

Coronavirus (Covid-19) Outbreak Policy

Part One: Coronavirus (Covid-19) Outbreak Policy Statement of Intent

1. The Church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of those who use the church premises, including in regards to the risk posed by the novel coronavirus (Covid-19).
2. The church therefore, commits in item 12.3 of its Health & Safety Policy, to conducting, and implementing the results of, Covid-19 specific risk assessments, to minimise the risk posed by the novel coronavirus to workers and participants in Church ministries and on its premises. However, no risk can be fully eliminated and the Church seeks, in line with best practice and advice from HMG, through this policy, to establish a procedure for containing, and minimising the risk from, an outbreak of Covid-19 within one of its ministries/ on its premises

Part Two: Responsibilities for Responding to an Outbreak of Covid-19

3. Responsibility for co-ordinating and implementing this policy and the Church's response to an outbreak of Covid-19 within its operation (including Single Point of Contact- SPOC- with NHS Track & Trace) lies with:

The Church's Health, Safety & Environmental Health Officer (HSEHO)

At present, the HSEHO is Jonathan Murphy ACIEH

4. Responsibility at Trustee level, and designated deputy Single Point of Contact for NHS Track & Trace lies with:

The Administration Deacon

At present, the Administration Deacon is Shirley Westall

5. All employees, leaders, helpers and volunteers will;
 - 5.1 Avoid contact with the Church premises/ ministry within which they serve, should they suffer from any of the identified symptoms of Covid-19
 - 5.2 Take reasonable care to practice the control measures identified in all relevant Covid-19 Risk Assessments.
 - 5.3 Comply, as required, with all directions issued by the outbreak co-ordinator in working to control the outbreak;
 - 5.4 Report to their Team Leader should they:

- 5.4.1 Test positive for Covid-19, or should anyone in their household group (HHG) do likewise
- 5.4.2 Have close contact with anyone who tests positive for covid-19
- 5.4.3 Be contacted by NHS Test & Trace and asked to self isolate or give details of their recent contacts
- 5.5 If asked for the contact details of the Church, offer the following contact details of the Single Point of Contact/HSEHO:

jmurphy@ghbc.org.uk & 07792 479738

Part Three: Arrangements for Containing an Outbreak of Covid-19

- 6. All Team Leaders will report immediately any positive or suspected cases reported to them under item 5.4 (above) by their team to the Church's Single Point of Contact/ HSEHO
- 7. All Team Leaders will maintain records of worker attendance within their ministries for a minimum of 21 days, in a manner compliant with GDPR
- 8. All Team Leaders will maintain records of visitors to/ participants in their ministry for a minimum of 21 days, in a manner compliant with GDPR.
- 9. Should an outbreak be suspected or confirmed, the Single Point of Contact/ HSEHO or Deputy SPOC will decide if it is appropriate and necessary to contact NHS Test & Trace to report the outbreak and act accordingly. This policy recognises that in most circumstances, it will be necessary to do so.
- 10. Should an outbreak be suspected or confirmed, the Single Point of Contact/ HSEHO or Deputy SPOC, will establish a schedule, team and set of resources to appropriately clean and disinfect affected areas of the Church. All such cleaning shall be conducted in line with HMG guidance on Cleaning after a suspected Covid-19 outbreak (Addendum One)
- 11. Where an Outbreak is suspected or confirmed, the HSEHO will ensure that its occurrence and details of its resolution are recorded in the Church's Compliance Diary.

Signed by Trustee: _____

Name of Trustee: _____ Date: _____

This Policy should be reviewed annually or where required by significant changes to Church practices or circumstances

This policy was adopted by a resolution of the Gorse Hill Baptist Church Deacons meeting held on **Thursday 10th December 2020.**

Addendum One: Guidelines for Cleaning after a Suspected Outbreak of Covid-19

Addendum Two: Team Leaders and Responsible Persons within GHBC

Addendum One: Guidelines for Cleaning after a Suspected Outbreak of Covid-19

1. PPE will be required: Disposable gloves & face coverings (stocked in Church) and Disposable Aprons- these will need to be purchased from either bookers or MBROS. Personal washable face coverings should not be used
2. The Usual Church Financial Approval Procedure is suspended in this circumstance up to the limit of £100, owing to the urgency of need
3. Blue Roll and normal, diluted Bleach should be used to clean all affected surface areas with, with used Blue roll disposed directly into a black refuse sack, within another black refuse sack. Disposable mop heads should be used for floors.
4. “One Site, One Wipe, One Direction” should be applied when cleaning after a suspected Covid-19 outbreak
5. Cleaning should take place of any room an infected or potentially infected person spent any amount of time in, and include non-porous walls, surfaces, doors, handles, floors. Light Switches and electrical sockets should be cleaned with Blue Roll and normal cleaning spray, preferably Chlorine based, rather than with diluted bleach.
6. Double bagged waste should be held within the Church for 72 hours in a secure area, away from Children and others, and then disposed off as non-recyclable waste.
7. Hands should be washed for 20 seconds with soap and running water after handling waste and removing PPE

Addendum Two: GHBC Team Leaders

Name of Team	Responsible Person/ Team Leader(s)
Children & Youth	
Kidszone	Tina Burbidge
Pram Club	Julie Harris
Children's Friday Club	Julie Robertson
Ignite (Formerly FNF)	Michael Gibson
Safeguarding Team	Christine Robinson/ Hilary Williams
Broadcast & Pre Recorded Events	Jacob Barron/ Marie Relton
CYP Takeaway Events	Jacob Barron
Sunday Worship	
Teaching	Steve Robinson
AV	Gary Pricor/ Lars Relton
Worship	Mark Harris
Stewards/ Seat Management	Liz Mildenhall (interim)
Adults	
Bags of Hope	Heather Pricor
Band of Brothers	Nick Arnold
Flourish	Megan Abbott
Home Groups	David Mildenhall
Pastoral Care	Alison Henderson
Annual Summer Festival	David Mildenhall
Lunch Club (Tuesday Meals)	Christine Robinson
Mission Support Committee	Dave Burbidge
Badminton Plus	Dave Burbidge
Administration	
Diaconate Admin	Shirley Westall
General Admin	Jonny Murphy
Facilities	Peter Morris
Communication	Gary Pricor/ Adam Sibley
Finance	
General Finance	Ian Burbidge
Hall Lettings	Tina Burbidge