**Opening-up of St Peter’s Church for private prayer under Covid-19 measures**

**Advice for two guides acting together (dated 20.6.20)**

When you arrive shortly before opening time

* Use hand sanitizer.
* Unlock the main door using the key in the kitchen drawer. Leave the door open during the opening period.
* Check papers laid on pews to mark socially spaced seating positions.

Outside guide

* Greet visitors.
* Ask them if they are well. They should be requested not to enter if they have symptoms of coronavirus in the last week, a member of their household has had symptoms in the last fortnight, or they have been told to self-isolate by test and trace.
* Advise them that the inside guide will direct them to where they should sit.
* Request that they avoid touching surfaces unnecessarily.
* Ask them to use the hand sanitizer provided before entering.
* Encourage visitors to wear face coverings and simple masks.
* Ask them to maintain social distancing from others.

Inside Guide

* Wear face covering or a simple face mask.
* Direct visitors to a seat marked with paper.
* Request that when they leave they should place the paper upside down to show the cross on the back to identify where they have sat.
* Sit down in a rear pew and be as unobtrusive as possible when they are praying.

When you leave at closing time

* Wipe down all touched surfaces with sterilising wipes, including door handles and light switches using disposable gloves.
* Replace the papers on the pews with the crosses down.
* Lock the main door and leave the key in the kitchen drawer.
* Use hand sanitizer.
* Arrange for new hand sanitiser and sterilising wipes if they are running out.

Notes:

1. Guides should not attend if they have had symptoms of coronavirus in the last week, a member of their household has had symptoms in the last fortnight, or you have been told to self-isolate by test and trace.
2. The kitchen and toilet are to remain locked but if guides need to use them they should ensure everything touched is wiped down with sterilising wipes.
3. The soft seating in the Lady Chapel should not be used as it is difficult to sterilise fabric covered surfaces.
4. The toy area and Lady Chapel should be cordoned off.
5. The electronic locking system remains in operation but should not interfere with the proposed access arrangements especially if the door is left open during the opening period.
6. Prayer books should not be used as they cannot be effectively sterilised after use.
7. Regrettably singing is prohibited.
8. It is admissible for family groups to sit together providing they live together, or in a ‘bubble’. They should be asked to rearrange papers on the pews as necessary and to leave them to identify areas they have touched.