

ISSUE	CONTROL	ADDITIONAL INFO	WHO WILL TAKE ACTION	TIMING
<b>Advice on attending the services</b>	<p><b>People aged over 70:</b> Should be aware of the Government* (Bund/Länder) advice to take special care because they might be more vulnerable to the effects of Covid 19 - Chaplain has been talking to them already,</p> <p><b>People who are shielding:</b> they should be aware that they are not advised by Government* to attend places of worship, but the Chaplain will remind them if necessary.</p> <p><b>People showing symptoms of Covid-19 or self- isolating</b> because of contact with someone who has it, must not attend.</p> <p><b>People arriving:</b> should use hand sanitiser at arrival and wear mask on entering church building <b>(should also have 'registered')</b></p> <p><b>Children/Young People</b> may attend but must be managed by their parents and all hygiene and distancing steps observed. Parents should be advised there are no toys etc in church at the moment.</p> <p>There will be NO Sunday School until further review</p>	<p>Must be clear on communications from Church-Website as well as Chaplain's Musings and email to attendees</p> <p>Welcome team / or a Churchwarden should be stationed at the back of the church Check attendance list</p> <p>Parents may need to remove children if they are running around church</p>	<p>Individuals to consider their own level of risk</p> <p>Chaplain will speak to all of them direct as occasion arises</p> <p>Individuals As above</p> <p>Chaplain in Musings and Website / Communications (Frances Buttle for both)</p> <p>Registration reminder weekly</p> <p>Chaplain- a word with individual families as appropriate in advance</p>	<p>Ongoing</p> <p>Already doing this individually</p> <p>Ongoing</p> <p>In hand and ongoing</p>

	<p><b>Anyone falling ill during service</b> must be requested to go home, and anyone helping them should wash their hands thoroughly afterwards. If the person is suspected of having Covid 19, the church will need an additional clean or be left closed up for 72 hours.</p>	<p>Churchwarden to keep an eye out and take any necessary action inc. self protection, take a record and inform authorities</p> <p>decide with Chaplain about clean / 72 hr closure</p>	<p>Churchwarden / Welcome team</p> <p>Chaplain to communicate with AKs</p>	<p>If required</p> <p>If required</p>
<p><b>Use of Church Space</b></p>	<p><b>R2C Services:</b> Saturdays @17.00 suggest only 1 person per pew alternating L and R ends where couples sat together keep pew in front of them free families – maximum grouping in a pew 1 adult plus 2 children..... surround by empty pews <b>Total Number of Spaces available for worshippers: 25</b></p> <p><b>OpenChurch (Stillness/Stille):</b> Wednesdays from 14.00</p> <p>Notice needed to state private prayer only (no conversation IN church) conversation (pastoral/other) in side room only with proper distancing as marked out by tables</p>	<p>Congregation to be informed in Musings from Chaplain</p> <p>Also to be on Website</p>	<p>Chaplain - In hand</p> <p>Frances Buttle for Website -keeping you safe -risk assessments</p> <p>Chaplain to communicate with Pfarrer Sturm</p>	<p>All up and regularly updated</p>
<p><b>Service Books / Hymn Books</b></p>	<p>There will be no use of Service books nor Hymn books</p> <p>Instead, there will be a Service Sheet, containing the Gospel and all the required words for service enough copies will be made and will be put on the pews and those attending will be asked to take them home with them.</p>		<p>Chaplain to write and copy all service orders with additional inserts (words to hymns / bible reading / intercessions) - Allowing 72 hours for decontamination</p>	<p>All in hand</p>

	<p>Any not taken home will be gathered up and destroyed.</p> <p>The persons doing this will use gloves or wash hands or hand sanitiser after action.</p>		Chaplain	Before /after service As required
<b>Conduct of Services</b>	<p>The Chaplain will take the services. A member of the congregation will read the Bible text(s) and/or Prayers of Intercession from where they are with back against the nearest wall</p> <p>There will not be a procession</p> <p>The sermon will be given by any of the Ministry Team from the lectern. No-one else will touch the Lectern. If anyone other than Chaplain is preaching – the Chaplain will lead the liturgy from the Other side of the chancel.</p> <p>Plates will <b>not</b> be passed around at the offertory</p> <p>Congregation will be advised to make donations as far as possible on-line details to be added to website.</p> <p>If anyone must give cash or envelope, this will be in a collection plate at the back of church, and this will be not be taken up to the altar. It will be held in safe for a week minimum before counting and banking.</p> <p>No contact is to be made during the Sign of Peace, nor should distancing to be reduced, people can be told to wave if they wish or offer a sign of peace such as a hand on heart or a bow with eye contact only.</p> <p>At any Eucharist - only those elements to be received by the</p>	Continue to remind through Mailings and website	<p>Chaplain to orchestrate all actions under this heading</p> <p>Frances Buttle and Chaplain</p> <p>Advise treasurer Jackie Wellhäußer</p>	All up and regularly updated

	<p>celebrant shall be placed in front of the celebrant; the sacred (meaning consecrated) hosts to be given to the congregation should be placed in a separate closed ciborium on a separate corporal.</p> <p>Only the Chaplain will prepare the altar, having used hand sanitiser before doing this.</p> <p>Chaplain will distribute communion in one kind only (the Host) taking it to the communicants in their pews. The Host will be in the hand only.</p> <p>If the Chaplain accidentally touches someone's hand, she will re-sanitise own hands, and sanitiser will be at back of church for the person touched to use as required.</p> <p>There will be NO singing for the time being in the congregation. Organist Stephen Brown will sing hymns / Psalm / responses / canticles / anything else required by the liturgy. At Evensong the Chaplain will sing responses but not the collects.</p>	<p>Chaplain has discussed with Organist and any/all planning of service provision and practicalities are done together</p>		
<p><b><i>Use of toilets</i></b></p>	<p>Toilets (2) to be kept open with hand sanitiser by sink and a sign to point out use before entering toilet.</p> <p>One in, one out</p> <p>Toilet to be cleaned with Dettol antibacterial wipes at end of service or spray: Seat lid, door handles, hand grip.</p> <p>Particular attention should be paid to toilet during weekly clean</p>	<p>Signage is up</p> <p>Vestry door should remain open</p> <p>Chaplain</p> <p>Katharine (AK paid cleaner)</p>	<p>Chaplain responsible for all cleaning / disinfecting before and after events</p> <p>Remind / check if necessary</p>	<p>Ongoing</p>

