

Information for service stewards, 11th December 2021

Thank you all SO much for your continued help with this vital role. You are helping to ensure people are warmly welcomed and feel safe at church. We continue to make changes as the Covid situation evolves. This latest update is in response to the omicron variant and new government restrictions (applicable from 10th December).

Upon your arrival:

- Please check that all toilets have sufficient toilet rolls, soap & handtowels. Spare supplies are kept in the ladies toilet cupboards (please notify HL or JC if you see these supplies running low).
- Please sanitise key touchpoints in the foyer and toilets and kitchen with a spray or wipe (e.g. door handles, taps, toilet flushes, table surfaces).
- Check that there are some spare disposable face covers on the foyer shelf (supply in the church office) in case people forget to bring one. From 10th December, the wearing of face covers in church is mandatory for all over 11 years of age, unless exempt.
- Please open at least one window on each side of church to aid ventilation. Check the heaters have been turned on in this colder weather (heaters draw air in from outside and also aid ventilation).
- Please check that the church chairs are spaced well apart in pairs.
- If it is sunny, please close the blinds, as appropriate.
- Speak with the service leader to see if and when candles need lighting (it is important to make sure these are not left unattended).
- Please bring out from the kitchen the first aid kit, in case this is needed during the service – put on the table at the back of church.
- It might be helpful to place a jug of water and a few glasses on the table at the back of church, too, in case people need a drink of water during the service.
- Check that the collection bowls are in place by the entrance door and near the south exit door.
- Please ensure you sanitise/wash your hands regularly, for your own safety and the safety of others.

As the congregation arrive:

- Please check them in on the weekly attendance sheet, so that we have an accurate list in case this is needed by “Test and Trace”. This also serves as a record of the number of people attending the service (required by the diocese). It would be very helpful to take a contact phone number or email address for anyone new, but no-one is obliged to give such information.
- All attendees should still enter by the West door & depart by the South door.
- A hand sanitiser is available if people would like to use this.

- People may move chairs together themselves if they wish to sit in larger groups. We are encouraging people to still maintain at least 1m distance from others who are not in their group (as some people will still want to be very cautious).
- Face covers are mandatory. The only exception being when people are leading the service (they must stay at least 5m away from others) or are singing in the music group behind a screen. Those leading/singing should keep face covers on at all other times.

During the service:

- There is no longer a need to keep a floor plan of where people are sitting.
- The congregation are now allowed to sing! People must still wear face coverings to sing.
- Play bags/ pens and paper may be given to children – these are available on the table at the back of church. Please ensure these are returned to the back of church at the end of the service. These will not be used again till next week, so there is no safety concern.
- Near the start of the service, please move the bin from the foyer to the South Door exit, so that people can safely dispose of any rubbish or small communion small cups as they leave.

After the service:

- Please encourage people to leave by the south door. A hand sanitiser is available if people wish to use it. People may mingle longer within the building if they wish. Tea and Coffee are now available, though face covers must be worn while collecting drinks, and people should move well away from the hatch area before removing their face cover to drink. They should stay a respectful distance from others who are not in their household.
- There is no longer any need to wipe down chairs, but a quick wipe over of key touchpoints (foyer, toilets, kitchen, church tables) would be much appreciated.
- Check that any lit candles are safely extinguished.
- Please return the first aid box and jug to the kitchen, and ensure the jug (and any used cups) are washed and left to dry.
- Please pin up the attendance list on the CW noticeboard in the office, and ensure the collection bowls are collected for counting/ storage in the safe. If money is not to be counted that day, please place in a dated envelope, and note the amount taken in notes on the front of the envelope.
- Move the bin back into the foyer, and please empty both foyer and toilet bins, and dispose of these bags in the outside bin (key on foyer shelf). Please place new liners in all bins.
- Please ensure all windows and the south door are securely closed.