



## Liverpool One Church – COVID19 Secure Operating Policy

### Version Control

Version: 1.3

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Responsible Person – Craig Graham (Trustee of LOC, Charity 1137479)

### Overview

This document sets out how LOC will conduct in-person services consistent with UK Government guidelines below set out on [www.gov.uk](http://www.gov.uk) :

COVID-19: Guidance for the safe use of places of worship during the pandemic

Working safely during Coronavirus (Covid-19)

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### Capacity Assessment

Based on prior assessment for compliance to fire regulations, the total capacity of the LOC facility is 500+ people. UK Gov recommends places of worship adhere to a capacity of 25% of their maximum during the pandemic.

LOC will therefore plan to run independent, consecutive services with a capacity of 125 people in each (Total number includes staff, volunteers and attendees.)

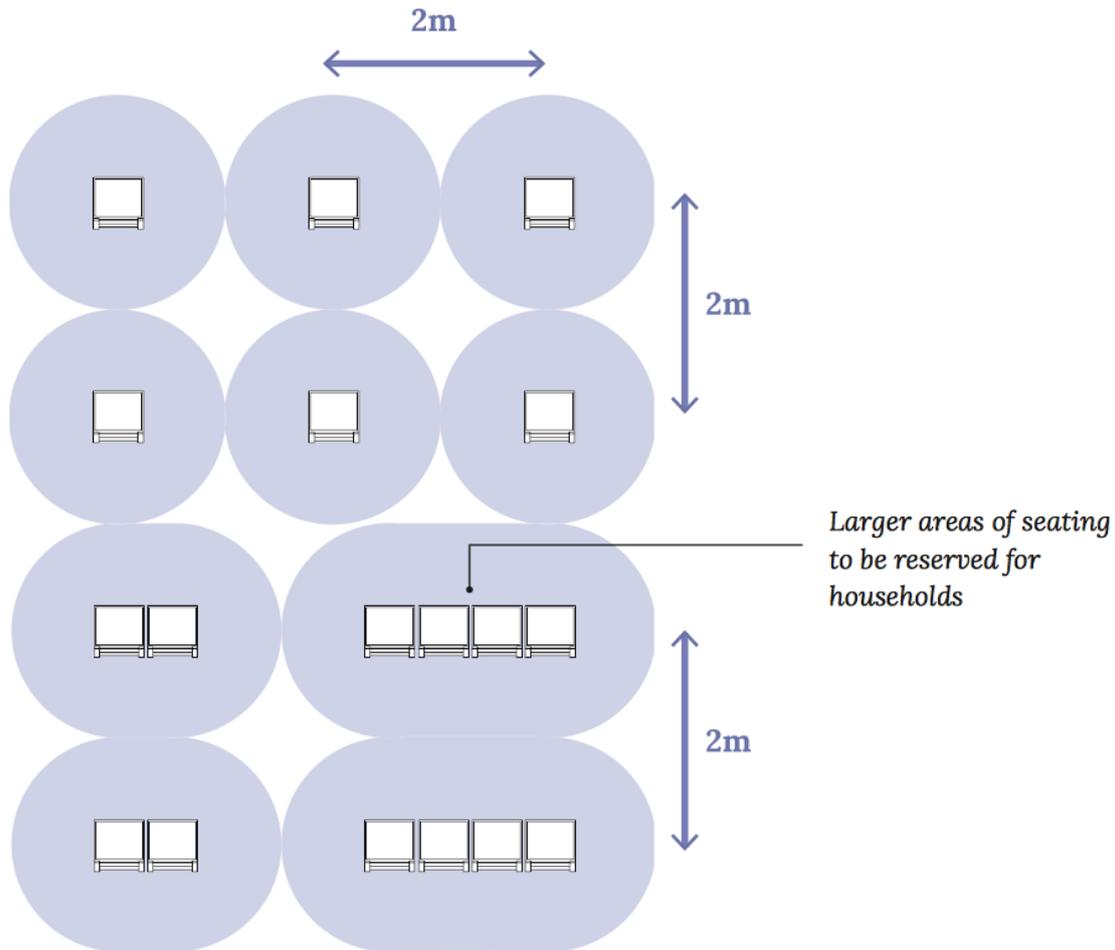
Management of this number will be coordinated through use of a database of volunteers and a ticketing system (Brushfire) for guests, held for each service.

### Building Management

Building Management addresses several key components for Covid Secure management of services, outlined as follows:

## Seating Plan – Illustrative Example

Attendees will be seated in compliance with UK Gov Tier 3 guidance, to enable operation in all tiers except national lockdown scenarios. Household groups (up to six people) will be seated independently in seating units each 2m apart (as defined by the Church of England **Covid 19 Safer Churches** guidance - see below.) Pre-assigned zones will be defined, based on data drawn from the Brushfire ticketing system. Physical barriers will be utilised to identify spacing chairs in the row and prevent groups inadvertently mixing. Also, volunteers will supervise the seating of guests.



## Maximum Occupancy Signage

The maximum capacity of areas will be clearly signed.

## Auditorium Opening

The auditorium will be opened for guests 15 minutes ahead of service start times and guests will remain in the foyer, in a socially distanced queue. Following the service, guests will be asked to exit the facility straight away, with no opportunity to mix, to comply with UK Gov guidelines.

## **Ventilation**

The building is ventilated by means of an active extraction system in the main Auditorium, two Zeihl Abegg 3096827 N40 units, installed by a specialist company Winrow. Each fan has a capacity of 24.000 cubic meters/ hour. Inflow of outside air is from two double door entrance points at each end of the building.

## **Decontamination**

Prior to each independent service the facility will be cleaned.

The main public areas will undergo fogging with Sterimax Ultra Low Volume Disinfecting Foggers. These will be used to spray EN14476 accredited industrial anti-viral fluid or a naturally occurring, people safe Hypochlorous Acid solution. The manufacturer's instructions show this Hypochlorous Acid solution is effective against all bacteria in 1 minute and all viruses in 5 minutes and is effective on soft furnishing and hard surfaces. It is also stated that this product is effective for Hotels, Gyms, Schools, GP + Dental Surgeries, Taxis + Busses and in multiple repeat sequences. It is therefore derived these are well suited and safe in the context that they will be used in LOC's facility.

High touch areas, such as door handles, toilet facilities will be cleaned down between services.

## **Sanitisation Stations**

Personal sanitisation stations will be positioned upon entry to the building and at all high touch points, such as toilets and baby changing facilities.

## **Communal Items**

To reduce possibility of contamination, communal items will be strictly limited to those which are absolutely necessary. There will be no provision of refreshments, children's play items. Essential items, such as technical equipment will be cleansed between discrete users using antibacterial wipes or appropriate decontamination sprays.

## Track + Trace

In compliance with UK Gov guidance, the contact details of people attending services (where voluntarily provided) will be held in a GDPR compliant manner by LOC.

This will be achieved using a central database of volunteer contact details and schedule of services attended.

Attendees will be asked to provide the contact details of the primary booking person and the names of people in their household party or bubble. (Children under two will not need to be registered as they are assumed to be with parents at all times.)

Additionally, the NHS Track + Trace QR code for the venue will be clearly displayed at all entrance points. While it is understood that this is not mandated for churches LOC wishes to establish best practise with voluntary compliance to this guidance.

# LIVERPOOL ONE CHURCH – COVID 19 SECURE POLICY

While every effort is made to reduce transmission and prevent guests from being classified as a contact of anyone with an asymptomatic, Covid 19 positive diagnosis; this cannot be guaranteed. The final determination of “contact” will need to be made by NHS Track + Trace.

## Service Management

Guests will be advised through the ticketing system of the need to adhere to UK Gov guidelines on sanitisation, face covering requirements and social distancing.

### **Hands – Face – Space**

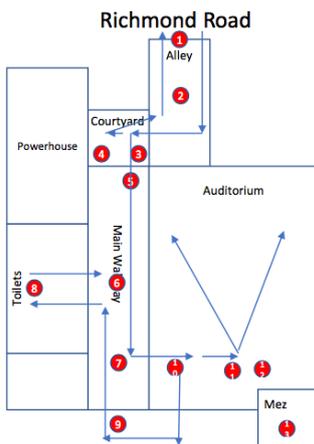
Upon ticketed arrival attendees will follow a socially distanced check in process, which will include temperature checks and a confirmation of no symptoms check.

They will then progress through a one-way flow system to their pre-assigned seating in the auditorium. Similarly, on conclusion of the service the reverse of this flow will be in operation.

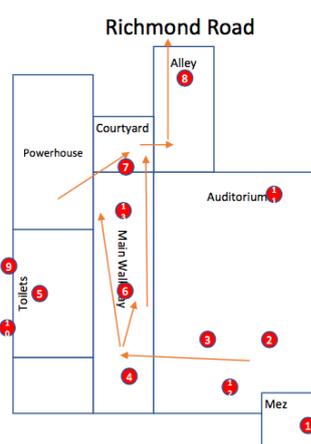
There will be no provision for people to congregate pre or post service in the facility, in line with UK Gov guidelines.

Volunteers (equipped with appropriate PPE and training) will be on hand at all required points to manage the flow of people in a socially distanced manner.

Inflow Diagram & Volunteer Locations

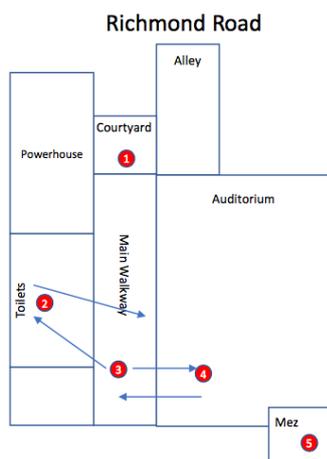


Outflow Diagram & Volunteer Locations



In service movement will be facilitated by volunteers using a one-way system. Parents wishing to use them will be directed to socially distanced areas within the foyer area by volunteers. Excessive movement during the service will be discouraged.

## In-Service Movement Diagram & Volunteer Locations



### Volunteer Safety

Volunteers will undergo appropriate and regular training on this policy, their responsibilities during services and most importantly how to stay safe.

Specific emphasis in this training will be given to creating a ***mindset of safety and vigilance***, understanding that skills fade is a factor, as is inability to predict all scenarios in advance.

Volunteers will also be provided with CE certified PPE to enable them to maintain personal safety.

Each team function has an assigned leader who will support in the dissemination of information. These team leaders will also provide updates into a regular weekly review process, undertaken by a Project Team responsible for implementing and updating this policy.

The Covid Manager for this venue is Craig Graham (Trustee.)

### Children's Church – Power House

Power House will run each Sunday for children (age 3-11,) of guests attending the church.

LOC has taken advice from other churches operating similar children's church work and also several teachers who volunteer, to ensure we follow UK Gov guidelines with activities.

The Power House meeting will consist of 4 Adult volunteers (DBS Checked) on a named rota and 16 pre-ticketed child guests (age 3-11.) Tickets for guests will be booked through the Brushfire System

Activities will be physically separated with a principle of non-contact built into the programme.

Any equipment provided to children, such as drawing materials, will be on a pre-sanitised, one child use basis.

## LIVERPOOL ONE CHURCH – COVID 19 SECURE POLICY

The normal security policy of checking children in with a wristband system will remain in place to ensure child safety. The single security door will remain the point of access to the Power House facility.

Should assistance be needed, which requires close contact (for example, a child requiring medical assistance) this will be undertaken with appropriate PPE in place and good hygiene practise from volunteers.

In line with guidance from the WHO and UNICEF, children under age 11 will not be asked to wear face coverings. However, should parents wish their child to do so this will be accommodated. Please note; volunteers will wear face coverings at all times.

Cleaning between services will be conducted in line with the process outlined earlier in this policy.

### Covid 19 Interventions

In the event that someone displaying Covid 19 symptoms arrives at the socially distanced check in progress, they will be requested by the relevant team leader to proceed to their home, report their symptoms through NHS 111 and follow appropriate UK Gov guidance.

Should a person attending a service subsequently receive a positive Covid 19 diagnosis it is anticipated this will be reported via NHS Track and Trace. LOC will then comply with guidance provided by the NHS Team on providing attender information and facilitating their follow up.

If LOC is informed directly by an attendee that they have received a positive Covid 19 test, we will contact all relevant attendees, using their confirmation details and advise them to follow standing UK Gov Covid 19 guidance.

Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person.

<https://www.gov.uk>

### Further Questions

This policy is based on a risk assessment to provide in person services. While it is envisaged to cover the major topics associated there may be further questions. For additional questions or discussions please contact.

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