

Sudbury Baptist Church covid-19 secure procedures and policies.

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Checks prior to each service, gathering or event

It is important that prior to each event we have in the church building is checked by gathering leaders to make sure that it is in an appropriate state and that you have the team and procedures in place to be able to manage the event safely. The SBC pre-event and post-event checklist should be used by a meeting leader or Duty Deacon prior to any gathering. Those leading or stewarding may want to wear a visor in addition to the face covering, visors can be found in the covid secure cupboard in the kitchen.

Building controls and ventilation

Ventilation is helpful to disperse any particles carrying infection, so any ventilation systems should be used to maximise ventilation available. The church should open windows and doors to encourage ventilation where possible, bearing in mind any security concerns that might arise and maintaining a comfortable temperature.

Cleaning practices

All surfaces should be cleaned directly before each meeting in the building and there should be 72 hours left between meetings to reduce risk. Those cleaning should wear disposable gloves and aprons for general cleaning tasks. Hard surfaces are to be cleaned with warm soapy water or cleaning spray using a disposable cloth, paying attention to frequently touched areas and surfaces (e.g. doors, toilets, stair rails). Avoid creating splashes and spray when cleaning. The cleaning agent to be used can be a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or use a household detergent followed by disinfection using 1,000ppm available chlorine. Follow the manufacturer's instructions for application and contact times for all detergents and disinfectants.

For any areas of heavy contamination where there may be bodily fluids, such as toilets, shall also be cleaned between meetings but with additional PPE for protection for the eyes, mouth and nose (e.g. a face shield).

Any PPE, cleaning waste and disposable cloths are to be double bagged and stored for 72 hours before being thrown away in general waste.

The SBC Cleaning Checklist must be used to record the cleaning schedule and for additional guidance.

Generally, it will be sufficient to clean the premises after or prior to any event, as long as it is done between gatherings. However, in some cases there may be high-touch surfaces that need to be cleaned during the period of opening, such as handrails on stairs, where this is practical. Leaders and/or stewards will be designated to do this and have the appropriate materials and PPE to undertake this cleaning.

Social Distancing

2m social distancing remains the ideal situation and should be observed wherever possible. We will make sure that it is observed in seating arrangements because this is where attendees at the church will spend the majority of their time at the present time.

Where 2m social distancing is not practical, one metre or more may be used when essential but only if suitable measures such as face coverings are in place and people face away from each other.

Face masks are mandatory at all times in the church building except for the person/s speaking and leading from the front.

Hygiene practices

Everyone attending the church premises must do the following:

- Wash or sanitise hands on entry, there will be hand sanitiser at all entrances and exits to enable this. Washing hands is always preferred but if there is too many people to make washing safe and practical then 70%+ hand gel can be used.
- Remind all to cover their mouth and nose with tissue if they sneeze or cough and dispose of used tissues immediately.
- Wash hands often with soap and water for 20 seconds or more. Use hand sanitiser gel if soap and water are not available.
- Do not touch eyes, nose or mouth.
- Minimising unnecessary hand contact with surfaces such as doorknobs by propping doors open.
- Avoid multiple people handling the same objects, such as pens, books, sheets, chairs, etc. Where this cannot be avoided, ensure that hands are cleaned prior to and after handling such objects.
- Individuals should not to touch anyone outside their household group.

Use of PPE in services

All attendees 11 years old and over are to wear a face covering while in the church building to reduce transmission risk. The only exemption to this will be when someone is speaking from the front and they are at least 2m from anyone, in that case and when speaking they can remove their mask. Attendees will be asked to provide their own face covering if at all possible but disposable face coverings will be available at the building entrances with instructions on how to use these correctly, instructions include:

- Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands.
- Change face covering if it becomes damp or if it has been touched. All to take face coverings away with them and dispose of them safely in their own waste to avoid contamination risk in the church building bins.

Use of toilet facilities

Toilets will need some careful management. We recommend the following practices

- Toilets should certainly be thoroughly cleaned before every service.
- All should be asked to wash their hands for at least 20seconds upon entering and leaving the toilets.
- Single use paper towels are provided in dispenser.
- Foot operated lidded bins for disposal of paper towels
- Even where a toilet facility has multiple cubicles, only one person at a time should enter to ensure social distancing around hand-wash areas etc. Signs to remind people to check the toilet block is empty before entering must be in place.
- Provide cleaning disinfectant spray to allow the toilet seat to be cleaned between users.
- Signage to be provided to explain the rules for toilet use, promote good hygiene practices (such as 20-second hand washing) and promote social distancing.
- Suitable temperature hot water should be provided to allow for hands to be cleaned properly.
 - Children under 11 are accompanied to the toilet by an adult from their household to ensure compliance with good hygiene practice and social distancing.

Seating arrangements and seating capacity

A group from a single household should sit together but must be separated from all other household groups in line with social distancing requirements.

Chairs will be set out with a 2m distance between rows and leaders/stewards are to ensure that appropriate number of seats are left empty between household groups. E.g. if seats are 60cm wide, you need to leave gap of 4 seats to achieve 2m distancing. This can be highlighted by stewards placing a 'Distancing seat' sign on the appropriate chairs.

Special measures for the clinically vulnerable and those who are shielding

Those who are clinically vulnerable (those over 70 or with certain medical conditions) should be encouraged to consider if it is appropriate for them to attend, as they are advised to stay at home as much as possible. Anyone concerned should consult their GP for advice. Similarly, those who are shielding should be recommended to continue to follow government advice and not attend.

Managing arrivals, departures and traffic flow through the building

There will be designated entry and exit points and a one-way system in the building. As a general rule everyone to enter the building via the lounge and then either proceed to the meeting in the lounge area or the main sanctuary. After the meeting all to exit the building in a controlled and socially distanced manner via the doors that lead out to Church Street from the sanctuary. For Sunday mornings there will be at least 2 deacons/stewards to aid arrivals.

Within the building there will be a one-way system in place with signage to direct people in a one-way direction to and from the toilet areas.

We will use floor signage to assist in social distancing to mark pathways through the building.

Doors will be left open during meetings to reduce the touching of handles; however they must be shut again in-between meetings for fire safety reasons.

Checks for Symptoms on Entry to the Church

Ask anyone attending the building to confirm that they do not currently have any of the key symptoms of COVID-19 (fever, persistent dry cough and loss of taste or smell) and have not had such symptoms for 14-days, and have not been asked to self-isolate by NHS Track and Trace. This will be best managed by a steward at the main entrance.

Recording attendees in the building

We will record the name and contact details of anyone who enters the building, with details of the time of their visit. This will allow NHS Track and Trace to follow up with attendees should a COVID-19 case be identified as having attended the church at a later date. This needs to be done in compliance with data protection legislation which means that attendees should agree to a specific privacy policy made available when taking details. Records will be kept securely by the administrator and disposed of after 21 days.

Leaders and Stewards should ask people attending to notify the church if they show symptoms or test positive for COVID-19 so that we can take appropriate action.

Managing Seating Capacity

Initially meetings will need to be invitation only to allow the space to be safely used and to manage the expectations of those who may want to attend. There will be a system where people can book in to a service and once full any others will be asked if they want to be on the list for the following Sunday. All booking in will be asked to notify the church if they cannot make a service they have booked in for so their space can be reallocated.

Any meeting with require careful stewarding by at least 2 people and could potentially result in having to close the doors depending on what happens in the building.

Drinks & catering

Food and drink should not be served nor made available on a self-service basis. Food generally should not be consumed in the church although for health reasons some persons may need to eat or drink during time on the premises. If this is the case, they should be asked to bring what they need and take away any rubbish, containers or leftovers.

There is to be no serving or provision of any food and drink as part of Sunday morning gatherings. At this time there is to be no shared lunches or similar.

Communion could be served if the elements are all prepared in by someone in a mask and gloves in a cleaned area. The bread and wine would need to be distributed in such a way that elements were individually prepared and dropped into hands or placed on a surface to avoid direct contact. Alternatively, people could be asked to provide their own bread and wine. Personal cups would need to be carefully collected and cleaned in the church dishwasher and the person moving them to then wash hands for 20seconds.

Provision of prepacked biscuits and prepared drinks may be possible in smaller gatherings pending their activities risk assessment and mitigations being in place to reduce the risk of spreading Covid-19.

Singing, instrumentalists and music

Congregational or choral singing is not permitted as it is considered that this enhances risk of virus spread. Similarly, brass or woodwind instruments should not be played. Other instruments may be played but must not be shared between instrumentalists. These restrictions apply to rehearsals as well as the service. Any instruments or microphones used by multiple people must be sanitised and left for 72 hours between use.

If it is essential to an act of worship with a congregation present a soloist may sing but they must be 2m from other households and facing away from others nearby. Microphones and any other items used should be cleaned after the service. In pre-recorded events it is acceptable for vocalists to sing without a face covering provided they are 2m from other households and even then, facing away from others.

The volume of music should not result in people having to raise their voices or shout to be heard. This is particularly important before and after a service.

Use of hymn books, bibles and other similar materials

Ideally these should be removed from public spaces, but if this is not possible, they should be clearly marked as not in use unless a quarantine system is in place.

Speaking from the front

Raised voices are considered a transmission risk so a PA system should be used for amplification if more than a normal speaking voice is required to make voices heard.

Handheld microphones and other equipment that is touched should not be shared between participants unless fully cleaned.

Length of Services

Services should be concluded in the shortest reasonable time, ideally up to 1 hour, which at this time of no or reduced singing is likely to mean that any meetings are naturally shorter in any case. Also, as it is the recommendation to keep children within their family groups and so children are likely to be in the service, it would be wise to keep services shorter.

Offerings and collections

It is encouraged for all to give by direct bank transfer or online as this removes any risk of virus transmission. However if someone wants to give with cash we will have a collection box placed in near the exit and inform people of it, there should be no passing the offering box.

Any cash offerings should be isolated for 72 hours before handling or those counting must use disposable gloves to handle cash and dispose securely after use.

Social Interaction before, during and after services

Social interaction in churches should be limited wherever possible, so there will be no times of fellowship before or after church services and we will encourage attendees to leave promptly after any event.

It is best for people to remain in their seats or standing by their seats throughout any service, in so far as practical.

Children and children's activities

Children should stay with their family group and not do separate children's activities unless social distancing can be managed.

For babies and toddlers it is best to ask parents to care for their children. We will provide space in the small hall where the service is relayed where they can sit with their own children. Social distancing arrangements will need to be observed.

We will not provide communal toys for children that would be shared between household groups as they may be a transmission risk. Parents will be asked to bring their own toys as required. If for some reason a toy is needed upon return they should be thoroughly cleaned after use with a suitable disinfectant (e.g. Milton Sterilising Fluid). No soft toys or soft furnishings for children will be provided at all.

Taking Communion

Communion is an important, biblical practice; however, this presents particular risks and challenges that need to be considered. We will not be restarting regular communion in our gatherings at first and when we do people will initially be asked to provide their own communion elements.

Communion could be served if the elements are all prepared in by someone in a mask and gloves in a cleaned area. The bread and wine would need to be distributed in such a way that elements were individually prepared and dropped into hands or placed on a surface to avoid direct contact. Personal cups would need to be carefully collected and cleaned in the church dishwasher and the person moving them to then wash hands for 20seconds.

Preferably, people would be asked to provide their own bread and wine.

Weddings, Funerals, Baptisms

All gatherings and events are covered by the procedures in this document and the risk assessment. At the current time the government advise that full immersion Baptism is avoided.



What to do if someone develops symptoms whilst in the Church

There is a separate written 'Covid-19 Emergency Action Plan' in place as to what to do if someone develops symptoms whilst at the church. If someone presents they should be asked to leave the church immediately, along with their household and contact NHS 111 for advice on isolation and testing. If they cannot leave immediately they should be isolated in the lounge kitchen area with the doors closed until they are able to safely leave the building.

Upon this happening cleaning must be carried out of any surfaces that may have been contaminated as soon as possible, in line with the cleaning guidance (see above), and those who have had any contact with the individual should wash their hands. If you feel it is appropriate you may wish to bring the service to an end.

Use of the church office

Working from home remains the preferred position and this should be followed where possible.

Use of the church for leadership meetings

Meeting online remains the preferred position and this should be followed where possible. However on the occasion where it is vital to meet face to face in the building then social distancing guidance must be followed as highlighted in the risk assessment and procedure. The only difference is that this meeting could take place in any room with enough space to fit up to 12 people with 2m distancing. This needs to be managed by an appointed person to ensure chairs are set out appropriately ahead of the meeting.

Reoccupation Check List

Use this template to record important checks of your premises before returning to work after lockdown. Stay alert to government announcements on return to work and complete **before** reoccupation.

	Yes	No	N/A	Action Required
Statutory Checks				
Is the five-yearly fixed wiring (electrical installation condition report) within date and rated as satisfactory?				
Is the gas safety certificate(s) in date for annual review?				
Plant rooms: Has all plant and equipment been suitably serviced?				
Has PAT testing been completed where relevant?				
Have all pressure vessels been examined as per the scheme of examination?				
Fire Safety				
Have you reviewed your Fire Risk Assessment (FRA)?				
Are boiler rooms and electrical cupboards free from combustible storage?				
Are skips and bins a safe distance away from your building(s)?				
Have you informed your Alarm Receiving Centre (ARC) of your re-occupation (where necessary)?				
Has the fire alarm system been serviced within the timescale outlined by the contractor?				
Has the fire alarm been tested weekly during the lockdown period?				
Is the fire alarm functioning correctly?				
Have all fire doors, maglocks, acoustic closing mechanisms and other associated equipment been checked for functionality?				
Are all fire extinguishers in place and free from defects?				
Have all fire suppression / sprinkler systems been suitably maintained and checked for sufficient pressure (where appropriate)?				
Have fire dampers been maintained (within the last 12 months)?				

Have the automatic smoke vents been maintained (within the last 12 months)?				
Has the lightning protection been tested and maintained (within the last twelve months)?				
Emergency Lighting				
Has the emergency lighting system been serviced (within the last 12 months)?				
Has the emergency lighting been tested monthly during the lockdown period?				
Is the emergency lighting system fully functional?				
Building Security				
Is there any damage to the structure, roof, windows or fixtures?				
Is the CCTV system functioning correctly?				
Is the intruder alarm functioning correctly?				
Contractors				
Have contractors been re-engaged (where possible)?				
Can contractors be controlled on site?				
Have measures been put in place to ensure contractors (and other visitors) with identified symptoms are not permitted entry to your premises?				
Water Safety				
Has your Legionella Risk Assessment been reviewed?				
Is there a re-commissioning plan (where necessary)?				
Has weekly flushing of all unused/little-used outlets (including external taps) been completed during lockdown?				
Have temperatures been checked against acceptable ranges?				
		Recorded temperature		
Cold water storage tank (maximum 20°C)				
Hot water storage tank (minimum 60°C)				
Sentinel tap (furthest tap from the boiler – minimum 50°C)				
Have all spray fittings been removed, descaled and replaced?				



Is Thermostatic Mixing Valve (TMV) maintenance up to date?				
Has the system been disinfected/chlorinated (including water tanks) where necessary?				
Utilities				
If any utilities have been temporarily shut off, have these been turned back on?				
Equipment				
Are all first aid kits in place, in date and fully stocked?				
Has the defib(s) been checked for safe operation?				
Has all equipment been switched on and checked for correct function?				
Are all necessary guards in place / undamaged?				
Has equipment been serviced or maintained as necessary by a competent person?				
Have the annual services been completed on all oil / electric boilers?				
Have all six-monthly LOLER checks been completed by a competent person?				
Have all window restrictors been checked to ensure they are in place and safe?				
Staffing				
Have risk assessments and plans been reviewed and agreed with vulnerable persons?				
Has your Lone Working Risk Assessment been reviewed?				
Are there sufficient staff on site to undertake safety-critical roles e.g. first aiders, maintenance, fire wardens?				
Is there sufficient supervision and support of staff?				
Does re-occupation need to be staged to maintain social distancing?				
General				
Has a pest control contractor visited the premises recently and are suitable controls in place?				
Is any asbestos likely to have been disturbed during lockdown?				
Has the insurance company been informed of the recommencing of activities within the premises?				
Has re-occupation been considered within the Business Continuity Plan?				



Can social distancing measures be observed, where reasonable, at all times?				
Has a COVID-19 Re-occupation Risk Assessment been completed to ensure controls are implemented to protect staff?				
Has the risk assessment been communicated to all staff to ensure their awareness of requirements?				
Have all areas to be occupied been deep cleaned?				
Do you have sufficient cleaning staff, stock and processes in place to ensure that your premises remain safe?				
Are there sufficient hand-cleaning facilities made available, such as soap and hot water or hand sanitiser?				
Do trees and boundary walls within your grounds appear visually safe?				
Have you reviewed your last General Risk Assessment (GRA)?				

Summary of actions identified

Action required	By	Priority	Time scale	Completed

Pre-Gathering Check List

Pre - Gathering Check List			
Item to check	Yes / No?	Comments	Checked by
Have any members of the team reported and Covid - 19 Symptoms (High temperature, loss of taste or smell, persistent cough)?			
Have the meeting rooms been used by the public in the past 72 hours?			
Are cleaning materials available in the kitchen Covid safe cleaning cupboard?		Please refer to page 15 and 16 of the Covid-19 procedure for guidance on cleaning	
Have all doors been wedged open from the entrance to the exit? (Including the balcony, one way system and toilet doors?)			
Have taps and toilets been sprayed with disinfectant spray?		Please refer to page 15 and 16 of the Covid-19 procedure for guidance on cleaning	
Is there adequate hand soap and paper towel in the toilet areas?			
Is there hand sanitiser in the lounge entrance and rooms being used for the gathering?			
Are all bins available and do they have bin bags in?			
Are all signs in place, including one way system signs?			
Do all stewards know where the quarantine room is and what to do in an emergency?			
Are all chairs laid out or marked up to allow for 2m distancing?			
Is there a system in place to record names and contact details of those attending?			
Are as many external windows and doors open as possible to allow for ventilation?			
Are there adequate supplies of face coverings?			
After carry out all of the above checks please sign below to confirm that you have completed all checks and found the building to be following the current Covid-19 government guidelines			
Steward 1 Name: _____	Signature: _____	Date: _____	
Steward 2 Name: _____	Signature: _____	Date: _____	
<i>Please send a picture, scan or copy of this to P. Longhurst for the premises file once complete</i>			

Post-Gathering Check List

Post - Gathering Check List			
Item to check	Yes / No?	Comments	Checked by
Have all taps, door locks, handles and microphones been cleaned using the appropriate materials available in the kitchen Covid safe cleaning cupboard?		Please refer to page 15 and 16 of the Covid-19 procedure for guidance on cleaning	
Have all lights been turned off?			
Have all windows been closed?			
Have heating and air con systems been turned off?			
Have all doors been closed from the entrance to the exit, including the balcony, one way system and toilet doors?			
Have taps and toilets been sprayed with disinfectant spray?			
Is there adequate hand soap and paper towel in the toilet areas for the next gathering?			
Is there adequate hand sanitiser in the lounge entrance and rooms being used for the next gathering?			
Has all rubbish been placed in bins?			
Have all bins that are over half full been emptied and used bin bags placed in the 'spare' black bin outside? Are all bins left with a usable bin bag in?			
After carry out all of the above checks please sign below to confirm that you have completed all checks and found the building to be following the current Covid-19 government guidelines			
Steward 1 Name: _____	Signature: _____	Date: _____	
Steward 2 Name: _____	Signature: _____	Date: _____	



Cleaning Check List

Premises:		Date:	Completed by:	
<p>The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.</p>				
Action	Guidance	Completed (tick)	Comments	
Confirm PPE worn before cleaning commences	Where possible, wear disposable or washing up gloves and aprons.			
Hard surfaces have been cleaned prior to disinfecting?	Clean hard surfaces with warm soapy water using a disposable cloth.			
Disinfect all surfaces with usual disinfectant	Pay attention to any frequently touched areas and surfaces, e.g. doors, toilets, stair rails and phones.			
Clean any areas of heavy contamination (bodily fluids, or sleeping areas) as above using additional PPE where possible	Additional PPE would include protection for the eyes, mouth and nose, as well as gloves and apron.			
Any PPE used is double bagged and to be stored securely for 72 hours before being thrown away in general waste	Use plastic bin bags where possible.			
Hands washed with soap and water for 20 seconds, after removing PPE	Hand wash using warm water after cleaning and regularly throughout the day.			



Additional guidance, information and instruction when cleaning:

- Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, with one of the following options below: A combined detergent disinfectant or a household detergent followed by disinfection.
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.
- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry – this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.
- Waste from cleaning areas should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put into the spare black wheelie bin outside and locked shut. We shall not put out communal waste for collection until the waste has been stored for at least 72 hours, signage will aid ensuring this happens.

SBC Track and Trace privacy statement

Sudbury Baptist Church Privacy Notice for collecting contact information from church attendees.

This privacy notice is an addendum to Sudbury Baptist Church's main privacy statement and notices. The Trustees of Sudbury Baptist Church (as Data Controller) can be contacted by ringing 01787 881910 or emailing administrator@sudburybaptistchurch.co.uk

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending Sudbury Baptist Church can pray and worship during this COVID-19 recovery phase. We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 at Sudbury Baptist Church and it may be necessary to share your details with NHS Test and Trace if they are requested for contact tracing and the investigation of local outbreaks. Your name and contact details will be securely stored in a locked file location. They will be retained for a period of 21 days in line with government guidance and then disposed of within the following 7 days.

Please inform Sudbury Baptist Church as soon as possible if you test positive for coronavirus or develop any of the following COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see www.ico.org.uk/coronavirus.

Emergency Action Plan

Church Building: Sudbury Baptist Church

Coronavirus Emergency Action Plan;

Should someone attending the church display symptoms of Coronavirus the following steps will be taken:

- 1) The person will be asked to leave as soon as possible, return home and seek guidance from NHS111 as to self-isolation and testing.
- 2) Anyone known to have been in close contact with the case advised to wash their hands as soon as possible
- 3) Any surfaces likely to have been contaminated cleaned in line with cleaning guidance.
- 4) Consider whether to bring the service to an early conclusion.
- 5) Consult Health & Safety Executive website as to whether the event should be reported.
<https://www.hse.gov.uk/coronavirus/riddor/>.