

BALLYHOLME PARISH CHURCH
COVID RESPONSE PLAN
24 JUNE 2020

1 COVID 19 Policy Statement

This COVID-19 policy outlines our commitment as a parish church and employer to implement the plan which follows and help prevent the spread of the virus. The policy will be signed and dated by the incumbent and secretary of the select vestry and brought to the attention of staff and parishioners

The Parish is committed to providing a safe and healthy workplace and environment for our staff and parishioners. To ensure that, we have developed this COVID-19 Response Plan. Our staff are responsible for its delivery and their combined efforts aim to contain the spread of the virus. We will:

- continue to monitor our COVID-19 response as required in our Risk Assessments and suitably amend this plan and the Risk Assessments in consultation with our workers
- provide up to date information to staff from the Public Health advice issued by the relevant authorities
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- inform staff of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt parish premises to facilitate physical distancing
- keep a visit contact log to help with contact tracing
- have all staff attend an induction briefing
- provide instructions for staff to follow in the event of staff or others showing symptoms of COVID19 while on parish premises
- intensify cleaning in line with government advice. Staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

Signed: _____ Incumbent

Date: _____

Signed: _____ Secretary of Select Vestry

Date: _____

2 Parish Information

Parish Name: **Ballyholme Parish**

Church Address **68 Groomsport Road Bangor BT20 5NE**

Incumbent: **Canon Simon Doogan**

Secretary of Select Vestry: **Christine Johnstone**

Members of Staff of Staff: **Karen Baker, Pastoral Assistant to Seniors/Sexton**

Kelly McCullough, Administrator and Sexton

Rev Jan Stevenson, Community Pastor

Andrew Watson, Youth Worker

Paula Lown, Children's Worker

Ian Bell, Organist/Musical Director

All Staff deal directly with Parishioners

Phone: **02891274912**

Email: **office@ballyholmeparish.co.uk**

3 Persons Responsible for Performing Tasks

We have identified suitably trained person(s) to help ensure the plan is implemented and checklists are completed. Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- regular reviews and updates of plan, induction and risk assessments (Leslie, Harry and staff)
- regular checks to ensure the plan and risk assessments are being implemented (Karen and Kelly)
- reviewing existing emergency procedures Harry and Leslie)

- Dealing with suspected COVID19 cases (staff team and volunteers)
- Checking supply of existing first aid equipment and additional COVID 19 PPE requirements (Kelly, Karen and Church Wardens on Sundays)
- daily cleaning, disinfecting and reporting (Karen, Kelly and Church Wardens on Sundays)

We have consulted with the persons responsible for these tasks and briefed them on the tasks and their responsibilities

4 Self monitoring by Staff

Staff have been told to self-monitor for signs and symptoms of COVID-19, which have been explained to them. A return-to-work form will be used to assess workers' health following illness and before they re-enter the workplace.

5 Control Measures

This section lists measures we are implementing to prevent or minimise the spread of COVID-19 in our premises and the wider community. These include:

- Hand hygiene/Hand sanitising
- Respiratory hygiene
- Physical distancing
- Minimising contact
- Considering At-risk workers
- Visiting Parishioners / Others

6 COVID 19 training/familiarisation

The following range of items will be discussed and brought to the attention of workers:

- Return-to work form
- Signs and symptoms of COVID-19 (at home and in the workplace)

- Information on how the virus is spread
- Control measures to help prevent infection
- COVID-19 contact log
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact
- Reporting procedures
- Attendance at a COVID-19 induction will be recorded and records kept

7 Dealing with a suspected case of COVID 19

We have determined the procedure to be followed in the event of a member of staff or visitor developing the signs and symptoms of COVID-19 on Parish premises. Staff have been instructed on how to manage this situation safely. We have identified an isolation area(s) to be used to locate the affected person and the procedures to be followed to enable them to safely leave the premises.

8 Cleaning and Disinfection

We have put in place an effective cleaning and disinfection system to protect staff and visitors and reduce the spread of the virus. If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning. Should volunteer cleaners become necessary they will be given information and instruction in relation to procedures.

9 Staff Responsibilities

In addition to the usual day to day staff responsibilities the introduction of COVID-19 brings new challenges so that churches may be safely reopened for public worship. Staff will keep themselves updated on the latest advice from Government and public health authorities and will co-operate in maintaining the measures put in place to help prevent the spread of the virus. Issues or concerns will be highlighted immediately.