

DUTIES FOR THE HOSTS (minimum 2 required for each service)

Prior to service

1. Arrive at 10am to allow 20mins for actions that are required
2. Clean door handles, light switches, disabled toilet, track and trace table and pens, using sanitiser spray and towel, or wipes for electrical switches
3. Wipe clean any laminated sheets (if any are required, however we expect we will be using the screens only generally)
4. Check the following are available/insitu:
 - a) Sanitiser in the foyer/outside any toilet blocks being used/inside worship room/back hall
 - b) Disposable face masks for any guests attending without one (folk are asked to arrive in a face covering unless exempt)
 - c) Tissues in foyer/worship area/back hall
 - d) List of folk booked for the relevant service (will also be used for track and trace in majority of cases)
 - e) Check how many seats are available (if any) for anyone who attended and not prebooked.
 - f) Table to one side for folk to complete any missing track and trace details, with forms, pens and wipes and bin
 - g) Toilet (s) have liquid soap, paper hand towels, turn the light on, and leave the entry door open to aid ventilation
 - h) Worship room, ensure seats laid out correctly as per 2m socially distanced, There is a 2m pole available

Unlock the double doors in the foyer leading to the Harrowby Road door exit (note the Harrowby Road entrance doors remain locked when not in use still)

The front door is not open until 10.20am to minimise the amount of time folk spend in a room together. However, the service starts at 10.30am so we need to keep things moving.

The Minister/Preacher (if attending in person) will have arrived earlier, and will be assisted by the WL and technical team.

If folk are gathering outside, one host to go out and encourage folk to use the floor markings to maintain social distancing in the carpark.

The roles are divided into 2 as follows from 10.20am

On arrival at 10.20am

| HOST 1 | HOST 2 |
|--|---|
| Remains in the foyer at all times | Remains in the worship area at all times |
| | Ensure doors and windows are open for ventilation as per COVID guidelines |
| Welcomes guests, checking: <i>They have a mask on unless exempt)</i> <i>Ask them to use sanitiser on their hands</i> | Direct folk to seats, keeping folk in their own bubble, reminding them the service is going live on social media |
| Check folk have a booking for <i>either</i> the Hub (if applicable) or the service . <i>If they have booked for the Hub, ask them to continue round the one-way system to the back hall entrance where a Hub volunteer will check their details.</i> For service attenders see next. | Ensure folk keep to the COVID guidelines ie: <i>Remain seated</i> <i>Keep mask on at all times</i> <i>No raised voices (projects the aerosol of germs)</i> |
| Check we have a <i>contact number</i> for track and trace or they have used <i>NHS QR</i> code on the entrance door. If not, direct them to the set table to complete a form, before re-joining the queue in the one way system to enter the worship room. | |
| If necessary, remind folk to keep 2m socially distanced (markings are on the floor) | |
| Once all the above is completed direct folk to Host 2 in the worship hall | |
| | |

During the service

| HOST 1 | HOST 2 |
|---|--|
| Remain in the foyer, and welcome any late comers, or unexpected attendees. | Remains in the worship area |
| If there are any seats available in the church, direct the person into the worship area to an available chair. | Deal with late arrivals from Host 1 |
| <p>If folk require to use the toilet, direct them to the relevant one.</p> <p>After use, <i>Ensure toilet door left open and light on</i> <i>Sanitise the door handle, taps, toilet handle/button and toilet seat,</i> <i>sanitising/washing hands after</i></p> | <p>Ensure COVID guidelines are adhered to at all times ie</p> <p><i>No singing (but can hum)</i> <i>Masks remain on at all times</i> <i>No moving around except if necessary, to go to the toilet</i></p> <p>It may be necessary to politely request folk to abide by the regulations</p> |
| Take anyone who is unwell into the youth room (nominated isolation room) and follow the isolation procedure | If anyone becomes unwell, ask Host 1 to take the person to the Youth Room. Host 2 remains in the worship room at all times |
| As the end of the service, close lock the front door before going into the worship area to assist Host 2 with the exiting of folk through the fire exit | <p>At the end of the service, reminding folk:</p> <p><i>To leave via the fire exit when requested by the host</i> <i>maintain social distancing</i> <i>Keep mask on until outside</i> <i>Not to gather in the car park as this will bottle neck the exit route</i></p> |

After the service

1. Clean all touch points with sanitiser (wipes or spray and cloth)
2. Collection box money: wear gloves to empty and count the money, using the recognised form to record the giving. Leave the form and money in the office.
3. File track and trace documents in relevant folder in the office, and destroy any out-of-date ones ie older than 21d
4. Close all external doors and windows, locking relevant doors as required
5. Liaise with technical folk re who is locking up. You may be required to lock up and set the alarm

Contact details for HL Responsible Person (COVID 19 related)
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