

Appendix 2:

Ealing Green (Methodist & United Reformed) Church Guidance for People Attending Church Services

The experience of attending church will remain different from what we have been used to before the pandemic. Special arrangements are still in place in order to minimise the risk of transmission of the SARS-Cov-2 virus which causes Covid-19 and to comply with Methodist & United Reform Church and government guidelines. As the situation progresses these arrangements will be reviewed and amended as necessary and, in due time when circumstances permit, relaxed.

Whilst these arrangements may seem rigid, please remember that the virus can still spread quickly and vaccination is by no means universal. In addition, the consequences of infection can be very severe and possibly fatal for people who are older or who have underlying health issues. Since many of our congregation falls into that category, we need to remain careful in order to minimise the risk of infection.

- Please follow the instructions of the stewards on duty.
- Please arrive at church no more than 5 -- 10 minutes before the service is due to start.
- Please sanitise your hands when you arrive and observe guidelines on social distancing at all times.
- Face coverings should be worn by adults and children aged 11+, if you are not able to wear a covering please advise the Steward. Face coverings are available for Church services/meetings upon request. Please continue to wear your face covering during singing.
- Make sure that the steward on duty records your attendance at the service (see below), and also use the QR code if you are able.
- After you have sanitised your hands and your attendance has been recorded, please do not stand or stay in the foyer – go straight to your seat.
- Seating positions should be occupied from the front of the worship area working towards the back, please allow the Stewards to guide you.
- Please be aware that some seats will be reserved for the Stewards, or 'for Elijah'.
- Once all seating positions have been occupied no further people can be admitted to the service.
- While in the building please do not talk loudly.
- At the end of the service, please leave one by one starting from the back of the worship area working towards the front. Please do not linger in either the church space or foyer but leave the building promptly. If you wish to chat to people, please do so outside the building in the fresh air, remembering to keep a distance between you and others.

Use of toilets

If possible, please avoid using the toilets. However, if you do need to use them, please sanitise your hands before entering a cubicle, you will find gel on the wall by the door. This is to minimise the risk of contaminating the handles etc. When you have finished remember to wash your hands thoroughly and leave the door of the cubicle open when you leave.

Records of Attendance

To assist the NHS Test & Trace service, a record will be kept of your attendance at church. If you have consented to our keeping your details on our database, you do not need to give them again when you attend church. Records of your attendance will be kept for 21 days only and will then be destroyed, so you may be asked to give your details repeatedly if you have not given permission for us to store them. You should also check in to the NHS system using the displayed QR code, if you are able.

Why are we asking you to provide this information and what will we do with it?

The Government requires that Churches in England assist the NHS Test and Trace service by keeping an accurate temporary record of visitors for 21 days. Please assist the Church in fulfilling this request by completing the record as indicated. However, worship is not conditional on your providing these details, if you do not consent to give them.

The Methodist Church cares about your privacy and your trust is important to us. Our Privacy Notice explains how Local Churches, Circuits and Districts within the Methodist Church in Great Britain collect, use and protect your personal information. It also provides information about your rights (paragraph 9 of the Privacy Notice) and who to contact (paragraph 1 of the Privacy Notice) if you have any questions about how we use your information. You can find our Privacy Notice online (www.t MCP.org.uk/about/data-protection/managing-trustees-privacy-notice) or displayed at the Building. Please ask us for a copy of the Privacy Notice if this would be of assistance.

In addition to the information in our Privacy Notice we confirm that the information we are asking for on this record is collected for the purpose of assisting the NHS Test and Trace service with contact tracing. If the NHS Test and Trace service request details of our visitors for the purpose of contact tracing, we will share relevant information from this record with them and contact details e.g. telephone number and/or email addresses. These will either be contact details that we already hold for you or details that you provide when you attend church. This record will be destroyed after 21 days in accordance with Government guidelines.

Reviewed by SJH 16th December 2021