

Willowfield SARS-CoV-2 Response Policy

Step 1 - Willowfield Parish SARS-CoV-2 Policy

This COVID-19 policy outlines our commitment as an employer to implement the plan and help prevent the spread of the corona virus. The policy will be signed and dated by the curate and honorary secretary of the select vestry and brought to the attention of staff and parishioners.

SARS-CoV-2 Policy Statement

Willowfield Parish is committed to providing a safe and healthy place of worship / fellowship and a safe workplace for all our staff, volunteers and church members. To ensure that, we have developed the following SARS-CoV-2 Response Plan. All staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our SARS-CoV-2 response and amend this plan in consultation with our staff
- provide up-to-date information to our staff on 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 all staff of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- keep a log of contact / group work to help with contact tracing
- have all staff attend an induction / familiarisation / briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at church or in the workplace
- provide instructions for staff to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with government advice

All staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

Signed: 

Curate

Date: 5th July 2020

Signed: 

Honorary Secretary of Select Vestry

Date: 21st July 2020

Step 2 - Responsible Persons for Performing Tasks.

We have identified suitably trained person(s) to help with ensuring that the plan is implemented and checklists are completed.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- use of checklists to identify any areas for improvement

- regular checks to ensure the plan is being implemented
- review of risk assessments and the safety statement
- renewal of statutory certification where needed
- training
- reviewing emergency procedures and first aid

We have consulted with the persons responsible for these tasks and have:

- briefed them on the tasks and their responsibilities
- entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked each responsible person to sign to indicate their agreement with carrying out the task.

Responsible Persons Task Register (Non-Exhaustive)

NO.	TASKS (non-exhaustive list)	RESPONSIBLE PERSON(S)	SIGNATURE(S)
1	Person(s) responsible for overall implementation of the plan	Karen Salmon Mark Brown	<i>Karen Salmon</i> <i>M. Brown</i>
2	Planning and Preparing to Return to Work	Karen Salmon	<i>Karen Salmon</i>
3	Control Measures	Pete Clugston	<i>P. Clugston</i>
4	COVID-19 Induction	Karen Salmon	<i>Karen Salmon</i>
5	Dealing with a Suspected Case of COVID-19	Karen Salmon John Menagh	<i>Karen Salmon</i> <i>John Menagh</i>
6	Cleaning and Disinfection	Pete Clugston	<i>P. Clugston</i>

Step 3 - Parish Information

Parish Name: Willowfield

Church Address: 330-332 Woodstock Road, Belfast BT6 9DP

Curate: Karen Salmon

Honorary Secretary of Select Vestry: Kyle Flannigan

Number of Staff: 24

Number of Staff who Deal Directly with Parishioners: 24

Phone: 028 9045 7654

Email: office@willowfieldchurch.co.uk

Step 4 – Checklists

a) **Return to Work** – Planning and Preparing The planning and preparing phase is critical to ensure a safe return to church and covers such items as information and guidance, return-to-work forms, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans. Physical distance must be maintained; face shields are provided for those on the sound desk. Avoid face-to-face interactions or being in the same unventilated space for 2 hours. Hand gel will be available in all offices. Cleaning products will be in all washrooms, these must be cleaned after each use in this order – door handles, taps, flush, seat!

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

b) **Control Measures** This section deals with the measures we are implementing to prevent or minimise the spread of SARS-CoV-2 in the church and in our communities.

Measures which must be complied with include:

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

c) **COVID-19 Induction / Familiarisation** Staff have been told about changes in the workplace and updated on new ways of working. Our usual induction, or workplace familiarisation, for new staff has been revised to include measures to help prevent the spread of the virus. All staff will be brought through this induction before starting back to work. The induction will be carried out in a safe manner with physical distancing measures in place.

The following range of items has been discussed with staff and will be brought to the attention of furloughed staff:

- Return-to work form
- Signs and symptoms of COVID-19 (at home, church 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

d) **Dealing with a Suspected Case of COVID-19** This details the procedure we will follow in the event of someone developing the signs and symptoms of COVID-19 while at church or while in the workplace. Karen and John are the assigned responsible persons to manage this situation and they have been provided with information on how to do this safely. We have also identified and marked the Micah centre drop-in as an isolation area(s) to be used to isolate the affected person and

procedures to be followed to enable them to safely leave the premises. Responsible persons: Karen and John. Safe Management: put on mask, apron and gloves. individuals will be asked to wear the surgical mask we hand to them using our gloved hands, if family are with them at church they will immediately return home. If they are alone they will be transported home in the rear of the church minibus. If there is no driver for the mini bus they will be taken to the Micah Drop In, which will function as our designated isolation area. We will not stay with them, but will telephone a relative and/or ensure the individual is taken home safely. The family will book a test online. Their work area will be evacuated until it has been cleaned and disinfected, inform Pete of this need. We will identify all staff and church members who have been face-to-face with this individual for 15 minutes or more, and those who have occupied the same space for more than 2 hours, they will quarantine for 14 days and be tested if they develop symptoms.

e) [Cleaning and Disinfection in the Workplace](#) We have put in place an effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning using Clorox bleach. Cleaning staff will be given information and instruction in relation to the new procedures, particularly the use of disinfectant, gloves and plastic aprons when cleaning. The cleaning team will wear masks and face shields if working in close proximity.

f) [Staffs' Responsibilities in the Workplace](#) Aside from the usual day to day responsibilities that staff must comply with, the introduction of SARS-CoV-2 into society brings new challenges that staff need to be aware of so that churches may be safely reopened for public worship. Staff have been informed verbally and in writing that they must keep themselves updated on the latest advice from Government and public health authorities. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.