

St. Andrew's Church, Chew Magna

Covid-19 Risk Assessment for a Morning Worship Service

The Director of Public Health advised recently that we now have very low levels of COVID-19 in Bath and North East Somerset, but that it can be seen that both in the UK and abroad, just how very quickly this virus can break out given any opportunity. This assessment aims to provide a balanced response to official Church of England and Government Guidance. These sources are constantly updated and revision will be necessary to take account of guidance published after 17th September 2020 and to provide for:

- Reopening for private prayer, or for visitors and tourists;
- Other services including holy communion, weddings, baptisms, or funerals; and livestreaming;
- Opening the church for access to the structure, mechanical or electrical equipment, services or utilities by engineers, surveyors, contractors, construction or other workers;
- Additional precautions if it is believed there has been a local outbreak.

<u>Area of Focus</u>	<u>Risk Controls Required</u>	<u>Actioned By and Date Completed</u>	
<p align="center">1 Personal Risk Factors</p>	<p>Information to be given upon arrival in church, to Clergy, Church Workers, Volunteers, Stewards, Cleaners, outlining the Covid-19 Secure and hygiene arrangements, and the advice to be followed.</p> <p align="center">See Page 6 for a definition of vulnerable groups and Page 7 for the information handout</p> <p>Advance publicity may incorporate this information, and include any wider message from the Churchwardens or the PCC, with a request to respond providing names of those who plan to attend the service, as this will help to avoid the need to stagger arrival or bar admission.</p>		
<p align="center">2 Printed Material</p>	<p>Covid-19 may live on paper and cardboard for up to 24 hours, presenting a transmission risk. Digital communication and telephone calls are therefore recommended to keep in touch.</p> <p>Service sheets, handouts, and NHS Test and Trace forms, should be cleanly produced and handled, or quarantined for at least 24 hours before use.</p> <p>Bibles, offering envelopes and pens should be removed from the pews. See Cleaning Regime on Page 4</p>		
<p align="center">3 Stewards</p>	<p>A minimum of two Stewards to attend, independent of those leading the service, to manage the Covid-19 Secure arrangements, before, during, and after the service. See Page 9</p>		
<p align="center">4 Access / Exit</p>	<p>By the South door, supervised to ensure people follow social distancing rules, and avoid entering and leaving at the same time. Exit via the tower door is unsuitable due to trip hazards from uneven ground, difficult terrain to reach pathways, and slippery and/or long grass and muddy sections when wet.</p> <p>Consider opening the North Porch as a second means of access and exit subject to repair, improvement and adequate lighting.</p>		

<p>5 Social Distancing</p>	<p>People <u>must not</u> mingle in a group of more than 6 (other than with those they live with or have formed a support bubble with) or mingle with anyone outside the group they are with, even if they see other people, they know.</p> <p>People should keep 2 metres apart from people they do not live or bubble with, or 1 metre with additional Covid-19 Secure measures, where 2 metres is not viable.</p> <p style="text-align: center;">See Page 7</p> <p>Such measures include: handwashing, facing away from each other, partitions and screens, limiting time spent with people outside their household or bubble, or being outdoors. This assessment acknowledges:</p> <ul style="list-style-type: none"> • That the minimum distance between people sitting in alternate pews is about 1.7 metres, and cannot be increased without significantly reducing the capacity of the building, • The central aisle between the tower and the cross aisle giving access to the toilet, is a pinch point where extra care is needed as it is not possible to avoid two-way travel. 		
<p>6 Capacity</p>	<p>The maximum number of seating positions in the pews is 36.</p> <p>However, members of one household or bubble may sit together in a pew which has two seating positions (but not those with only one) without social distancing within that pew.</p> <p>In addition:</p> <ul style="list-style-type: none"> • Service leaders may sit on plastic chairs at 2 metre spacing on the platform in front of the screen, • Stewards may sit on plastic chairs at 2 metre spacing in the area adjacent to the font. <p>Consider whether live streaming is appropriate in the future.</p> <p style="text-align: center;">See Page 10</p>		
<p>7 Signage and Sources</p>	<p>Signage is needed both outside and within the church. Some can be downloaded free, and the cost of priced items from different sources varies. Stock availability may also be limited and all purchase options should therefore be investigated without delay.</p> <p style="text-align: center;">See Page 11</p>		
<p>8 Face Coverings</p>	<p>Mandatory unless the person is already permitted not to put on, wear, or take off a face covering. This includes:</p> <ul style="list-style-type: none"> • Children under the age of 11 • Those with a physical or mental illness or impairment or disability • Those for whom it would cause severe distress • Those providing assistance to someone who relies on lip reading, facial expression and clear sound to communicate <p>Those in the act of reading, preaching, or leading prayer may remove face coverings for purposes of communication, provided 2-metre social distancing is maintained, and that face coverings are used at other times.</p>		

<p>9 Sanitising Stations</p>	<p>To be provided as follows:</p> <ul style="list-style-type: none"> • A station, preferably located inside the gates to the South Porch, or inside the main door, to include hand sanitiser dispensers, a box of tissues, non-medical face masks, and nitrile gloves. • Hand sanitiser by the Nave Altar. • Hand sanitiser in the tower vestry for use after leaving the toilet. • A waste bin with a plastic bag liner by the gates in the South Porch. 		
<p>10 Recording for NHS Test and Trace</p>	<p>Upon entry everyone should either:</p> <ul style="list-style-type: none"> • Deposit a previously completed Test and Trace Consent Form in a labelled box by the Sanitising Station, or • Complete a form and place it in the box. <p>The forms should be handled by one specified individual person only following personal hygiene procedures.</p> <p>Provided hand sanitiser is used <u>prior</u> to individuals recording their data, a single pen can be used to do this, otherwise individuals can be encouraged to use their own.</p> <p style="text-align: center;">See Page 8</p>		
<p>11 One-way System</p>	<p>Signage and floor markings are required to indicate one-way, direction, and distancing guidance. Stewards should assist people to:</p> <ul style="list-style-type: none"> • Follow these routes upon entry, • Take care to meet 2-metre social distancing requirements, and • Direct them to leave one pew at a time at the end of the service. <p style="text-align: center;">See Page 10</p>		
<p>12 Closed off Areas</p>	<p>'No Entry' signs or barriers should be used to bar access to:</p> <ul style="list-style-type: none"> • The play corner, font and bookcase area (the play area toys should be boxed up and closed to deter attraction); • Pew ends where access is not permitted; and • The Lady Chapel. <p style="text-align: center;">See Page 10</p>		
<p>13 Seat Spacing</p>	<p>Labels to be placed on the bookshelf in front of each seating position so that 2-metre distancing can be maintained in that pew. A home-made design is offered as suitably sized branded signs have not yet been found.</p> <p>Members of one household or bubble may sit together in one pew without social distancing within that pew. The number wishing to attend is unknown at this time. Stewards should be able to recognise and/or assist people who may need guidance so that they can take advantage of this and be reassured.</p> <p style="text-align: center;">See Page 10</p>		

<p>14 Toilet</p>	<p>To remain accessible, with cleaning after the service recorded on a visible posted schedule.</p>		
<p>15 Refreshments</p>	<p>None (<i>only existing table service cafés are permitted</i>)</p>		
<p>16 Collections and Donations</p>	<p>Whilst direct debit or contactless contributions should be encouraged, cash can be donated in a receptacle located in one place e.g. at the entrance table, handled by one specified individual person only, and not passed around.</p> <p style="text-align: center;">See Page 12</p>		
<p>17 Cleaning Regime</p>	<p>Following some months of closure, the Church should be thoroughly cleaned and ventilated, possibly twice, in advance of opening.</p> <p>Kneelers and pew cushions, like bibles and offering envelopes and pens, should be removed from the pews due to the difficulty of cleaning and disinfecting those items. Upholstery should be vacuum cleaned first due to the general dirty conditions arising since church cleaning was suspended.</p> <p>Consider keeping a selection of clean pew bibles for individuals to use. To achieve this, clean books should be quarantined for 48 hours since their previous use and should be quarantined for 48 hours again after use.</p> <p>Consideration should be given to engaging professional cleaners.</p> <p>For the future, the building should be regularly checked to identify the appropriate frequency, until a set cleaning regime can be applied.</p> <p style="text-align: center;">See Pages 15 and 16 A separate risk assessment is required for the tower See Pages 13 and 14</p>		
<p>18 Lone working</p>	<p>Anyone attending the church on their own should follow a lone working procedure. Everyone to whom this applies should be instructed accordingly. Routine cleaning of the surfaces contacted should be completed before leaving.</p> <p style="text-align: center;">See Pages 12 and 15</p>		
<p>19 Bell Ringing</p> <p>See also 'Bats' below</p>	<p>A separate risk assessment for bell ringing and completion of cleaning of the tower compartments, should be undertaken by the Bell Captain or Ringing Master. The assessment should follow the guidance agreed between the Central Council of Church Bell Ringers and the Church of England.</p> <p>The assessment may be delegated to a person recognised as competent in bell ringing safety and the Covid-Secure requirements.</p> <p>All bell ringers must have read the guidance and apply the control measures identified in the completed assessment. It is however recognised that the required risk assessment may identify that it is not considered safe to ring the bells.</p> <p style="text-align: center;">See Pages 13 and 14</p>		

<p>20 Clock Winding</p> <p>See also the heading 'Bats' below</p>	<p>The Church of England Guidance highlights the following, and the clock winding team should be instructed accordingly:</p> <p>If the clock is hand wound and has been left to run down completely, the weight lines should be checked before the clock is wound. When the weights reach the floor or other resting location, especially for the strike and chime trains, it is possible for the clock to run on a little and for the lines to then jump off the pulleys. Winding the clock without first checking the location of the line can end up with the weight hanging directly on the line rather than with the weight line running over the pulley. With very heavy weights it might not feel wrong to the winder.</p>		
<p>21 Bats</p>	<p>Bats together with flies and other insects present an additional hazard, and specific cleaning requirements should be met.</p> <p>There is evidence of bat droppings and other insects in the Church. Significant quantities of bat droppings and insects are likely to have accumulated in the tower compartments.</p> <p>Bat droppings are not harmful to health, but large accumulations left undisturbed in an unventilated church are a breeding ground for bacteria and mould. Special measures to clean such areas are necessary, before returning to normal use and activities.</p> <p style="text-align: center;">See Pages 13 and 14</p>		
<p>22 Organ</p>	<p>The organ can be played, including during public worship, but congregational singing is not currently permitted. The organist may also attend the church for practice but should follow the lone working procedure.</p> <p style="text-align: center;">See Page 12</p> <p>Keyboards and other touched surfaces should be cleaned with normal cleaning materials before leaving.</p> <p style="text-align: center;">See Page 15</p>		
<p>23 Illness</p>	<p>If anyone in church becomes unwell with Covid-19 symptoms, they should go home immediately and follow the stay at home guidance and arrange a test.</p> <p>People in contact with that person whilst in church need only wash their hands thoroughly and take no further action, unless they develop symptoms and follow the stay at home guidance, or are advised to do so by NHS Test and Trace.</p> <p>Additional cleaning requirements apply.</p> <p style="text-align: center;">See Page 16</p>		

Definitions of those at increased risk (for information only)

The **Clinically Extremely Vulnerable Group** include people who:

- Have had an organ transplant
- Are having chemotherapy or antibody treatment for cancer, including immunotherapy
- Are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- Are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- Have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- Have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- Have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- Have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- Are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- Have a serious heart condition and are pregnant

The **Clinically Vulnerable Group** include people who:

- Are 70 or older
- Are pregnant
- Have a lung condition that is not severe (such as asthma, COPD, emphysema or bronchitis)
- Have heart disease (such as heart failure)
- Have diabetes
- Have chronic kidney disease
- Have liver disease (such as hepatitis)
- Have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- Have a condition that means they have a high risk of getting infections
- Are taking medicine that can affect the immune system (such as low doses of steroids)
- Are very obese (a BMI of 40 or above)

Other Reported Risk Factors

Age: Approximately 89% of deaths have occurred in over 65s.

Sex: Men made up 71% of critical care admissions and are more likely to die from COVID-19 than women.

Ethnicity: After accounting for the effect of sex, age, deprivation and region, people of non-white British ethnicity are at increased risk of death from Covid-19.

Occupation: Those with 'public-facing' jobs are at increased risk, particularly if coming into contact with large numbers of people.

Presence of comorbidities: For example. cardiovascular disease, dementia, diabetes, hypertensive disease, chronic obstructive pulmonary disease, chronic kidney disease, obesity.

Behavioural Agreement

Please follow these measures to help reduce the opportunity for transmission of Covid-19

Covid-19 Secure Arrangements

- Please complete an NHS Test and Trace Consent Form upon arrival
- Please follow the one-way route indicated
- Please adhere to 2-metre social distancing with people you do not live with (or have formed a support bubble with), both indoors and outdoors
- Take extra care in social distancing in the centre aisle giving access to the tower toilet compartment
- Groups attending together **must not** exceed 6 people per group. This group can be made up of people from different households, but strict social distancing must be maintained between members of **different** households at all times. *(The only exception to this is where a single household or support bubble is larger than 6 people)*
- People **must not** mingle or gather with anyone outside the group they are with, even if they see people they know *(other than with those they live with or with whom they have formed a support bubble)*
- Markers indicate seating positions in the pews. The Covid-Secure seating capacity is 36 (but only 30 for funerals)
- Members of a single household (and support bubble) may sit together in one pew **without** social distancing (except in pews with only a single seating position)
- As pew cushions and kneelers will be removed you may wish to bring your own cushions
- At the end of the service please leave one pew at a time to maintain social distancing
- Please remove and take any service sheets or handouts with you
- Anyone showing symptoms of COVID-19, even if mild, (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should self-isolate and not attend a place of worship.
- Anyone self-isolating due to a possible or confirmed case of COVID-19 in their household, or because they have been requested to do so by NHS Test & Trace, but are not symptomatic themselves, should not attend a place of worship. The only exception to this is for mourners, who may attend a funeral, provided they do **not** attend at the same time as another mourner who may be clinically vulnerable or clinically extremely vulnerable.
- Those who are considered clinically vulnerable, and those aged 70 or over, regardless of medical conditions, are advised to stay at home as much as possible, and if they do go out, to take particular care to minimise contact with others outside their household.
- Those considered clinically extremely vulnerable will have been advised to shield and are currently advised not to meet more than one person from outside their own household, and therefore not currently advised to attend places of worship indoors.

Hygiene Procedure

- Wash hands thoroughly or use hand sanitiser upon entering **and** before leaving the church
- Avoid physical contact with others in church
- Face coverings **are mandatory** except for those in the act of reading, preaching, or leading prayer from the front of the church who may remove face coverings whilst maintaining 2-metre social distancing
- Only touch face coverings by the strap, ties or clip
- Wash your hands or use sanitiser after handling face coverings
- Avoid touching your face and cough or sneeze into a tissue
- Wash hands thoroughly **after** using the toilet and apply hand sanitiser **before** re-entering the church
- When leaving, dispose of single use face masks and tissues in the bin provided in the South Porch
- Place reusable face coverings in a plastic bag until washed

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording entry times.

We will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them, in line with guidance issued by the Department for Health and Social Care.

We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else.

Unaccompanied children or young people aged 13 or over, are also requested to enter their details. Details are not required for young children accompanied by a parent or guardian.

Thank you for your understanding.

If you agree to providing your information for this reason, please complete the following form:

Name(s): _____

Telephone Number: _____

Signed: _____

Date of the Service: _____

Time of the Service: _____

Stewards Checklist

Before opening church:

- Ensure all Covid-19 Secure arrangements are in place
- Signage on church gates (remove when service over)
- Signage within and outside the church
- 2-metre distancing cones or signs on approach to South Porch
- Sanitising stations in place
- Arrangements / Hygiene handout placed in all seating positions
- NHS Test and Trace Consent Forms for completion at the Steward's Desk
- Receptacle for completed Test and Trace Consent forms
- Waste bin lined with plastic bag inside Porch gates
- Open South door to air and ventilate the building and, if possible, leave open for ventilation, and to limit contact with doors and door handles (weather dependent)
- Adequate lighting and heating
- Emergency exit (tower) unlocked
- Books, pew Bibles, offering envelopes and pens, leaflets, publications removed or fully isolated
- Soft furnishings, pew coverings and kneelers removed from accessible pews
- Play equipment boxed and isolated
- Receptacle for cash donations

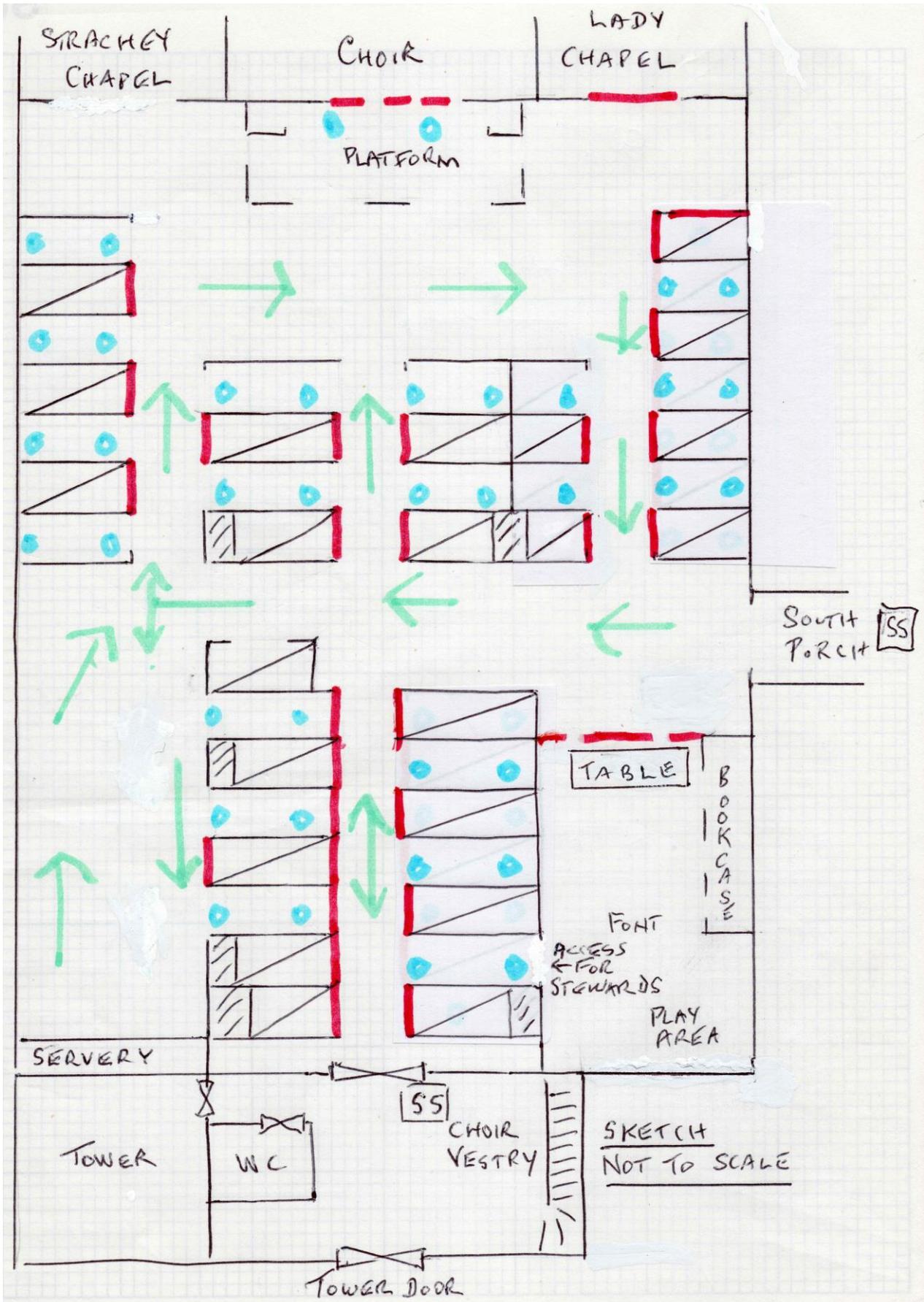
Before and after the service:

- Brief readers using microphones – avoid use of the handheld unit, lapel units for single person use only, and the lectern microphone not to be touched or handled
- Assist people to comply with hygiene, sanitising, face covering, test and trace recording, one-way, and distancing arrangements
- Assist people to find a place in the pews
- Ensure maximum safe capacity is not exceeded
- Explain Covid-Secure compliance duties in a **pre-service announcement** and ask for people to maintain social distancing when vacating pews and to take service sheets and handouts etc. home
- Processions permitted if distancing requirements followed

Prior to closing church:

- Ensure microphones and control equipment are cleaned with alcohol wipes or spray
- Ensure church cleaning arrangements are in place within an appropriate timescale
- Ensure contaminated waste (hand towels, masks etc.) is dealt with daily
- Ensure cash donations are secured by the nominated person
- Nominated person to retrieve Test and Trace forms and arrange for destruction after 21 days

SEATING AND DISTANCING PLAN



Hygiene, PPE, Cleaning, and Signage

A range of sources have been identified. Examples of proposed signage:

Elevated outside South Porch:



Aisles (one-way route):



Closed Pew Ends



Sanitising Stations in South Porch and Tower Vestry
and at front of church:



Modified Notice in Tower Vestry:

'Please use the hand sanitiser before re-entering the church'

Toilet:



Examples of other items to be produced

Outside Tower entrance:

'Please enter the church by the South Porch to maintain social distancing'

Stewards Table inside South Door:

Labelled box for returned Test and Trace Control Forms
Receptacle for Donations

At pew ends:

'Pew Closed' / 'No entry' signs fixed by two-sided tape

On pew shelf by seating positions:

100mm x 150mm stiff coloured card fixed by two-sided tape
'Please sit here to maintain social distancing'

Lone Working

Standard safety protocols are needed for lone working e.g. clock winding, bell ringing (when permitted), flag raising, organ practice, opening or closing the church, handling and transporting cash, and church cleaning.

- Persons in one of the vulnerable groups (see Page 6), are advised to consider carefully whether carrying out their duties is in their best interests
- Anyone suffering from vertigo, heart or respiratory conditions or with mobility problems should avoid access to the tower chambers or roof
- Carry a mobile phone, and
- Notify a close family member or friend of the planned time of return so that an alarm can be raised if this is exceeded without notification

Cash Handling

- Cash may be collected in a receptacle that is set in one place and handled by one nominated individual only, and not passed around
- Regular cleaning and hygiene to be maintained, and gloves worn to handle cash offerings
- As an additional precautionary option, the closed cash container may be secured for at least 72 hours before opening
- Cash should be counted, made up and recorded

Cash Transit

- Vary routes and times of transit
- Have someone with you
- Be vigilant and aware of your surroundings
- Use every-day unmarked bags
- Avoid quiet or secluded areas
- No heroics! If challenged, avoid confrontation and surrender the cash

Bell Tower

Guidance to be followed for bell ringing has been agreed between the Central Council of Church Bell Ringers and the Church of England.

It is recognised that the required risk assessment may identify that it is not considered safe to ring the bells at this time.

The guidance is at:

<https://ccabr.org.uk/coronavirus/>

<https://ccabr.org.uk/wp-content/uploads/2020/08/Guidance-Notes-13.8.20-complete-set.pdf>

<https://ccabr.org.uk/wp-content/uploads/2020/06/1-CCABR-SMWG-Ringing-risk-assessment-post-Covid-15-June-2020.pdf>

The assessment should be undertaken by the Bell Captain or Ringing Master and follow the above guidance.

The process may be delegated to a person recognised as competent in bell ringing safety and Covid-19 Secure requirements.

The risk assessment should also encompass the cleaning requirements in respect of bat droppings and insect residue in tower compartments.

All bell ringers must read the guidance and apply the control measures identified in the completed assessment.

See Pages 14 and 15

Bats

Bat droppings are not harmful to health, but large accumulations left undisturbed in an unventilated church are a breeding ground for bacteria and mould. Combined with dust and damp, mould spores can grow and these are harmful when breathed in. It is important to wear appropriate PPE in the form of an FFP3 dust mask and nitrile gloves. Fabric masks and lower grade masks are insufficient. This is particularly important within the Tower and any other areas where such conditions are discovered.

General cleaning

- Work from top to bottom and clean the floor last
- This avoids repeating any of the cleaning done already done
- Try not to brush higher than your head to try to avoid brushing the dust and potential mould spores straight into your face! Consider using safety goggles or glasses.
- Dry clean first to avoid a wet cloth mixing dust and dirt with water and staining porous materials especially stone and wood
- Brush gently and directly into a bag or vacuum cleaner to minimise the distribution of dust and any potential mould particles into the air
- If dustsheets are used, carefully fold these in on themselves, containing any dust or droppings, and take them outside to turn upside-down
- Sticky residue from bat urine can be removed from non-historic, non-valuable and non-vulnerable surfaces using a very damp cloth with deionised water
- If you need something stronger, you can dilute some (conservation-approved) detergent with water. Store-bought detergents for this purpose are Ecover and Boots Sensitive (fragrance and paraben free).
- Dispose of the debris in heavy duty bags. If you think it is contaminated with mould, make sure to seal it and empty the vacuum cleaner into it immediately after cleaning. Dispose of it quickly to avoid spreading any potential mould spores to other places.

Main cleaning tasks

- Dusting the walls and cobwebs
- Brushing window sills and other flat surfaces
- Cleaning under pew cushions
- Sweepings and vacuuming the floor
- Secondary clean up after the dust from the first clean-up has settled
- Brushing monuments, screen, pulpit and decorative woodwork

Equipment

- Dust mask – FFP3 grade where heavy accumulations of bat droppings are expected
- Nitrile gloves, safety goggles or glasses
- Telescopic brush, dustpan and brush, sweeping brush, small brushes and shovel
- Rags, dusters and microfibre / soft cloths
- Vacuum cleaner with Hepa filter and dustbin bags
- Refreshments e.g. a bottle of water with a top that seals so you don't have to touch the bit you drink from

Other Hazards

Take pictures and report the following:

- Evidence of or damage from vermin or pests
- Signs of damp or mould
- Frass (fine sawdust) from insects
- Damaged masonry, tiles or glass and trip hazards

Cleaning Regime COVID-19 is an enveloped RNA (ribonucleic acid) virus, meaning that proteins and lipids are part of its structure. Therefore, detergents by themselves, such as soap and even washing-up liquid, work very well at disrupting the virus structure by dissolving the lipids, which in turn inactivates the virus by stopping it binding to our cells.

The alcohol in hand sanitiser works in a similar way, by dissolving lipids in the virus coating (as long as it's 60% alcohol).

Cleaning is important to deal with contaminated surfaces that arise when people who are infectious cough or sneeze or touch them. Transmission can occur when someone else then touches the contaminated surface or item. The person may become infected if they touch their nose, eyes or mouth with a contaminated hand or object.

The infection risk decreases over time, but it is not yet clear at what point there is no risk from the virus. The risk of residual infectious virus is likely to be significantly reduced after 48 hours. If the church has been closed and nobody has entered for at least 72 hours, it is unlikely the virus is present.

Routine Cleaning: It is unlikely that areas of the building can be closed off to reduce the extent of cleaning required. The number of persons involved should be kept to a minimum and social distancing complied with at all times. Reducing clutter and removing difficult to clean items can make cleaning easier.

Pay special attention to objects and surfaces that are touched frequently, such as busy areas, toilets, doors and door handles, furniture, light switches, work surfaces, hand rails, remote controls, electronic devices, and other handled objects.

Only suitable methods should be used to clean monuments and historic elements of the building. Upholstery and soft furnishings may be vacuumed with a soft brush attachment unless soiled and needing specialist cleaning. Normal clothing only is generally required unless someone displays symptoms of infection.

Cleaning Products: Regular detergent applied with a cloth or sponge especially for grubby surfaces and then dried, or diluted bleach are fine for combating COVID-19. Many products marketed as antibacterial won't work against a virus like COVID-19.

The range of options available are:

- A. For disinfection, diluted household bleach solutions (hydrogen peroxide or sodium hypochlorite)
- B. Alcohol solutions with at least 70% alcohol
- C. Disinfectant, provided the product information confirms it combats viruses including influenza and human coronaviruses – an example is Dettol surface cleanser
- D. Check that spray or wipes will deal with viruses as well as bacteria
- E. Some products may require the product to be left on for a set amount of time for it to work properly
- F. Ventilating the building is also beneficial
- G. Never mix different cleaning products together as they could create harmful fumes

Follow the manufacturer's instructions for all products used, about appropriate clothing, gloves and eye protection; and on suitability for the surface to be cleaned, dilution, application and contact times.

Bats

See **Page 14** for cleaning methods where bat droppings are a particular issue.

Cleaning where someone with symptoms has attended the building:

Personal hand washing and hygiene is essential. The minimum PPE needed is disposable gloves and an apron. Other PPE in this setting is not indicated. Areas where a symptomatic person has passed through and spent minimal time, and not visibly contaminated with body fluids, can be cleaned thoroughly as normal.

All surfaces they have been in contact with should be cleaned and disinfected. Disposable cloths, paper roll and disposable mop heads should be used to clean hard surfaces, floors, chairs, pews, door handles and sanitary fittings.

The suggested options are:

A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av. cl), or, a household detergent followed by disinfection (1,000 ppm av cl).

Waste

Personal waste from individuals with Covid-19 symptoms and waste from cleaning of areas where they have been (including PPE, disposable cloths and tissues) should be placed in a plastic bag and tied when full, and placed in a second bin bag and tied. This should then be put in an isolated secure place and marked for storage until the individual's results are known. It should not be placed with communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual's tests are negative it can be disposed of immediately with normal waste. If Covid-19 is confirmed the waste should be stored for at least 72 hours before disposal with normal waste. If, during an emergency the waste needs to be removed before 72 hours it must be treated as Category B waste, and collected by a specialist contractor as hazardous waste.