

| ISSUE | CONTROL | ADDITIONAL INFO | WHO WILL TAKE ACTION | TIMING |
|--|--|--|---|---|
| <p>Advice on attending the services</p> | <p>People aged over 70: 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 continues talking to them already</p> <p>People who are shielding: 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>People showing symptoms of Covid-19 or self- isolating because of contact with someone who has it, must not attend.</p> <p>People arriving: should use hand sanitiser at arrival and wear mask on entering church building (should also have 'registered')</p> <p>Children/Young People 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>Anyone falling ill during service 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>Use of Church Space</p> | <p>R2C Services: 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 Total Number of Spaces available for worshippers: 25</p> <p>OpenChurch (Stillness/Stille): 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>Service Books / Hymn Books</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>/ responses / canticles / anything else required by the liturgy. At Evensong the Chaplain will sing responses but not the collects.</p> <p>Children present – seating to be in ‘family pews’ with appropriate distancing for everyone else - ‘named’ seats Chaplain to explore ‘air capacity’ in terms of maximum numbers present in the building service length under an hour</p> <p>Movement into and out of church to be controlled one pew at a time</p> <p>Harvest – gifts an ends of pews to minimise movement in church and to be collected (handled) by Kara 72+ hrs later</p> | <p>of service provision and practicalities are done together</p> | | |
| <p>Use of toilets</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> |