



All Saints' Church, Hertford

Procedures for opening the Church during Covid-19 epidemic

Version 6 – 31st July 2020

A. Private Prayer

1. In order to avoid extensive additional cleaning, 72 hours shall elapse between each period of opening.
2. Two stewards shall be present to monitor proceedings and provide a welcome. Ideally one of the stewards shall have pastoral or counselling experience as it is likely that some visitors may be looking for help or support.
3. The stewards shall record the names of visitors for NHS Track & Trace. For those not already on our lists of contacts, a telephone number shall also be requested. Visitors may opt out if they wish. The records shall be destroyed after 21 days.
4. Commonly touched points shall be disinfected by the stewards.
5. Entry shall be via the west door and exit via the south porch. These doors shall be kept open, if possible, to avoid the need to touch handles and to improve ventilation.
6. Hand sanitiser shall be placed at entry and exit points. Visitors should use hand sanitiser on arrival and departure.
7. Wearing of face coverings shall be encouraged.
8. Visitors are welcome to sit in the nave but must observe a 2m social distancing rule and avoid sitting immediately next to the aisles so that others may pass safely. Notices placed on the pews shall be used to ensure that successive visitors do not use the same pew.
9. Signs and tape shall be used to:
 - (i) Mark entry and exit points
 - (ii) Welcome visitors and remind them of the Covid-19 measures (use of sanitiser, social distancing and avoiding touching surfaces)
 - (iii) Aid movement and social distancing – eg mark waiting place for access to toilets.
10. Unnecessary books and leaflets shall be removed or stored in cupboards or the Meeting Room.
11. If the number of visitors reaches the safe capacity for the church, the stewards shall ask new arrivals to form a 2m spaced queue outside.

12. The stewards may light the Pascal candle and play devotional recorded music. Organists or pianists may practice quietly. Visitors will not be encouraged to light candles themselves.
13. Visitors may make donations by cash, online by QR code or by text. Stewards shall wear gloves when handling cash, or use sanitizer or wash their hands thoroughly afterwards.
14. Opening times may be publicised on the church notice board, by email and other electronic means, and by telephone.

B. Additional measures for Public Worship

1. Orders of service, if required, may be picked up by the worshipper from a table at the west end or placed on the pews in advance. They must not be handed out. These are normally single use and should be taken away by the worshipper. Otherwise they shall be quarantined for at least 48 hours after use.
2. Alternate pews and/or staggering shall be used to maintain social distancing. Two households may occupy a single pew with a 2m space between. If numbers demand, side aisle pews shall be used. The church has capacity for about 45 households.
3. If the lectern is used, the vicar's stall shall be evacuated to avoid contravening the 2m social distancing rule. Only readers from a single household shall use the lectern during each service to avoid multiple touching. If required, the reader may read more than one lesson.
4. Singing is not currently permitted and worshippers must not raise their voice during spoken responses.
5. No collections will be taken but opportunities to give will be provided as for private prayer.
6. Since singing is not permitted, services are likely to be entirely said. Recorded music may be used. Live music, if used, will be limited to an organist playing quietly or socially distanced instrumentalists. No blown wind instruments are permitted.
7. Worshippers shall be encouraged to exit via the south or west door in an order such that they do not pass others still in their pew. They should leave the building promptly.
8. No refreshments will be served.

C. Additional measures for Holy Communion

1. The elements will be set out by the celebrant after carefully washing her hands.

2. There will be no physical sharing of the peace.
3. Wafers shall be kept covered throughout the consecration, except for one which the celebrant will consume herself. This one will be broken and displayed during the consecration.
4. The celebrant shall receive the communion in both kinds (bread and wine) and use the words of distribution at this point. Other communicants shall receive only a wafer.
5. The celebrant shall sanitizer her hands and put on a face covering before distributing the wafers.
6. Communicants who are able to do so shall come to the foot of the chancel to receive a wafer from the celebrant. They should sanitize their hands after removing their face covering to receive and consume the wafer and after replacing it. Stewards shall direct the communicants such that social distancing is maintained. Communicants who cannot move easily should remain in their pew to receive. Sanitizer shall be brought to them by a masked steward.

D. Additional measures for Baptisms, Weddings and Funerals

The measures set out in Parts A and B regarding hygiene, social distancing and music apply here also. At least one verger shall attend to facilitate compliance with these rules.

D1 – Baptisms

1. A separate service shall be arranged for each family.
2. No more than 30 people may attend but families may wish to limit attendance to parents and godparents. The family may appoint someone to make a recording of the service.
3. 2m social distancing must be maintained at the font with the exception that a parent should hold an infant while the priest baptises him/her. It is recommended that only the priest, parents and child come to the font.
4. A silver shell will be used to pour the water.
5. The priest shall sanitize her hands before and after the baptism itself.

D2 - Weddings

1. No more than 30 people may attend.

2. 2m social distancing shall be maintained except by the bride and groom and members of the same household or “bubble”. This applies to those accompanying the bride down the aisle, and to the priest, who should not handle the rings or touch the couple to bless them.
3. Those signing the register shall sanitize their hands before and after doing so.
4. The church shall be cleaned professionally before and after the service. The cost of this shall be passed to the Couple.

D3 – Funerals

1. Attendance is restricted to close family members or friends. The maximum number of people is 30.
2. The church shall be cleaned professionally before and after the service. The charge for this will be added to the cost of the funeral or arranged by the undertakers.
3. Donations to the Church can be made as set out in Part A but we cannot be responsible for donations to other charities.