

## Coronavirus: Guidance for Baptist churches

The UK population is now being asked to get used to living with Coronavirus being in circulation for the foreseeable future. In the light of almost all legal requirements being removed we have reviewed our guidance and produced this new, simplified guidance document. While this is intended to cover the broad spectrum of activities a church might undertake, it is particularly focussed on the church hosting activities for the general public, including public worship.

This revised guidance leaflet replaces our previous guidance documents:

- Coronavirus: Guidance on re-opening Baptist Church Buildings
- Coronavirus: Guidance on Church Worship
- Coronavirus: Children Youth and Families Ministry

Queries or comments about this leaflet should be directed to [supportservices@baptist.org.uk](mailto:supportservices@baptist.org.uk).

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## Introduction: Key Principles

The UK government is now asking individuals in England to exercise their own personal judgement in how they manage the risks from Coronavirus to themselves and others while relying on widespread vaccination to mitigate impact of the disease. Although some specific legal restrictions relating to Coronavirus remain in Wales, we anticipate that these will be also removed in the coming weeks and months.

However, churches are still bound by general health and safety legislation, which brings an obligation to manage the risks to those who attend your buildings or events. More detail on the legal obligations on a church are included in Appendix 1. Therefore, even if there are no Coronavirus specific restrictions, churches cannot entirely ignore the Coronavirus risks, but rather need to incorporate them into their ongoing operating practices. You will therefore need to make decisions as to what measures are appropriate to your circumstances.

We encourage you to apply the following principles as they consider their approach:

- **Clarity of Purpose:** The purpose of a local church is to serve God, bear witness to the Gospel and fulfil any specific calling God has placed on you. Everything we do should be underpinned by this purpose and the costs and benefits of any measures relating to Coronavirus should be measured by their impact on our purpose.
- **Inclusive Decision Making:** As Baptists we believe in the process of collective discernment, so it is important that the whole church fellowship can participate in decisions around your church's approach to living with Coronavirus, which in most cases will be through the Church Meeting.
- **Sustainability:** We need an approach that can be maintained for the long-term. You may make some permanent changes to your operating practices to reduce the risk of disease transmission, but these need to be sustainable in terms of practicality, financial cost and the effort involved. Where you implement some temporary measures, you need to think about what would realistically trigger the ending of those measures
- **Proportionality:** Any measures will have some adverse impacts. We encourage you to select those that have the best ratio of benefits to adverse impact. There is no "one-size fits all" set of measures as everything will depend upon your circumstances (e.g., building size vs attendance, congregation demographics, missional priorities)
- **Ongoing Learning and Review:** In these new and evolving circumstances, it is unlikely that you will get everything right first time, so an ongoing process of review, learning and adaptation is essential. This could involve learning from experience, listening to feedback and seeing what works for other churches or similar organisations.

This leaflet is designed to help you think through how to apply these principles to your situation.

# Section 1: Summary of Current Government Guidance

## England (as of 24 February 2022)

All legal specific legal requirements in relation to Coronavirus have ended as of 24 February, including any legal requirement to self-isolate if you test positive.

The following links are to the key government guidance and information relevant for churches in England:

- [Coronavirus: how to stay safe and help prevent the spread](#)
- [COVID-19 Guidance for the safe use of places of worship](#)
- [Coronavirus \(COVID-19\): Wedding and civil partnership ceremonies, receptions and celebrations](#)
- [Coronavirus \(COVID-19\): guidance for funerals and commemorative events during the coronavirus pandemic](#)
- [Working safely during coronavirus \(COVID-19\) – events and attractions](#)
- [Working safely during coronavirus \(Covid 19\) – restaurants, pubs, bars, nightclubs and takeaway services](#)
- [Face coverings: when to wear one, exemptions, and how to make your own](#)
- [Protective measures for holiday and after-school clubs, and other out-of-school settings](#)
- [Actions for early years and childcare providers](#)
- [Guidance for parents and carers of children attending out-of-school settings](#)
- [Interactive map of Coronavirus cases](#)

## Wales (As of 24 February 2022)

Face coverings are a requirement indoors in public spaces including church buildings until 28 February 2022. After this date the face coverings will only be required in retail, public transport and health and care settings, for those not exempt. Self-isolation of positive cases remains a legal requirement in Wales – see [Welsh Government guidance on self-isolation](#)

The following links are to the key government guidance and information relevant for churches in Wales:

- [Alert level 0: guidance for the public](#)
- [Alert level 0: frequently asked questions](#)
- [Alert level 0: guidance for employers, businesses and organisations](#)
- [Places of worship and funerals: potential reasonable measures action card \(alert level 0\)](#)
- [Alert level 0: reasonable measures action cards for businesses and organisations](#)
- [Face coverings: guidance for public](#)
- [Childcare and play: frequently asked questions](#)
- [Guidance for childcare and playwork: coronavirus](#)
- [Interactive map of Coronavirus cases](#)

## Section 2: Process for managing the risk from Coronavirus

We recommend that you take the following overall steps to manage the risk relating to Coronavirus.

### Step 1: Conduct a risk assessment

You should incorporate the risks relating to Coronavirus into your general risk assessment. The Health & Safety Executive publish [guidance on risk assessment](#) to help churches to comply with these regulations. In Wales there is also a specific requirement that in formulating the risk assessment there is consultation with those working on the premises (which includes any paid staff or volunteers). We recommend that churches in England do this as well as it represents good practice. [A template for this risk assessment](#) is provided alongside this guidance.

### Step 2: Agree Appropriate Control Measures

Once completed you have assessed the risks you need to agree what measures should be taken to manage the risk from Coronavirus. You may wish to consult with your church membership to get their input and support, noting that there will likely be a range of views that cannot be fully reconciled. We advise applying the principles in the Introduction section above.

### Step 3: Implement your plans

We strongly recommend that your action plans, policies and procedures are put in writing so that you can demonstrate the action and to help in sharing your plans and ensuring that everyone is aware of what is to be done. Plans must then be communicated in appropriate detail to all who need to know about them, including ministers, leaders, stewards, members, attendees etc. This may include publishing some elements on your website. In particular it should be communicated to all who are leading any church activities.

### Step 4: Review

With the unpredictable nature of the disease, it is important to regularly review the situation. Our suggestion would be that a monthly review would be appropriate at this stage. This will include listening to feedback from your congregation and monitoring the situation locally and nationally. You should consider what might be triggers for removing any measures or adding measures.

## Section 3: Review of possible measures

This section gives a brief review of measures that you might consider taking to manage risks of Coronavirus in your church. The list is not intended to be exhaustive so you may consider additional measures of your own, and some measures listed will not be practical in your circumstances. This list of measures is not intended to be a recommendation or guidance but some suggestions of measures for a church to consider.

| Measure                                       | Benefits   | Costs / Issues   | Comments  |
|---|--|--|---|
| Enhanced Ventilation                          | Fresh air disperses virus particles, reducing airborne transmission risk | Harder/more expensive to maintain comfortable temperature<br>Reduced security and privacy                    | The Health and Safety Executive has produced brief <a href="#">guidance on air conditioning and ventilation during the pandemic</a>   |
| Enhanced regular cleaning                     | Reduces risk of transmission by surfaces                                 | Additional ongoing staff or volunteer time<br>Additional ongoing cleaning materials costs                    | See <a href="#">Coronavirus guidance on cleaning in non-healthcare settings outside the home</a> . See also <a href="#">Historic England guidance on cleaning historic surfaces</a> . |
| Enhanced cleaning in response to a known case | Reduces risk of transmission by surfaces                                 | Occasional staff or volunteer time<br>Occasional cleaning materials costs                                    |   |
| Enhanced waste disposal practices             | Reduces risk of transmission by contaminated wastes                      | Additional ongoing staff or volunteer time   | See appendix 2 for a checklist  |
| Request / require social distancing           | Reduces transmission by reducing physical proximity                      | Reduces capacity of church building<br>Negative impact on personal relationships                             |   |
| Request / require the use of Face Coverings   | Reduces amount of virus exhaled by infected person                       | Negative impact on ability to relate to each other<br>Uncomfortable to wear<br>Some may be put off attending | See <a href="#">UK Government's guidance on face coverings</a> . The Welsh government has published in <a href="#">Face coverings: guidance for public</a>                            |
| Move activities outdoors                      | Airborne transmission risk reduced outside                               | May not be practical due to space/weather<br>May disturb neighbours  |   |
| Provide hand sanitiser                        | Reduces risk of transmission via hands                                   | Cost of sanitiser  |   |

| <b>Measure</b>  | <b>Benefits</b>  | <b>Costs / Issues</b>   | <b>Comments</b>   |
|---|--|---|---|
| Request good hygiene practice                         | Reduces risk of transmission via hands   | May appear unfriendly / patronising to guests   |   |
| Reduced building capacity                             | Fewer people will reduce transmission risk and allows for greater distances between people                         | Unable to host all who wish to attend. May need to repeat services or other events.   |   |
| Set an area for people wishing to social distance     | Offers an option for those who are more cautious   | Some reduction in overall capacity<br>May cause division in the fellowship  |   |
| Symptom checks on entry to church                     | Reduces the probability of an infected person attending.   | May appear unwelcoming to guests<br>May not be an accurate way of identifying the infected                                    |   |
| Request / require lateral flow testing before coming  | Reduces likelihood of infected person entering the building<br>Gives attendees confidence that event is virus free | A possible barrier to people attending<br>Lateral flow tests may have a cost  | Lateral flow tests will no longer be free in England from 1 April 2022                        |
| Record attendees                                      | Can inform attendees of subsequent positive case   | Requires volunteer/staff to operate.<br>Data protection issues need to be managed   | Please see <a href="#">ICO guidance</a> .<br>See appendix 2 for an example privacy statement. |
| One-way system in the building                        | Can help people not to come into proximity unintentionally   | Requires signage and stewarding resource.<br>Compliance may be limited<br>May impact on accessibility of building             |   |
| Provide an online version of a service or other event | Maintains contact with those not wishing to attend   | Staff / volunteer time to deliver.<br>Equipment / technology / licensing costs.<br>Privacy issues if streaming a live service | Likely to need a streaming licence from <a href="#">CCLI</a>                                  |
| Posters encouraging good hygiene practice             | Encourages good behaviour  | Posters may be considered unsightly   | Links to useful posters are provided in Appendix 2  |

## Section 4: Handling Cases of Coronavirus in the church

Should you be informed that someone attending a church building, service or other event has subsequently received a positive test result for Coronavirus, it is good practice to inform anyone who also attended the same church event(s) within the week before their symptoms or positive test. You do not have to share the name of the person who has developed symptoms or received a positive test and certainly must not do so without their explicit consent. It is down to those informed in this way to determine what to do with the information.

The person showing symptoms or who has received a positive test should be asked who they sat near and/or mixed with so that any such close contacts can be informed of this. However, because the person testing positive may not know everyone's name or may not remember, we recommend informing all attendees that there has been a positive case.

If you feel there is a risk the building may still be contaminated with Coronavirus, then you may wish to follow the cleaning checklist provided in Appendix 2.

## Section 5: Use of the church office

If you re-open the church office, this should be considered in line with the government [guidance on use of office premises](#) and your general duty to consider the health and safety of your staff and volunteers. You should ensure you conduct a specific risk assessment for the use of the office.

Below are some measures that you might consider taking. The list is not intended to be exhaustive so you may consider additional measures of your own, and some measures listed will not be practical in your circumstances. This list of measures is not intended to be a recommendation or guidance but some suggestions of measures for a church to consider:

- Reviewing layouts and processes to allow people to work further apart from each other.
- Using floor tape or markings to help workers maintain social distancing.
- Arranging for people to work side-by-side or facing away from each other rather than face-to-face or use screens to separate people from each other.
- Managing occupancy levels to ensure social distancing is achievable.
- Avoiding the use of hot desks and spaces, where this is not possible cleaning and sanitising workstations between different occupants, including shared equipment (phones, keyboards, mouse).
- Using remote working tools to avoid in-person meetings.
- Restricting attendance at meetings to those who absolutely need to attend and maintaining social distancing throughout.
- Avoiding transmission during office activities, such as sharing pens, mugs, kettles, cutlery and other objects.

## Section 6: Use of the church building by 3<sup>rd</sup> parties

Where you allow a non-church group or organisation to use your building, we recommend making clear in writing that it is their responsibility to manage their use of the building, including having their own risk assessment and managing the risks relating to Coronavirus.

Please refer to our [Guidance Leaflet PC10 Hiring of Church Premises](#) for general guidance on 3<sup>rd</sup> party use of church premises, including a template hire agreement.

# Appendix 1: Legal framework for responsibilities of churches relating to Coronavirus

## Legal Duties

The main piece of health and safety legislation is the Health and Safety at Work Act 1974 ("the Act"). It sets out the general duties which employers have towards employees, appointed ministers, volunteers and members of the public. Please note that although most ministers are office holders rather than employees in employment law, they do fall within the scope of the term 'employee' as defined in the Act. This legislation applies when a church is an 'employer' because it has at least one paid employee. In many churches the only 'employee' (in the context of the Act) will be the Minister. Where a church has no employees, it is still good practice for them to provide volunteers and members of the public with the same level of health and safety protection as they would in an employer/employee relationship.

The Act says that you must do what is 'reasonably practicable' to ensure the health and safety of all who come, or are likely to come, onto church land or premises, even if they are trespassing; it is clearly appropriate to try to do all that we reasonably can to protect the health, safety and wellbeing of other people and would be reckless to do otherwise.

As well as employers, the Act can also apply to any church which has control of premises used as a workplace; this can include, for example, a landlord who retains control of the common parts of a building.

Churches have a legal duty to assess the risks which exist on their premises and to reduce them as far as reasonably practicable. This is the responsibility of the charity trustees. Any risk which cannot be entirely removed should be mitigated until it can be described as a small risk.

During the pandemic there have been additional regulations which govern the purposes for which places of worship are able to open. Whilst these have been revoked for England the [Health Protection \(Coronavirus Restrictions\) \(No. 5\) \(Wales\) Regulations 2020](#) remain in force until 28 March 2022. Our guidance is designed to assist your church in preparing to open for activities that are permitted under the regulations.

More general guidance on health and safety can be found in guideline leaflet [L10 Health and Safety and Fire Precautions](#) and our [L18 Coronavirus Legal Issues](#) leaflet contains more information about churches acting as landlords.

## Your Liability as a church

Health and safety law is mostly enforced by the Health and Safety Executive (HSE) or the Local Authority and carries criminal sanctions. If you meet your responsibilities under health and safety law, you will also considerably reduce the risk of being found negligent under civil law. Under civil law, if someone has been harmed, injured or made ill through your negligence, they may be able to bring a claim for damages or compensation against you.

More detailed information about issues of liability can be found in guideline leaflet [L16 Legal Liability of Church Members in a Baptist Church](#)

## Insurance for legal liability

It is impossible to eliminate all risk in a church context and health and safety incidents can be reduced by undertaking comprehensive risk assessments and putting appropriate safeguards in place. However, in most cases, insurance will be available to a church to provide cover in the eventuality of a claim arising against the church.

Churches which are employers must have employers' liability insurance. This will enable you to meet the cost of compensation for your employees' injuries or illness. It is a criminal offence if you do not have it. Some specialist insurers will treat volunteers as employees for the purpose of insurance.

It is also very important that churches have adequate public liability insurance, which covers your church if it is held legally liable for injury to a member of the public who is harmed or injured whilst on church premises. Public liability claims may take a number of years to emerge, so it is wise to consider an appropriate level of cover with your insurer and to keep all records of your insurance cover indefinitely. Trustee indemnity insurance is often included as an extension to public liability cover and protects the charity trustees for wrongful acts whilst acting in their capacity as trustees which results in a legal liability to pay damages and costs. This will not cover acts of a reckless, dishonest or criminal nature.

We have had confirmation from Baptist Insurance that they do not anticipate adding special terms to their policies relating to Coronavirus. If you have another insurer, then you should confirm their position with them directly.

(Please note that the types of insurance cover described above are distinct from buildings insurance).

## Appendix 2: Useful Documents

We have collated some documents that churches may find useful in relation to operating in relation to Coronavirus.

### Posters

We have put together a [collection of posters](#) churches may find helpful.

### Reoccupation checklist

After any extended period of closure, it is important that the building is checked over to ensure it is safe in advance of opening to the church staff, volunteers, members, congregation and/or the general public. We recommend that the building is thoroughly checked over for any safety hazards using the '*Reoccupation Checklist*' template provided below.

### Checks prior to each service, gathering or event

It is important that, prior to each event you have in your premises, you check your church building is in an appropriate state and that you have the team and procedures in place to be able to manage the event safely. We recommend you develop a pre-event checklist. A template for such a checklist is provided below.

### Cleaning checklist for known Coronavirus Contamination

We have provided a document below with a checklist for cleaning following a known Coronavirus case in church premises.

### Example privacy statement for gathering details of attendees

A template is provided for a privacy statement should you choose to collect details of attendees at your events.

# Reoccupation Checklist

Use this template to record important checks of your premises before returning after a period of closure.

|   | Yes | No | N/A | Action Required |
|---|-----|----|-----|-----------------|
| <b>Statutory Checks</b>   |     |    |     |                 |
| 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?   |     |    |     |                 |
| <b>Fire Safety</b>  |     |    |     |                 |
| 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)?   |     |    |     |                 |

|   | Yes                  | No | N/A | Action Required |
|---|----------------------|----|-----|-----------------|
| Has the lightning protection been tested and maintained (within the last twelve months)?  |                      |    |     |                 |
| <b>Emergency Lighting</b>   |                      |    |     |                 |
| 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?  |                      |    |     |                 |
| <b>Building Security</b>  |                      |    |     |                 |
| Is there any damage to the structure, roof, windows or fixtures?  |                      |    |     |                 |
| Is the CCTV system functioning correctly?   |                      |    |     |                 |
| Is the intruder alarm functioning correctly?  |                      |    |     |                 |
| <b>Contractors</b>  |                      |    |     |                 |
| 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? |                      |    |     |                 |
| <b>Water Safety</b>   |                      |    |     |                 |
| 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?  |                      |    |     |                 |

|   | Yes | No | N/A | Action Required |
|---|-----|----|-----|-----------------|
| Is Thermostatic Mixing Valve (TMV) maintenance up to date?  |     |    |     |                 |
| Has the system been disinfected/chlorinated (including water tanks) where necessary?  |     |    |     |                 |
| <b>Utilities</b>  |     |    |     |                 |
| If any utilities have been temporarily shut off, have these been turned back on?  |     |    |     |                 |
| <b>Equipment</b>  |     |    |     |                 |
| Are all first aid kits in place, in date and fully stocked?   |     |    |     |                 |
| Has the defibrillator(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?  |     |    |     |                 |
| <b>Staffing</b>   |     |    |     |                 |
| 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?   |     |    |     |                 |
| <b>General</b>  |     |    |     |                 |
| Has the building been checked for signs of pest infestation? Where appropriate, 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?  |     |    |     |                 |



## Pre-event checklist

This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed prior to the event day starting and should be fully communicated to all team members. It is the responsibility of the Church Trustees to ensure that the site is safe to open and that controls are put in place.

Leader name: ..... Date: ...../...../.....

| Item   | Y or N | Comments | Reported to |
|--|--------|----------|-------------|
| Has the latest government guidance been checked and followed?  |        |          |             |
| Have any members of team reported any symptoms of COVID-19?  |        |          |             |
| Has the usual church cleaning checklist been completed and cleaning materials put in place?          |        |          |             |
| Is there adequate hand soap, paper towels and running water in place?                                |        |          |             |
| Has hand washing facility or sanitiser been provided in all locations needed                         |        |          |             |
| Are bins available for disposal of any rubbish?  |        |          |             |
| Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place |        |          |             |
| Are stewards briefed on agreed procedures for arrivals, departures and emergencies?                  |        |          |             |
| Have chairs/pews been laid out and marked in line with social distancing requirements?               |        |          |             |
| Procedures in place to record names and contact details of attendees                                 |        |          |             |
| Building ventilation set in line with recommendations to maximise air flow                           |        |          |             |
| Is there any other information to consider?  |        |          |             |

After carrying out the above checks, please sign below.

I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19.

Leader signature:

Date:

## Cleaning checklist for suspected Coronavirus contamination

|           |       |               |
|-----------|-------|---------------|
| Premises: | Date: | Completed by: |
|-----------|-------|---------------|

This checklist is intended to assist in carrying out cleaning when Coronavirus contamination is suspected. Where there is no specific suspicion of Coronavirus contamination, the government guidance recommends that normal cleaning practices are followed. 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 48 hours.

| 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 solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or
- A household detergent followed by disinfection (1,000 ppm av.cl.). Follow the manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.
- NB: If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.
- 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.
- When items cannot be cleaned using detergents or laundered (for example, upholstered furniture and mattresses), steam cleaning should be used.
- 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 48 hours. After this time, the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.

Laundry

- 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

- 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 in a suitable and secure place away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.

# Example privacy statement for gathering details of attendees

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

This privacy notice is an addendum to .....Baptist Church’s main privacy statement and notices. The Charity Trustees of .....Baptist Church (as Data Controller)\* can be contacted by ringing .....or emailing .....

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending .....Baptist Church can pray and worship during this COVID-19 recovery phase. We will only use this information to contact you if we believe you may have come into contact with a suspected case of COVID-19 at .....Baptist Church and it may be necessary to share your details with NHS Test and Trace (or other public authority) if they are requested for contact tracing and the investigation of local outbreaks. Your name and contact details will temporarily be securely stored [please provide detail of how details will be stored and kept secure]. 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 .....Baptist Church as soon as possible if you test positive for coronavirus.

Data that is collected in a place of worship and might subsequently be shared is considered to be special category data, and therefore we need your consent to record, store and to share your contact details with NHS Test and Trace (or other public authority) if necessary. By providing your data you are consenting to it being used in line with this privacy statement. You are free to refuse or withdraw your consent at any time. In the event you do not wish to provide your contact details you will still be able access .....Baptist Church.

\*Please note – if your church is a CIO or CLG, the data controller will be the church, acting through its Trustees.

This is one of a series of Guidelines that are offered as a resource for Baptist ministers and churches. They have been prepared by the Baptist Union of Great Britain and are, of necessity, intended only to give very general advice in relation to the topics covered. These guidelines should not be relied upon as a substitute for obtaining specific and more detailed advice in relation to a particular matter.

The staff at the Baptist Union of Great Britain at Baptist House will be very pleased to answer your queries and help in any way possible.

Contact Address and Registered Office:

Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot, OX11 8RT  
Telephone 01235 517700 email [supportservices@baptist.org.uk](mailto:supportservices@baptist.org.uk) website  
[www.baptist.org.uk](http://www.baptist.org.uk)

Registered Charity Number: 1181392, operating as a CIO.

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