



Coronavirus reopening guidance

This guidance has been developed to comply with the Scottish Government's '*Coronavirus (COVID-19) Phase 3: guidance for the safe use of places of worship*' and '*Coronavirus (COVID-19) Phase 3: staying safe and protecting others*' guidelines.

Before reopening the building you can be confident that:

- We will have completed a COVID-19 risk assessment.
- We have cleaning, handwashing and hygiene procedures in line with Government guidance.
- We have taken all reasonable steps to protect anybody gathering to worship within our building.
- We have taken all reasonable steps to maintain a 2m distance between different households.
- Where people cannot be 2m apart, we have done everything practical to manage transmission risk.

Changes to be expected:

- Limiting groups to a maximum number of 50 as per government guidelines.
- Limiting the duration of our time together.
- Ensuring there is an appropriate time between services to allow for cleaning.
- Using a different seating layout and marked entrances/exits to accommodate the social distancing guidelines. All pews will be out of bounds. This layout cannot be modified at any time.
- Making hand sanitisers and antiseptic wipes available at key points in the building and reminding adherents to use them.
- Closing toilets and kitchens (unless in an emergency).
- Clear government signage at key points in the building
- Doors will be left open to aid circulation
- Only one musician will sing ensuring there is adequate protection from risk of transmission over the 2m distance.
- Worship will not include communion, corporate singing or any food and drink.

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- Shared facilities such as play corners, toys, music books and bibles will be removed where possible.
- Cash giving will be available via a drop in receptacle, however, where possible bank transfer should be used.
- Once the service is complete worshippers will be encouraged to move on within our scheduled time together.

Key principles

1. This guidance is not advising people to come to worship at our building rather it outlines what measures and guidelines we have put in place so that anybody considering attending can make their own judgment about whether they are ready to attend. We will continue to stream worship and prayer services during this time.
2. Our guidelines particularly focus on ensuring that we keep the most vulnerable in our community safe and protected.
3. Anyone who is displaying symptoms of COVID-19 or is self-isolating due to living with someone who is displaying symptoms or as a result of contact tracing are to stay at home to minimise the risk of spreading COVID-19
4. Anyone who is shielding is to continue to follow government advice on shielding.
5. We will immediately send anyone home who becomes unwell with symptoms of COVID-19.
6. A temporary register of all those attending will be recorded in order to support contact tracing. Any collection of data (including: name, contact number and datetime) will be covered under our standard Data Protection Policy available at <https://dunfermlinewest.org/privacy/>.
7. If a participant is alerted by the Test & Protect service after attending our service, the leadership will notify all members immediately. In addition, our building will be temporarily closed so that it can be cleaned as per the 'COVID-19: guidance for non-healthcare settings.'
8. All adherents are expected to wear face masks throughout the time, with exception of the individual leading the service. This is as per government guidance.
9. We encourage all adherents to maintain good hand and respiratory hygiene at all times, including frequent handwashing/use of alcohol-based hand rub.

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10. Where possible it is preferable that individuals utilise their own hand sanitizer and wipes taking responsibility for wiping down any surfaces they have been in contact with. This will be instructed by whoever is leading the service.
11. Parents are responsible for ensuring that children maintain physical distancing (currently 2m) and good hygiene while they are within the premises.

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