

Worship services can recommence from Monday 29th June 2020

Resumption of congregational activities checklist



These are based on a checklist provided by the Presbyterian Church in Ireland

This checklist must be read in conjunction with other *Guidelines for opening up for worship* which provides detail of what is involved in recommencing congregational activities. **Do not re-open** from 29th June until you can guarantee that the requisite criteria will be met.

Before the *initial* resumption of congregational activities this checklist must be completed by kirk session and signed by the Minister and Clerk of Session or Secretary of Congregational Committee. However, this is a living document. As *additional* activities resume, you should update the document adding details and dates in appropriate sections (e.g. 2-6) so that the kirk session retain a full record of all that has been authorised and agreed.

Action	Further details of actions agreed	Date	Person(s) responsible for sign off	Tick when complete
Consulting relevant advice				
1. Has kirk session/ committee consulted up to date advice and instruction from government, the Non-Subscribing Presbyterian Church in Ireland and insurers in deciding to resume activities and organisations?				

Action

Further details of actions agreed

Date Person(s) responsible for sign off

Tick when complete

Deciding to resume activities and organisations

2. Which activities (including worship) and organisations have been authorised to resume by kirk session/committee and from what dates (list activities)?

3. Any other provisos agreed (e.g. date for review; restrictions to some normal elements of programme; limited use of church space)

4. Have leaders of activities and organisations been notified of decisions and all arrangements that need to be put in place to resume?

Action	Further details of actions agreed	Date	Person(s) responsible for sign off	Tick when complete
<p>5. To which individual(s) has/have lead responsibility for undertaking necessary arrangements for resumption of each activity and organisation been assigned?</p>				
<p>6. Have those intending to attend activities or organisations resuming been notified of the restrictions in place and good practice in health and safety while on church premises? How?</p>				
Preparation of buildings				
<p>7. Has a walkthrough of the building identifying any dangers taken place?</p>				
<p>8. Has the water supply been drained for a minimum of 20 minutes?</p>				
<p>9. Has cleaning of all surfaces taken place in every area to be used?</p>				

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<p>10. Has two metre distancing been arranged including floor markings and seating? Has unused seating been stored away safely?</p>				
<p>11. Have arrangements for toilets been agreed and notified to users?</p>				
<p>12. Have arrangements been made for speedy arrival and departure before and after gathering?</p>				
<p>13. What arrangements have been made to limit numbers attending any activity or organisation to capacity?</p>				
<p>14. Have any one-way systems to comply with necessary social distancing been put in place?</p>				
<p>15. Has adequate soap and hand sanitiser been put in place?</p>				

Action	Further details of actions agreed	Date	Person(s) responsible for sign off	Tick when complete
<p>16.Have pedal bins been put in place for the disposal of tissues/ antibacterial wipes.</p>				
<p>17. Has clear and understandable signage for those using the building been displayed throughout?</p>				
<p>18. What arrangements have been put in place for ongoing cleaning of any spaces used immediately after activities and organisations?</p>				
Hosting other user groups				
<p>19. Have you contacted your insurer for relevant advice before hosting any group not under the authority of kirk session?</p>				

Action	Further details of actions agreed	Date	Person(s) responsible for sign off	Tick when complete
<p>20. Have existing agreements entered into with user groups been amended to comply with advice and instruction from government, and insurers etc?</p>				
<p>21. Has the user group been notified and agreed in writing to comply with the new agreement?</p>				
Social distancing and sanitisation for worship				
<p>22. What arrangements have been made and necessary restrictions applied for welcoming those coming to worship?</p>				
<p>23. What arrangements have been made to accommodate children? Are safeguarding ratios being applied?</p>				

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<p>24. Has social distancing been applied, where possible, so that those leading in worship or preaching can stand at least four metres away from the front row of the congregation?</p>					
<p>25. Have appropriate arrangements been put in place for leaving gifts and offerings? Have gloves been provided for those handling cash for counting and banking?</p>					
<p>26. What arrangements have been put in place for cleaning of any areas and surfaces in which worshippers have had contact either before or after the service as appropriate?</p>					
<p>Confirmation with Clerk of Presbytery by email or letter of completion of checklist for initial resumption of congregational activities</p>					
<p>26. Confirmation with Clerk of Presbytery by email or letter that you have completed this checklist for initial resumption of congregational activities</p>				Date:	
Signature of Minister			Date:		
Signature of Clerk of Session or Secretary of Committee			Date:		

Action

Further details of actions agreed

Date Person(s) responsible for sign off

Tick when complete