

## Briefing for Stewards at Individual Private Prayer in St Osmund's Church

- **Thank you** for volunteering to be a steward during the private prayer sessions. Whilst care has been taken by the Church to follow the guidelines as set by the Diocese/The Bishop's Conference, the Church cannot eliminate all risk.
- If you are within the Vulnerable Category, you should refrain from volunteering.
- You must complete the **Volunteer Checklist** and return it before you start your first duty.
- Please do not volunteer if you or someone in your house has a high temperature, a new / continuous cough or loss/change from normal sense of smell or taste, with a cold or flu-like symptoms.
- Please continue to review your current health to ensure you do not volunteer if you are feeling at all unwell.

### Background

Stewards must be present in the church throughout the time it is open for prayer, currently Mon-Fri 1200 – 1400hrs and Sat-Sun 1400 – 1600 hrs. There will be two stewards who must be present at all times (for safeguarding reasons):

1. One on the Entry/Exit doors to ensure space is available, social distancing and queuing is maintained and hand sanitising on entry & exit.
2. One in the church to direct parishioners, maintain social distancing and oversee/complete the cleaning of vacated pews.

### Specific duties

The stewards must ensure that:

- All doors and windows remain open to ensure maximum ventilation.
- Hand sanitisation occurs at entry and exit points,
- Social distancing is maintained by people in and outside the church.
  - Ask parishioners to sit in the middle of the pew to aid social distancing.
- If the pre-determined capacity is reached<sup>1</sup>, prevent others from entering the church, and introduce queuing and a “one in, one out” procedure.
- People with cold or flu-like symptoms should be asked not to enter.
- Discourage parishioners from touching statues and unnecessary surfaces.

### Leading by example

Stewards themselves should display good practice as follows:

- Maintain good hand hygiene throughout with the regular use of alcohol-based hand sanitiser.
- Maintain social distance within the church at all times.
- Wear a face covering for the safety of others and themselves:
  - Stewards will be coming into “contact” with potentially vulnerable parishioners.
  - Parishioners are recommended to wear face coverings but we **will not** enforce it.
- Ensure any cuts or grazes on their hands are completely covered with waterproof dressings. Please wear the gloves provided.

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<sup>1</sup> This will be determined by social distancing and the layout of the pews.

### Stewards **should not**:

- Eat or drink and they should make every effort not to touch their face.
- Physically assist people unless absolutely necessary, for example in an emergency for first aid. In this case there are some basic steps which stewards should be aware of:
  - Be aware of the risks to yourselves and others in helping someone.
  - Make sure you wash your hands and use an alcohol gel, before and after helping someone. Ensure that you do not cough or sneeze over someone.
  - Wear disposable gloves when dealing with people & dispose of them securely.
  - Dispose of all waste from any first aid safely in tied bags in bins.
  - Do not touch a wound with your bare hand.
  - Do not touch any part of a dressing that will come in contact with a wound.

### **Guidelines – St Osmund’s**

Please note the following guidelines:

- **Social Distancing.** People who are part of the same household can sit together but those who are not, should maintain social distancing while in church.
- **Pews.** Two-metre social distancing means that we can use only every third pew. Those in-between will be cordoned-off. We have at 16 pews available
- **Children.** If accompanied by children, parents must manage them appropriately, particularly ensuring they touch as few surfaces as possible, for their own safety.
- **Wheelchairs.** Two wheelchair areas are available next to the font and at the back of the church.
- **Duration of Prayer.** There is no restriction at the moment and hopefully this will not cause a problem – if it does, we will address it sensitively.
- **Rubbish bins.** A large rubbish bin will be placed in the NW corner of the church. When the bin is half full, replace it with a new liner. Ensure the used liner is properly and securely closed before placing it in a second liner (i.e. double-bag it). Secure the outer bag and place alongside the bin for later disposal.
- **Toilet facilities.** The Parish Rooms toilets **will not** be available to parishioners to prevent any risk of transmission of infection. The Presbytery toilet will be available to you should you need it, in extremis.
- **Sacristy Door** will be open for ventilation and the green garden gate locked.
- **Parking.** Volunteer stewards will be able to use the car park at St Osmund’s. No parking is available for parishioners. Disabled parishioners should use their Blue Badges and park on Exeter Street.
- **Your health.** If you start to feel unwell, you are to isolate yourself immediately from the church, parishioners and volunteers. You are to return home immediately to self-isolate as directed by the Government/NHS. You should report your condition to Fr Anthony.

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