating will be in singles, pairs or small family groupings and will be 2m apart from the next chair, to the front, back, and sides. People should remain in their seats to maintain the social distances required unless their personal safety is at risk. If you need to leave your seat to exit the building before the end of the service, we ask that you transit through the aisles without stopping until you get outside.

5b. Offering

We are still encouraging people to give using bank transfer, standing order or direct debit. If you want to set this up, the bank details are below;

Name: Hope Church Cadoxton
Sort Code: 20 18 27
Account Number: 20235334

If you are unable to donate electronically, or would prefer not to, a box will be provided on a table inside the chapel where cash or cheques can be deposited on your way in. Both cash and cheques should be received in an envelope - either the church gift aid envelopes or an ordinary envelope (it can remain anonymous).

5c. Holy Communion

We will receive Holy Communion (bread & non alcoholic wine) one Sunday in the month. Individual pots containing a bread wafer and wine will be collected on the way in to the service. You will be instructed when to use the cups.

5d. Should you become ill during the service

If anyone, including a leader or volunteer, becomes unwell with symptoms of COVID-19, they will be sent home and advised to follow the [self-isolation guidance](#) and to [apply for a coronavirus test](#).

If you need clinical advice, you should go online to NHS 111 Wales (or call 111 if you don't have internet access). In an emergency, call 999 if you are seriously ill or injured or life is at risk. You should not visit the GP, pharmacy, urgent care centre or a hospital.

Congregants who may have been in contact with the person who has become unwell should wash their hands thoroughly after the interaction, but they do not need to take any other specific action unless they develop symptoms themselves. If they develop symptoms they should follow the [self-isolation guidance](#) and [apply for a coronavirus test](#).

5e. GKS Sunday School

Children in GKS (Sunday School) and crèche will meet in the Upper Hall and a separate guidance note will issue to parents. If you are a parent or guardian who has children in GKS or crèche and have not received the separate guidance note please contact Nicola Cummings on;

Tel: 01446 743236

Mob: 07746004069

Email: Nicola.cummings154@icloud.com

6. Leaving the building

At the end of the service, stewards will dismiss people from their seats. We ask that everyone remains seated until they are instructed to leave by a steward.

Congregants should use hand sanitiser in the porch on their way out.

As instructed in the Government guidance, members and friends should not gather or congregate on the ramp or pavement outside once the service has ended.

7. Requirements to notify if you become ill after attending

Should you become ill with COVID-19 symptoms or receive a confirmed diagnosis after you have attended a service, you should notify Rev. Carole Challis as soon as possible using the details below;

Rev. Carole Challis

Tel: 01446 678730

Mob: 07982 247984

Email: vogsuper@gmail.com

Personal Risk Assessment:

Making Choices About Returning to Activities in Church Buildings

We already know that certain groups of people are at greater risk from COVID-19 compared to others. The Government has categorised some of these people into groups; the clinically extremely vulnerable and the clinically vulnerable, which includes all people over 70 and those with underlying health conditions.

The Methodist Church has created the self assessment tool below to help individuals see how different risk factors may combine to give serious health complications should you catch the COVID-19 virus. It does not include the factors that may make you clinically extremely vulnerable, where you should be following the guidance for those who are 'shielding'. It includes the factors where there is significant statistical evidence but does not include any rarer conditions which you may have, so this only offers a starting point.

We ask that everyone who intends to attend on a Sunday morning to take 2 minutes to go through the assessment to help you consider these personal risks and therefore make a more informed decision about whether to return on Sundays.

The Leadership Team recommend that all those who score 6 or more seriously consider whether they should put themselves at risk by returning on a Sunday. However, we recognise that attitudes to risk varies: the risk that one person may be willing to take is too much for another. Living with someone who is at higher risk, affects the risks other household members are willing to take.

Catching the virus depends on the amount of virus you are exposed to and for how long, and the risk of that happening during any activity depends on the circumstances. Those who are responsible for the church building have been considering these risks and putting actions in place to allow the building to re-open by reducing or eliminating risks through a Risk Assessment.

The Methodist Church is not claiming medical expertise in sharing this way of scoring your risk, but giving a way to show how serious catching the virus may be for you.

Circle the score next to each one that applies to you and add up your score.

Risk Factor		Score
Age	50-59	1
	60-69	2
	70-79	4
	80 and over	6
Sex at birth	Male	1
Ethnicity	White	0
	Black African Descent	2
	Indian Asian Descent	1
	Filipino Descent	1
	Other (including mixed race)	1
Diabetes & Obesity	Type 1 & 2	1
	Diabetes Type 1 & 2 with presence of microvascular complications or HbA1c \geq 64mmol/mol	2
	Body Mass Index greater than or equal to 35 kg/m ² * <i>online BMI calculator: www.nhs.uk/live-well/healthy-weight/bmi-calculator</i>	1
Cardiovascular disease	Angina, previous heart attack, stroke or cardiac intervention	1
	Heart Failure	2
Pulmonary (lung) disease	Asthma	1
	Non-asthma chronic pulmonary disease	2
	Either of the above requiring oral corticosteroids in the last year	1
Malignant neoplasm (cancer)	Active malignancy	3
	Malignancy in remission	1
Rheumatological conditions	Active treated conditions	2
Immuno-suppressant therapies	Any indication	2
Total Score		

A score of under 3 indicates a lower risk,
but you should still be following the guidance for staying safe.

A score of 3-5 suggests a greater risk and you should consider ways of reducing your risk
by taking additional precautions or avoiding some activities

A score of 6 or more suggests a high risk and indicates that you should consider
participating in church life from your home.