

## Welcome

As the Lockdown eases and we look towards returning to church to worship, the needs of each member of our church community - whether you need/want to remain at home shielding, want to come back to the physical building to gather for worship, cannot physically come to church and want to continue receiving printed material or view Services online - all inform decisions and plans being made.



The future pattern of worship and how we access Services is also being informed by the Covid-19 safety regulations in place.

Please read this Advice Booklet carefully and observe the guidance given. If you have any questions, please contact me. It is important that we all do all that we can to keep everyone safe as we move forward together in faith and hope.

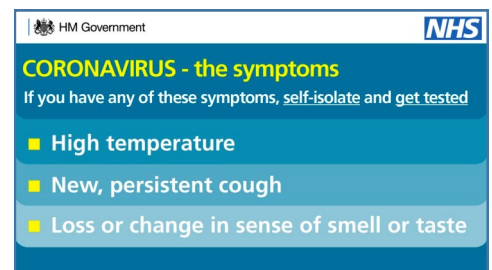
Reverend Deborah Snowball  
Vicar of Rickmansworth  
01923 772627

## If you have symptoms

For the well-being of others, please do not attend public worship if you have symptoms which suggest that you might have Covid-19.

The most common symptoms of coronavirus (Covid-19) are:

- recent onset of a new continuous cough or
- a high temperature or
- a loss of, or change in, normal sense of taste or smell (anosmia).



If you develop these symptoms, however mild, or you have received a positive coronavirus (Covid-19) test result, then you should immediately self-isolate stay at home for at least 10 days from when your symptoms started. If you live with others, all other household members who remain well must stay at home and not leave the house for 14 days.

The Governments [stay at home guidance](#) and [explanatory diagram](#) give further information.

## Hygiene: Face coverings, hand sanitising

The use of [face coverings](#) is compulsory unless you are exempt under [UK Government Guidelines](#).

Please sanitise your hands at the following times:

- On the way in to church
- When you come to receive Holy Communion
- On the way out of church

Once you are in the church building, please try to avoid - as far as possible - contact with any touch points: door handles, light switches, pew ends. Touch points are cleaned regularly, but in particular before and after the church is open for worship.

## **Toilets**

For the duration of the Covid-19 restrictions, when the church is open for Services, only the Access (disabled)/ Baby changing Toilet will be available for **emergency** use. There will be no access to the Church Centre except for emergency use of the Access toilet.

In order to decrease the risk of cross-contamination:

1. The Toilet door will be propped open to avoid cross contamination through touching the door handles
2. When you've finished using the toilet and flushed it, please use one of the alcohol wipes from the pack on the cistern to wipe down:
  - Toilet flush handle
  - Door lock mechanism on the inside
  - Body of the cistern
  - Toilet seat
  - Afterwards, place the wipe in the bin outside the toilet cubicles.
3. Wash your hands with warm water and soap for 20 seconds.
  - Leaving the tap running whilst doing so
  - Dry hands with a paper towel; use this to turn off the tap.
  - Place the paper towel in the bin outside the toilet.
4. Do not touch the doors on the way out!

## **Booking a seat**

The Covid-19 restrictions make it necessary to restrict the number of people attending Services. In order not to have to turn away worshippers at the door, we ask that those planning to attend book their tickets ahead. Anyone who has not phoned to book is likely to be refused entry.

You are asked to book to attend one of the three Services across the week (Sunday 8am and 10am, Wednesday 10am).

- You must phone by Thursday at Noon to book seat/s for attendance on the following Sunday or Wednesday.
- Please phone the Church Office between 10 and 12 Noon.
- Please do not leave a message and please do not email.
- You will need to book each week; attendance will be not carried over. The phone number is: 01923 721002.

The maximum number of people attending a Service will be 60 (to include Clergy, Servers and Organist). All seating has been marked off to maintain 2 metres throughout. You can see the plan on the next page. Your seat/s will be allocated according to the number of people in your group.

With the restricted number of seats available, for the present time you are asked to book to attend only one of the three Services each week.

## **Queuing to get in**

When you arrive at church, please stand in your household 'bubble' to form a queue that leads from the North Porch to the East end of the church. Access is only via the North Porch. Please maintain social distancing and arrive in good time!

You will have been allocated a seat and all seats will be filled from front to rear. A steward will tell you when it is time to enter the church and take your seat. If it is raining, please bring an umbrella!

## **Volunteering to be a Service Steward**

All are invited to act as a Service Steward at this time. We will need four Service Stewards per Service - Sundays and Wednesdays - to help keep safe those worshipping by observing precautions to minimize the risk of virus exposure.

- Service Stewards 1 and 2 will supervise those waiting to come in to the church for worship and remind them to sanitise their hands upon entry. They will also help with directing people for Communion.
- Service Steward 3: will welcome visitors, and offer the handheld donation machine for individuals to make a contribution to the weekly Collection. They will also help with directing people for Communion.

- Service Steward 4: will direct people to the correct seats. They will also help with directing people for Communion.

**Everyone attending a Service needs to consider if they are able to act as a Service Steward. If there are not enough Service Stewards, we will have to cancel planned worship - so please volunteer!** All attending church are required to wear a face covering. If you cannot wear a face covering (as per Government Guidelines) then it will not be possible for you to act as a Service Steward because of the number of people you will have contact with and the relatively close nature of that interaction. When you phone to book to attend a Service, you will be asked if you are able to act as a Service Steward. Please assist by helping if you can.

### **Following the Order of Service**

All the text for Services will be projected on to a screen. If you know you will need to be near the front in order to see, please advise when you phone to book seat/s. For those unable to participate online, we shall continue to make printed Service material available.

### **Music, singing and the Peace**

There will be music at the 10am Sunday morning Service: before and after the Service as well as during the distribution of Communion.

Singing - and raising one's voice to project- both create an aerosol which travels a significant distance. It follows that we are not allowed to sing in church and are also asked to keep noise levels low, so that no one has to raise their voice. The congregation will be reminded to keep silence ahead of worship beginning. In addition, as you make your way into church and to your seat, please refrain from stopping for conversation along the way.

Where the Sharing of the Peace forms part of the usual Service, congregants are asked to gesture kindly to those around them from their place. Please do not move around the church.

### **Donations**

A touchless card reader will be available at the entrance to the church for donations. We are unable to take cash donation at this time. Please make your donation ahead of sanitising your hands.

### **Receiving Communion**

In keeping with the advice from the Church of England, Communion will be distributed in one kind (as the host - or bread) for the moment. When it comes to Communion

- The Service Steward will approach your seat and direct you, whilst helping you to sanitise your hands on the way up.
- Please approach as a 'household bubble', maintaining social distancing according the markings on the ground.
- Move forward to receive when the person in front has moved away.
- Please follow the direction of travel around the church, as indicated by the black and yellow arrows on the floor.

The Priest leading the Service will keep the host - the bread - of Communion covered throughout the Service until the distribution of Communion. They, and any others distributing Communion, will sanitise their hands before distributing Communion - also wearing a facemask to minimise risk of virus spread at close proximity.

To receive Holy Communion (which will be bread only) please:

- Remove your face covering **by the ear loop/s** and pop it over your wrist
- Sanitise your hands
- Receive Communion. Neither you nor the Priest/Administrant will say anything as the responses will already have been spoken.
- Replace your face covering.
- Please do not touch the front of your face covering at any point
- Please hold your hands well ahead in front of you to receive.

### **At the end of the Service**

Please remain seated at the end of the Service until a Service Steward directs you as to when it is time for you to leave.

The church will be emptied from the back to the front in order to reduce the number of people who walk past each other. Please leave the church directly and do not stop in the porch or just outside to chat - in order to avoid bunching at the doors.

### **In event of an emergency**

Emergency exits will be open throughout Service to help ventilation of the church space. In the event of an emergency that requires the Service to be discontinued (this may include someone becoming unwell) please follow the directions you will be given by a Service Steward to the nearest exit.

### **Live-streaming—a note for those attending**

Please note that we expect our Services to be live-streamed - beginning with the Sunday 10am Service initially. The camera used for recording is placed beyond the congregation, close to the front of the church. Viewers at home will not, therefore, be able to see those attending the Service, although they will be able to hear background noise in the church.

Modifications will be made to the Service to accommodate both those in church and those at home. There will be no Sermon given in the Service: this will be provided online.

### **Live-streaming—a note for those watching at home**

As indicated above, a number of changes have been made to allow the Service to work online. Please pray for those in church as they pray for you.

### **Children**

The family of the church is incomplete without children present. We hope that even with the changes to our worship at this time, parents and carers will feel able to bring children to worship with them.

Please bring items from home that your children will enjoy, should they get distracted during the worship. At this time, we ask that parents and carers keep their children within the 'bubble' of their seat spaces. Should they need a break from the Service at any point, the Service Stewards will be happy to support.

### **After the Service: track and trace**

Government and Church of England advice is that we should keep a record of who has attended a Service for 21 days afterwards. This will allow us to contact members of a congregation should someone develop symptoms of COVID-19 within 48 hours of attending a Service and then test positive for the virus.

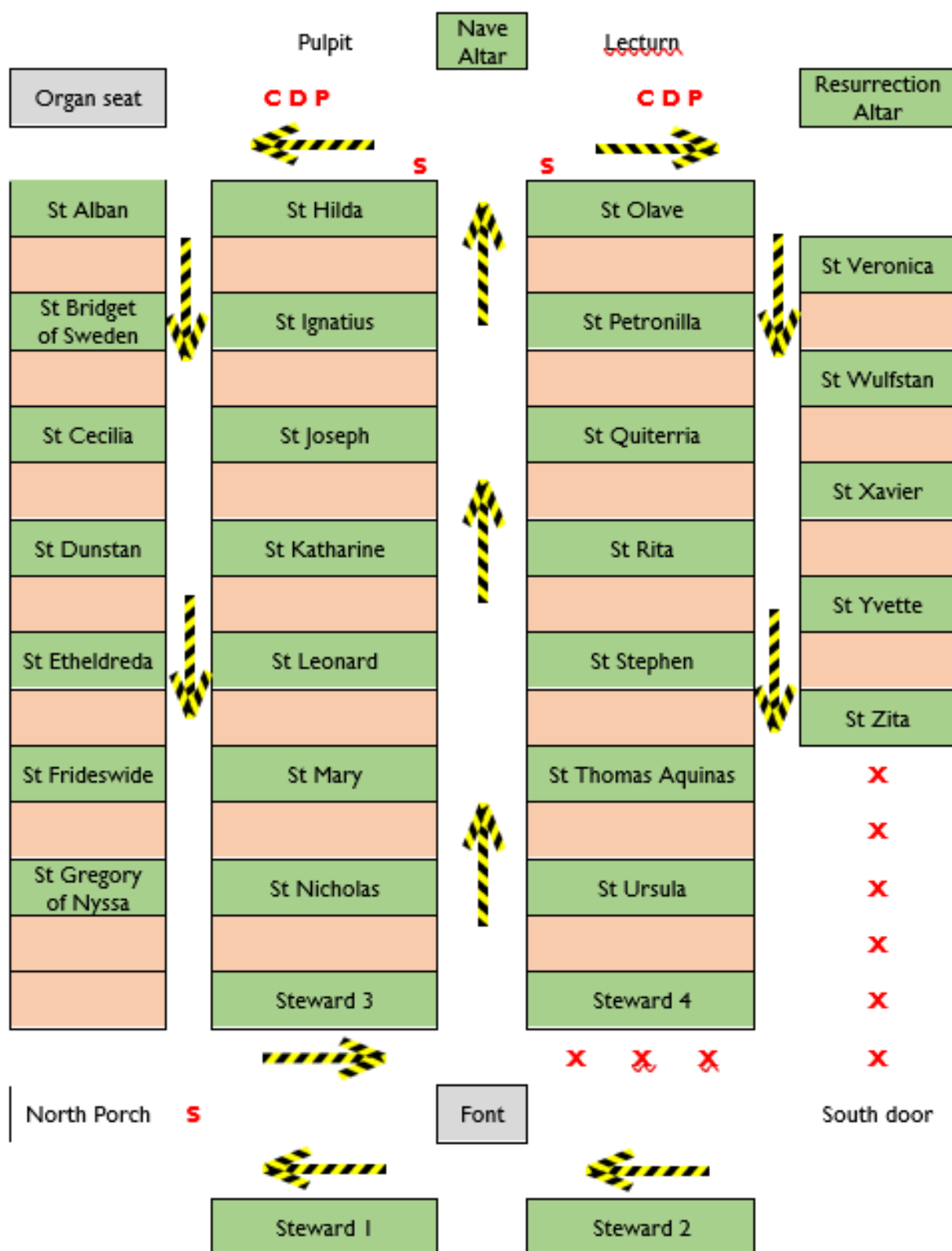
Anyone who develops symptoms of COVID-19 should:

**isolate:** as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms

**test:** order a test immediately at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call 119 if you have no internet access

**results:** if your test is positive, you must complete the remainder of your 7-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate

**share contacts:** if you test positive for coronavirus, the NHS test and trace Service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that NHS track and trace can give appropriate advice to those who need it. Please let us know if you test positive so that we can advise members of the congregation (without revealing your identity, of course) as well as lock the church for 72 hours if necessary.



CDP = Communion Distribution Point

S = Sanitiser Station