

Shildon Methodist Church – Action Plan for reopening premises (Rows greyed out indicate action complete - Latest changes in red)

Action/Question/Issue	Additional information/notes	Who	By When
What are we going to reopen and when			
What buildings are we going to reopen? - Church - Community Hall	Agreed we should reopen both the Church and Hall	Working group	24 July 2020
When do we want to reopen premises? - Church - Community Hall	Agreed both buildings should reopen on 7 September	Working Group	24 July 2020
Preparing the Church for reopening			
Layout chairs with social distancing	This has been done. We are limited to 26 chairs.	BM/SH	Completed
Clear away items not to be used - books - leaflets - fabric towels - other?	Check made during initial cleaning to ensure all items cleared away as necessary.	Volunteer Cleaners	20 Aug 2020
Initial cleaning	Initial clean done on 20 Aug 2020.	Volunteer Cleaners	20 Aug 2020
Decide if there are rooms in the Church that could be closed, e.g. kitchen, and tape off	Agreed the Kitchen would be closed and taped off on initial cleaning day. Bottled water and paper cup would be provided for the Preacher	Property Team	20 August
Determine placing and quantity of required products (including where “spares” will be stored). - hand sanitiser - anti-bacterial wipes - anti-bacterial spray - gloves - masks - liquid soap - paper towels - tissues - other?	Prop Sec had prepared a comprehensive list of products needed for the Hall and Church, which were estimated to cost around £220. This list was agreed by the Working Group.	Working Group	24 July 2020
Purchase of required products (including additional supplies for “topping up”)	It was agreed Prop Sec would purchase the required materials to be available from the initial cleaning day. Prop Sec has purchased	Prop Sec	20 Aug 2020

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	all required supplies and these have been taken to the Church premises for storage. They will need to be set out in both the Church and Community Hall prior to the builds reopening		
Determine where spare cleaning products can be stored safely and ensure people know where supplies are stored	It was agreed spare products for the Church would be held in the filing cabinet in the Vestry. Spare products have been stored in the Church and Hall.	Prop Sec	20 Aug 2020
Determine process for reordering supplies and ensure everyone knows who to contact	AL reported he checked what needed topping up on a weekly basis and would contact Prop Sec if new supplies were required. However, it was agreed that all Church users had a responsibility to do this.	AL & all Church users	On going
Do we want to make more use of the Church projector for Worship, and if so how?	It was agreed the Circuit would be informed that audio/visual equipment was available at Shildon but it would be up to preachers to provide, attach and operate their own computer.	Church Council Sec Email sent to Circuit	7 Aug 2020 27 July
Obtain/produce signage <ul style="list-style-type: none"> - washing hands - one-way system? - maintain social distancing - other? 	It was agreed Church Council Sec would produce any necessary signage and this would be available for the initial clean. Signs have been printed off and laminated on 6 August. Signs were put up on 20 August	Church Council Sec	20 Aug 2020
Ensure bins available for disposal of anti-bacterial wipes (with bin liners)	It was agreed Prop Sec would purchase extra bins and liners.	Prop Sec	20 Aug 2020
Ensure mechanisms are in place for the regular emptying of bins	It was agreed bins should be emptied after Worship	Church Stewards	On going
Establish a track and trace process for those attending Worship	It was agreed Church Council Sec would establish a track and trace process in accordance with church and government guidelines Track and trace poster and forms printed on 6 August. Senior Steward to ensure system in place for services.	Church Council Sec Draft sent round and agreed	20 Aug 2020 27 July 2020
On-going precautions after reopening			
Before people arrive for Worship <ul style="list-style-type: none"> - Ensure seating meets social distance requirements - Ensure partition doors are open 	Agreed it will be the responsibility of the Church Steward to ensure these are done, i.e. not necessarily their responsibility to do it.	Church Steward	On going

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<ul style="list-style-type: none"> - Ensure hand sanitiser available at entrance, exits, in Vestry and Worship area - Ensure door handles wiped with anti-bacterial wipe - Ensure anti-bacterial wipes available in toilet area - Ensure liquid soap for handwashing in toilet area - Ensure toilet seat cleaned with anti-bacterial wipe/spray - Ensure sufficient paper towels in toilet - Ensure front and rear doors are left open (they can be closed before Worship starts?) - Ensure pulpit cleaned with anti-bacterial wipe/spray - Ensure collection plate wiped with anti-bacterial wipe/spray 			
<p><u>As people arrive/enter</u></p> <ul style="list-style-type: none"> - Everyone to enter via front door unless a wheelchair user? - Welcome congregation but no shaking hands - Make people aware hand sanitiser is available and invite them to use it - Ensure people are wearing face coverings - Ensure people follow one-way system into the Church 	<p>Agreed it will be the responsibility of the Door Steward to ensure these are done, i.e. not necessarily their responsibility to do it. Government requirement that face coverings are worn in places of Worship with effect from 8 August</p>	<p>Door Stewards</p>	<p>On going</p>

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<ul style="list-style-type: none"> - Ensure, as far as possible, congregation maintains social distancing - Ensure a maximum of 26 people only - Ensure track and trace requirements are met 			
<p><u>Before Worship starts</u></p> <ul style="list-style-type: none"> - Remind congregation of one-way system for exiting - Remind congregation if they want to chat to friends etc they will have to do it outside 	<p>Agreed the congregation should be reminded and this might be done by the Church Steward as they open Worship</p>	<p>Church Steward</p>	<p>On going</p>
<p><u>Collection</u></p> <ul style="list-style-type: none"> - A collection plate cannot be passed around it must be taken to each individual - Collection to be placed on Communion Table - Collection to be placed in safe after Worship and left for 72 hours before counting 	<p>Agreed the collection plate should be taken to each individual by the Door Steward (or whoever is taking collection)</p>	<p>Door Steward</p>	<p>On going</p>
<p><u>After Worship</u></p> <ul style="list-style-type: none"> - Ensure congregation leaves in orderly manner (one row at a time?) - Ensure track and trace information locked securely in safe - Destroy any track and trace information more than 21 days old — Ensure door handles wiped with anti-bacterial wipe 	<p>Agreed it will be the responsibility of the Church Steward to ensure these are done, i.e. not necessarily their responsibility to do it.</p>	<p>Church Steward</p>	<p>On going</p>

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Action/Question/Issue	Additional information/notes	Who	By When
Schedule regular cleaning of the Church premises - Cleaning the Church - Cleaning the toilet	Agreed the Church will be cleaned on a monthly basis starting on 20 Aug (Church Council Sec will publicise). Agreed toilet will be cleaned on a weekly basis (Prop Sec will maintain a rota).	Volunteer Cleaners /Toilet Cleaners	On going
Communications (It's important Church members and others know we are reopening and what to expect)			
Update website with details of Church reopening and restrictions that will be in place	Agreed. More changes to be made. The Church Council Sec has ensured the website has been, and will continue to be, updated.	Church Council Sec First changes	20 Aug 2020 27 July 2020
Posters for noticeboards about reopening	Agreed. Posters printed on 6 August. Put up on noticeboards.	Church Council Sec	20 Aug 2020
Letter to go to Church members about reopening and restrictions that will be in place	Agreed Church Council Sec would draft the text of the letter by 13 Aug to be agreed by the Working Group and distributed by Pastoral Visitors. Letters printed and passed to Pastoral Secretary on 6 August. Letters have been sent to members and adherents.	Pastoral Visitors Letter drafted and circulated	20 Aug 2020 3 Aug 2020
Note for Church Stewards about any changes in duties and/or responsibilities	Agreed Church Council Sec would draft the text of the note by 13 Aug to be agreed and distributed by the Senior Steward Note copied on 6 Aug. Senior Steward to distribute to Church Stewards.	Senior Steward Draft sent and agreed	20 Aug 2020 27 July 2020
Note for Door Stewards about any changes in duties and/or responsibilities	Agreed Church Council Sec would draft the text of the note by 13 Aug to be agreed and distributed by the Senior Steward Note copied on 6 Aug. Senior Steward to distribute to Door Stewards.	Senior Steward Draft sent round	20 Aug 2020 27 July 2020
Information to Ministers/ Local Preachers about restrictions, what's available etc.	Agreed Church Council Sec would email the Circuit Administrator and ask for the information to be passed on to Ministers and Local Preachers.	Church Council Sec Email sent to Circuit	20 Aug 2020 27 July 2020

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Action/Question/Issue	Additional information/notes	Who	By When
Preparing the Hall for reopening			
Determine the maximum numbers that can be allowed in areas of the Hall taking account of social distancing requirements.	Agreed the Property Team will determine maximum numbers so that hirers and users can be informed of what can be accommodated.	Property Team	13 Aug 2020
Check for and clear away items not to be used.	A check will be made during initial cleaning to ensure all items are cleared away as necessary.	Volunteer Cleaners	20 Aug 2020
Initial cleaning	Agreed initial clean should be done on 20 Aug 2020 starting at 9.30am.	Volunteer Cleaners	20 Aug 2020
Decide if there are rooms in the Hall that could be closed, e.g. Epworth Room	Agreed the Epworth Room would be closed and taped off on initial cleaning day. Closed notice placed on Epworth Room on 6 August.	Property Team	20 August
Confirm decision to close the Ladies and Gents toilets and use only the Accessible toilet.	Agreed. Toilet will be taped off on initial cleaning day. Closed notice placed on Ladies and Gents toilets on 6 August.	Volunteer Cleaners	20 Aug 2020
Tape off toilets and closed rooms			
Determine placing and quantity of required products (including where “spares” will be stored). <ul style="list-style-type: none"> - hand sanitiser - anti-bacterial wipes - anti-bacterial spray - gloves - masks - liquid soap - paper towels - tissues - others 	Prop Sec had prepared a comprehensive list of products needed for the Hall and Church, which were estimated to cost around £220. This list was agreed by the Working Group.	Working Group	24 July 2020
Purchase of required products (including additional supplies for “topping up”)	It was agreed Prop Sec would purchase the required materials to be available from the initial cleaning day. Prop Sec has purchased all required supplies and these have been taken to the Church premises for storage. They will need to be set out in both the Church and Community Hall prior to the builds reopening	Prop Sec	20 Aug 2020

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Determine where spare cleaning products can be stored safely and ensure people know where supplies are stored	It was agreed a small quantity of spare products for the Hall would be held in the cleaning cupboard in the Kitchen with surplus supplies in the Hall lock up in the store room	Prop Sec	20 Aug 2020
Determine process for reordering supplies and ensure everyone knows who to contact	AL reported he checked what needed topping up on a weekly basis and would contact Prop Sec if new supplies were required. However, it was agreed that all Church users had a responsibility to do this.	AL & all Hall users	On going
Obtain/produce signage <ul style="list-style-type: none"> - washing hands - maintain social distancing - other? 	It was agreed Church Council Sec would produce any necessary signage and this would be available for the initial clean. Signs have been printed off and laminated on 6 August. Hall signage put up on 6 August	Church Council Sec	20 Aug 2020
Ensure bins available for disposal of anti-bacterial wipes (with bin liners)	It was agreed Prop Sec would purchase extra bins and liners.	Prop Sec	20 Aug 2020
Ensure mechanisms are in place for the regular emptying of bins	It was agreed emptying bins would be specified as a requirement for Hall users and hirers	Hall users and hirers	On going
Schedule regular cleaning of the Hall <ul style="list-style-type: none"> - Cleaning the Hall - Cleaning the toilet(s) 	Agreed the Hall will be cleaned on a monthly basis starting on 20 Aug (Church Council Sec will publicise). Agreed toilet will be cleaned on a weekly basis (Prop Sec will maintain a rota).	Volunteer Cleaners /Toilet Cleaners	On going
Requirements for users and hirers of the Hall			
Draft letter for users and hirers <ul style="list-style-type: none"> - Remind them they are responsible for the safety of those running and attending their groups - They need to have their own risk assessments and procedures in place - Set out for users/hirers what we consider the specific requirements for Covid-19 - Determine what amendments might be required to licenses 	Agreed Church Council Sec would draft the text of the letter to be agreed by the Treasurers and Booking Secretary. Agreed users and hirers would be required to produce their own risk assessments and share these with the Church. The Church's risk assessment would be placed on the Church website. Risk Assessments have been placed on Church website. Letters and requirements for Church Organisations and hirers copied and passed to Bookings Secretary on 6 August. Standard Licence amended, copied and passed to Bookings Secretary on 6 August.	Church Council Sec Draft circulated Revised draft sent Revised draft sent	13 Aug 2020 30 July 2020 1 Aug 2020 3 Aug 2020

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Inform users and hirers of requirements and seek confirmation they will comply with this and any guidance and regulation relating to Covid-19 (i.e. a signed and written undertaking).	Agreed. Letters sent and Bookings Secretary dealing with replies.	Treasurers & Bookings Secretary	20 Aug 2020
Place information on Church website so any new hirers are aware of requirements	Agreed. Website updated.	Church Council Sec	20 Aug 2020
Ensure new requirements and information are included in any new license arrangements	Agreed. Standard Licence amended to include TMCP clause.	Treasurers & Booking Secretary	20 Aug 2020