

## WALSWORTH ROAD BAPTIST CHURCH; CORONAVIRUS - PROTOCOL FOR STEWARDING.

### **General.**

The steward role will be substantially different from the previous one. The demands of ensuring Covid compliance mean that a much more pro-active approach will be needed. It is based on Government and Baptist Union guidance with 2m social distancing, appropriate sanitisation and modifications to the service as the key components. There will be e.g. no service sheet, collection during the service nor access to any shared resources such as hymn books or Bibles.

### **Before the service.**

There will be a need to:-

place signs outside the old entrance doors (which will now be the way in) including one which reminds anyone with symptoms not to enter;

check that signage inside is in place (e.g. reminding about distancing);

if necessary remind people of the requirement to wear face covering\* inside the building;

ensure people arriving approach in a safe line across the front of the building, keeping within the guiding lines in case cars are on the tarmac, and maintaining safe distancing from each other.

### **Entering.**

Stewards will direct people to the table in the entrance (RJ) area, where hand sanitiser should be used. If necessary, remind them that face covers are required.\* Wherever possible, doors will be pinned open to avoid unnecessary touching.

Names of those entering will be collected using a check-list of those already known to the fellowship, and for strangers a name and contact number requested. Their consent should be asked for, and they can be assured that this will be kept for just 21 days before being destroyed, but it is necessary to ask in order to support 'test and trace'.

Those with mobility issues should enter through the side door to the right of the main old doors, unless it is necessary to use the 'automatic' entrance because of severe problems.

After sanitising arrivals should be given guidance about seating, which will be marked (with tape on the top and/or side) to show where people may sit

safely. People should be encouraged to fill up from the front. Stewards should not compromise their own safe distancing when directing people; a church plan could be used. An individual, or a 'couple' sitting together, can safely take one marked place.

### **Emergency – need to evacuate.**

In the event of an emergency evacuation being needed, the requirements about distancing may give way to the need for safe and swift exit. People should therefore be using the nearest available exit, and socially distance once outside the building in a place of safety. Fire marshals should take charge of this.

### **Toilets.**

These will be open, but only one person at a time should access each area (ladies and gents).

### **Water and refreshment.**

The Kitchen area is not open because it is not possible to guarantee safety hygiene levels currently. People may bring their own water to keep cool and healthy but should use sealed cups or bottles only, not open cups.

### **End of service.**

People should be encouraged to leave the Sanctuary starting with those at the back.

Stewards should monitor the RJ room to ensure people remain safely distancing while leaving. They should be encouraged to go straight outside wherever possible, to avoid blocking the exit for others.

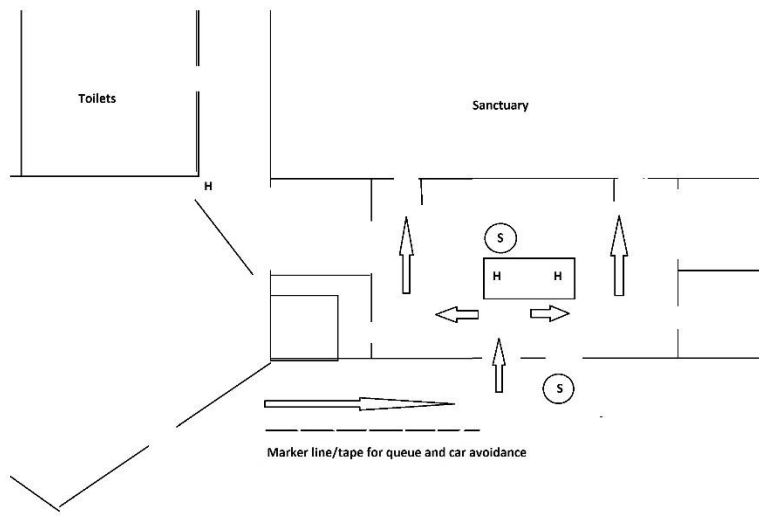
Face covers\* must remain in place until people are clear of the building.

People should be mindful of cars moving on the tarmac outside.

### **Clearing the building.**

Stewards should replace any moveable signs previously put outside within the RJ room to one side. Doors fixed open need to be closed. Tape or marker used for queueing should also be removed. Ideally the handrails outside can be cleaned with anti-bac wipes. Sanitiser can be left in place on the table.

\* unless 'exempt' under Government guidelines.



Plan of stewarding area.

S = steward position

H = hand sanitiser position

Visitors come towards door ideally from L side, behind markers, and are monitored for distancing as they approach. They

enter and meet a table where sanitiser should be used and names are checked. They can then go into the sanctuary, ideally filling from front to avoid later people coming too close to other already there.