

LIFE CHURCH

BATH

MEETING BACK IN THE FORUM



6 May 2021

Introduction

We look forward to welcoming you back to the Forum in a COVID-secure environment.

The purpose of this document is to explain the measures we have put in place at the Forum to help protect the Life Church Bath family, staff, volunteers and the public during this COVID-19 pandemic.

The guidelines in this document are in line with Government and Public Health (England) guidance and will be reviewed regularly and updated when necessary to reflect the latest regulations.

Your co-operation in following these guidelines is important for the safety and welfare of all attendees.

When a meeting is open to anyone of any age, it is still the responsibility of individuals to make their own decision about attending a Life Church Bath meeting at The Forum.

ATTENDING A MEETING AT THE FORUM

If you have symptoms

Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, your normal sense of taste or smell) must not attend a meeting in The Forum due to the risk that you pose to others; you should self-isolate at home immediately with other members of your household. You are warmly welcome to join in all online meetings or activities.

Booking your seat

You are asked to book a place for you, and all members of your family to enable us to make sure we do not go over our maximum capacity. If you book a seat, please do turn up as we may have had to turn others away.

Booking is online via our website www.lifechurchbath.com (followed by /nameofevent) or, for those without web access, by phone to Rosie Sherwin, 07929 946 481. All bookings to be made by midday on the Friday before the Sunday meeting.

If you have not booked a seat you are welcome to turn up at the Forum and if there are still spaces you will be welcome to join us once you have completed a form with your name and contact details.

NHS Test & Trace

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving The Forum

In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else. You will be asked for your consent for your

name and number to be used in this way when booking in. Please note that giving contact details is optional and is not a condition of your attending the Forum for one of our meetings.

Arrival

We need to keep the amount of time people are in the building to a minimum. The main doors will not open until 20 minutes before the start of the meeting. You will be asked to queue outside of the main doors (even when it is raining, sorry!) down the side of the building in Somerset Street. Please do not arrive at The Forum until 20 minutes before the start of the meeting unless you are on duty.

Over 11's must wear a face covering at all times indoors; you will be checked in on arrival, asked if you have any symptoms of COVID-19, asked to sanitise your hands, then asked to move into the auditorium, maintaining a 1m+ distance in the queue at all times. You must not stop in the Lower Foyer. We ask you to be ready to give the team your full name, and names of those with you, on arrival and not expect them to recognise you (made harder by the wearing of face coverings!) or remember your name. Thank you.

The main doors will be closed 15minutes after the start of the meeting, unless people are still queuing to arrive. It may not be possible to enter the building once the main doors are closed, although someone will check at intervals.

Hygiene

On entering and leaving the church building everyone, including staff and volunteers, will be asked to use hand sanitiser or, if they cannot use hand sanitiser to wash their hands thoroughly for at least 20 seconds using soap and water.

We recognise that hand washing with soap and water thoroughly for 20 seconds is the most effective method for removing the COVID-19 coronavirus from skin; however as our nearest facilities are further into the building our preferred method on arrival for a meeting is to use hand sanitiser immediately on arrival.

Catch it, Bin it, Kill it

We ask that everyone follows the '**Catch it, bin it, kill it**' approach to coughs and sneezes:

Catch it: Germs spread easily. Always carry clean tissues and use them to catch a sneeze or cough.

Bin it: Germs can live for several hours on tissues. Throw away your tissue in an enclosed bin as soon as possible after using it.

Kill it: Wash your hands thoroughly with soap and water, or use hand sanitiser, for a minimum of 20seconds as soon as possible after disposing of your tissue.

Face coverings

Everyone over the age of 11 will be required to wear a face covering at all times once inside The Forum building, unless you are exempt. Persons over the age of 11 not wearing a face covering will be politely challenged.

Social distancing

There is no numerical 'cap' on how many people can meet, but social distancing and Public Health requirements must be met, which reduces the overall capacity of The Forum.

Our seating arrangements will allow for a minimum of 1.8m (between rows). This equates to people sitting in alternate rows and 1.5m - 2m (side to side) distance between members of different households and we will manage queues with 1m+ distancing.

We will manage a 1.5m distance between those moving in aisles and those seated.

Toilet blocks will be used with a 1 out 1 in approach.

The one-metre-plus 'rule' applies for our meetings except in situations where closer contact cannot be avoided, such as a first aid incident. In these situations, extra measures will then be taken.

Where people cannot socially distance, we have done everything practical to manage transmission risk. For instance, the hospitality team will wear visors in addition to face masks, and in certain instances may also wear aprons and gloves.

Hugging, handshakes, touching or personal contact of any kind, including passing items between people is not allowed except between members of the same household or 'bubble'. We will therefore not be handing out paper copies of the weekly bulletin, visitor packs or passing the offering buckets. The Communion table will not be laid out.

Interacting with others outside of your household

Places of worship are exempt from 'The Rule of Six' and Life Church Bath is still permitted to host larger numbers in total in a COVID-secure environment. However individual households must not mix with, or form a group (socially distanced) with another household including before and after the event.

Seating arrangements

People from the same household or "bubble" can sit together. Everyone else will need to observe appropriate social distancing at all times. This will be managed by maintaining a 1m+ distance between people from different households.

We will use alternate rows; adjacent seats will be blocked off between households. Seats on the end of rows next to aisles will also be blocked off.

You will be shown to a seat by a member of the hospitality.

Traffic Flow around the building. One way system

The main entrance will be used to enter the Forum; for those who cannot manage steps, access will be through reception. Reception will not be used for any other purpose than an entrance for those with accessibility needs.

There will be a one-way system into the Lower Foyer and then straight into the auditorium. You are not permitted to stay in the Lower Foyer but must move through into the auditorium. You will be able to walk **down** the centre aisle, **up** the middle aisles, and back **down** the outside aisles.

You will exit the auditorium, sanitising your hands as you leave, through the fire exits to the Left and Right of the stage into Somerset Street and Corn Street. Once outside it is important to move quickly away from the exit and not to congregate in the streets or on the pavements.

Hospitality and security

The Hospitality team will be on hand to help you and answer any questions. They may wear visors in addition to face coverings, and in some instances, gloves and aprons, for their protection as it is possible they will not be able to maintain a 1m+ distance at all times.

We will provide additional security at this time especially managing the queue outside in Somerset Street.

Tea, coffee and refreshments

We will not be serving refreshments of any kind. Please bring your own bottled water, or other drink, remembering to take the container home with you, whether disposable or reusable. Please do not leave any waste or personal items behind in the auditorium, as these be disposed of at the end of the meeting.

Use of toilets

The toilet blocks in the auditorium will be closed before the start of the meeting to allow access to seats for everyone as the aisles are narrow. We will open them approximately 15 minutes after the start of the meeting and we will operate a 1 in, 1 out approach, with queuing in the aisle. Having used the facilities, you will be encouraged to clean all the surfaces you have touched, and products will be available for your use. Children aged 11 and under, and anyone unable to clean following use, must be accompanied to the toilet. The toilets will not be available at the end of the meeting. Toilets in the lower foyer will be open on arrival and may be used before entering the auditorium.

Buggies

The Hospitality team will be unable to assist you with carrying your buggy from the entrance foyer to the lower foyer. If you cannot manage the steps you are welcome to access the building via reception where you can use the scissor lift.

Once you reach your seat you will be asked to collapse your buggy and store next to your seat in front of the unused seats which create the 1m+ distance between your household and the next household. If your baby needs to stay in the buggy then you may park it at the end of a row.

Luggage

Please do not bring suitcases or large items of luggage. We cannot store them at this time and for security reasons ask that you do not take into the auditorium. Please bring as small a bag as possible with you.

WHAT CAN AND CAN'T HAPPEN IN A MEETING

Congregational singing

Congregational singing, chanting and speaking in raised voices is currently not permitted, although it is permissible to have a worship group play and sing.

Offering

We are grateful to everyone who has continue to give at this time. We will not be passing the offering bucket around and ask that you continue to give online.

Communion

The shared communion table will not be set up. When we do take communion, it will be with juice in individual plastic cups and wafers.

Prayer ministry

Prayer ministry will not look the same as before and there will not be an opportunity to come forward for the laying on of hands. However, the meeting leader may pray for people from the front as you stay in your seats.

Life Kids and Found Youth

There will be no separate meetings for Life Kids but children are welcome to attend with their families.

If you become unwell whilst at The Forum

If you, or anyone in your household, become unwell with symptoms of COVID-19 whilst at The Forum you should go home immediately and are advised to follow the stay at home guidance.

If you need clinical advice, you should go online to NHS 111 (or call 111 if you don't have internet access). In an emergency in The Forum, we will call 999 if you are seriously ill or injured or if your life is at risk. You should not visit the GP, pharmacy, urgent care centre or a hospital.

Other people who may have been in contact with you should wash their hands thoroughly after the interaction, but they do not need to take any other specific action unless they develop symptoms themselves or are advised to do so by NHS Test and Trace. If they do develop symptoms, they should follow the stay at home guidance.

The Forum will then need to be cleaned in line with Government guidance where a suspected case of COVID-19 has been recorded.

Keeping The Forum clean

Normal cleaning will take place in the Forum. This takes place after every event. In addition, common touch points will be cleaned by the Hospitality team before the event, and if necessary, during the event. A deeper clean will take place if we are aware that someone has been in the building who is infected, this will include the 'fogging' of seats, or the building will be closed following latest Government recommendations.

Please take home all rubbish with you, and make sure you take all your belongings too. Any items left will be disposed of.

In conclusion

We look forward to gathering together on a Sunday. Whilst it will feel different and maybe a little awkward we trust that between us we will get it 'right' and that patience and grace will abound. Our heart is still to make everyone feel both welcome and safe.

We continue to monitor and assess best practise in line with Government guidelines. Thank you so much for your ongoing support and co-operation.