

Measures in relation to reducing COVID-19 risks for Weddings & Funerals

*The person responsible for the wedding/funeral (hereafter referred to as the organiser) shall where possible provide St John's with a list of guests and their household makeup. The organiser should maintain their own list of contact details for the guests for 21 days in case needed for the **Test and Trace** service.*

Scope of this document

Service Types	This document covers additional measures for Weddings, Funerals and other life cycle events and is to be read in conjunction with <i>Measures in relation to reducing COVID-19 risks when re-opening the church for services</i> which also applies.
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Social Distancing

To maintain 2m social distancing (entrances)	Time related use (unless under supervision of welcomer) <ul style="list-style-type: none">- coming in only for 15 mins either side of anticipated start time- going out only for 15 mins either side of anticipated end time
To maintain 2m social distancing (main area)	Total number of guests (including minister, registrar, photographer, etc.) must not exceed 30. In addition, St John's will provide a limited number of stewards and technicians as deemed necessary. For funerals in addition, funeral directors may provide a limited number of staff. If the event takes place within 72hrs of a Sunday Morning Worship service, chairs will be swapped and quarantined as necessary. Chairs to be spaced out according to the household make up on the name list supplied by the organiser.
Other	Stewards to perform duties by 15 mins before anticipated start time to reduce movement. Guests to be asked to socially distance outside afterwards (where they may remove their face coverings); they may use the lawned areas but keep clear of walkways so as not to cause congestion.

Adjustments to services

Timing	Service should be designed to be as brief as practicable.
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Good Hygiene/PPE

All visitors	The organiser must give guests advance notice that they are expected to wear face coverings (but see below for a Bride & Groom) and to sanitize their hands on arrival.
Single use service sheets	Single use service sheets may be issued but must be retained by guest. They are to be handed out by a gloved steward/usher.

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Audible participants	No more than two people, other than the minister and Bride & Groom, should take audible part in the service (microphones will be provided). Face coverings may be removed for clarity when speaking but visors (supplied) must be worn. The Bride and Groom are exempt from having to wear face coverings for the service.
Weddings	Where there is a ring, it must be handled by as few people as possible. Hands are to be sanitized/washed before and after (except for Bride & Groom). Wedding register is to be handled only by the registrar. Those signing are to sanitize their hands before using the pen and maintain social distancing as much as possible. Confetti is not to be thrown due to increased risk of infection.
Funerals	Where there is a coffin, it must be touched only by the staff of the funeral directors. Where there is a special collection, follow arrangements as made by funeral directors.
Baptisms	Where an infant is involved in the ceremony, only a parent or member of the infant's household may hold them. If water is used, distance should be maintained where possible in case of accidental splashing.

Additional Cleaning (where it is less than 72hrs between services, the St John's Steward is responsible for ensuring this is done by someone)

Chairs	Chairs will be swapped such that they are not used again within 72hrs
Foyer, Clifton corridor, vestibule	Door handles, rails, window handles to be cleaned.
Organ	Keyboard and seat to be cleaned.
Computer	Note: computer operator should wear disposable gloves (supplied).
Sound desk	Microphones to be cleaned with antiseptic wipes by sound operator. Note: the sound engineer should wear disposable gloves (supplied).

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Test and Trace Support

Records	<p>Where possible, the organiser shall provide St John's with a list of names of expected guests and their household make up.</p> <p>To assist Test & Trace service, the organiser shall keep contact details for those present.</p> <p>St John's will keep a record of the organiser and the supplied stewards and technicians.</p> <p>It is the responsibility of the organiser to record who actually comes (this could be done by recording guests on the way in). Any not already on the list must be asked to supply their contact number also.</p> <p>All such records are to be kept for 21 days.</p>
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Protecting the Vulnerable

Advice	<p>Guests with COVID-19 symptoms should be reminded to stay at home.</p> <p>Guests who are particularly vulnerable should be reminded that they should stay at home.</p>
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Organiser's Responsibilities

List of names/households	<p>Provide the St John's steward with a list of the names of the expected guests (not exceeding 30), clearly showing their grouping by households.</p> <p>Keep a contact list for all the guests in case it is needed by the Test & Trace service.</p> <p>Agree with the St John's steward who shall record the names of attendees.</p> <p>Agree with St John's steward who will give out any single use service sheets (supplied disposable gloves to be worn).</p>
Information to guests	<p>Forward the <i>Weddings and Funerals Details for Guests</i> document to the guests so they know what to expect at the service.</p>
Information to other participants	<p>Ensure any readers are aware of the expectation to wear a visor (supplied) while reading (but that they may remove their face covering).</p> <p>Ensure that any guests taking part in the service know and understand the guidance appropriate to their role.</p>

St John's Methodist Church, Potters Bar

Risk Assessment for Weddings & Funerals (August 2020)

Activity/Task

Weddings, Funerals and other life cycle events

Hazard/Risk

The hazard is the Covid 19 infection, which is airborne and can endanger life.

The risk –people in close proximity of each other for up to 45 minutes and a number of people with underlying health conditions and being over 70 years old.

At present the severity of infection (1-5) 3

the likelihood of infection (1-5) 3-4

indicator matrix 9 – 12 medium to high risk

Measures taken to reduce the risk of an infection (see accompanying Measures document)

the severity of infection level 3

likelihood of infection 1

indicator matrix 3 low risk

Training and guidance for stewards, assistant stewards, and welcomers will be given and a copy of the measures to reduce infection will be issued.

Adjustments to these measures in case of changes in circumstances will be issued to stewards, assistant stewards and welcomers.