

- **SYMPTOMS OF COVID**

High Temperature  
New and Continuous Cough  
Loss of, or change to, your Sense of Taste and/or Smell.

If after attending Church and you have any of these symptoms within 7 days, please immediately inform the Church Officers, so that they can track and trace everybody who attended that week's service and inform them that someone at the service has the symptoms and they should self-isolate, for 10 days, until they are contacted later with the results of the persons test. Then immediately contact the NHS helpline on 111. If you are given a test you must not leave home for 10 days or until you have the results, which give you the all clear. Could you then please inform the Church of your results. At no time will your identity be disclosed if you do not wish it to be.

- **Vulnerable Persons**

High Risk

People with immune deficiency illnesses  
People with COPD  
People with Asthma and other Breathing issues  
People with Coronary issues  
People with Cancer or recovering from Chemo or Radiotherapy.  
People with high risk of SCID or Sickle Cell  
People taking high doses of Steroids or immunosuppressant's.

Moderate Risk

People over 70  
Ladies who are Pregnant  
All other conditions on the Government list.

This list is not exhaustive and you must be aware of your own vulnerabilities from the Government List.

## **Procedures**

1. Where possible, travel by car, bike or walk. Avoid public transport if possible. If travelling by public transport please observe all Government guidelines, such as wearing a mask and social distancing. Bikes cannot be accommodated in the church foyer, due to social distancing guidelines. If driving, please enter by the parking field gate, so as to avoid anyone who is queuing, unless you require one of the mobility parking spaces, whereby you would enter by the main gateway.
2. Please ensure that you have registered with NBBC, using Eventbrite, to attend. You are not confirmed until you have received an email reply, from Eventbrite. When you arrive could you please wait at the bottom of the ramp until invited to enter by the "Greeter". If when you arrive someone is waiting at the ramp please remain 2 meters behind them in the direction of the Manse. It maybe that the weather is bad so you may wish to wait in your car until the ramp is clear. In such a case it would be helpful if you tried to enter in the order that you arrived. As you will appreciate it may take a while to get everyone in so we ask that you bear with us and help us speed up the process, as much as possible, keeping within the guidelines. You must wear a face covering whilst in the church building. Children under 11 and people with breathing difficulties and issues as per the government list on [www.gov.uk](http://www.gov.uk) are exempt. If you have any of the symptoms listed above please do not attend and contact NHS on 111.
3. If you are in any of the vulnerable groups above, or on the .gov.uk website, please consider carefully if you should attend or not, as per the Risk Assessment.
4. Please ensure you are registered to attend as per Procedure 2 above. Also please obey all instructions given by the 'Greeter' or Church Officers.
5. Please sit in the seat allocated and do not move chairs or bring in others. Please go directly to your seat without stopping to talk to others and by following the direction arrows on the floor. There will be no children's areas and

children must sit with their parents, at all times. This also means that all toys, crayons etc. cannot be used. So if your children require these for the service please bring them with you.

6. The front office will not be available for use by anyone on the day of the service.
7. Please follow one way signs on the floor and doors and enter by the front door and exit by the rear door. Persons with disabilities, mobility issues and their carers will be able to exit by the front door.
8. The toilets will be available but we ask that you clean them after use and follow the hand washing instructions on display. We would also ask that all children under 10 are accompanied by an adult.
9. All waste paper from wiping doors etc. are to be disposed of in waste bins provided.
10. The Church Officers and cleaners will ensure that all surfaces are cleaned and wiped down after each service. The sound desk, projector etc. will not require cleaning as they will not be used again within 72 hours of use.
11. Hand sanitiser will be available at the front entrance and must be used before entry. There will also be sanitiser at the toilets and the exit door.
12. In the event of a fire alarm, the building should be exited as quickly as possible but according to existing procedures. Social distancing must be maintained once you arrive at the assembly point.
13. If anyone requires first aid treatment during the service this will be administered by a first aider, who will be wearing appropriate PPE.
14. There will be no drinks served after the service and no socialising within the building
15. The kitchen will be out of bounds and not be accessible. If anyone requires a drink of water they should bring their own. This will also mean that we will not be having communion for the foreseeable future. Probably when Phase 4 starts at the earliest.
16. There will be no bibles handed out and until further notice could you please BYOB (bring your own bible). There will also be no collection due to social distancing rules. If possible you can get the details, from Hayley, of the NBBC account and transfer the money direct.
17. At the end of the service please exit the building at the rear door. We will commence with the seats nearest the front and then the subsequent rows. The only persons that can use the front doors are as previously stated. We would ask that you return to your cars and/or leave the church grounds as quickly as you can. We would ask you not to congregate and talk in the car park as under Government guidelines this is classed as being part of the church building and therefore comes under the same rules that apply in the building.
18. The crèche, kitchen and front office will not be in use during the services. The rear hall will only be used for accessing toilets and for exiting the building. It will also be available should a parent need to take out a child for whatever reason. We will arrange a private area, for when needed and ask that you maintain social distancing.
19. There will be no singing during services.
20. The preacher will be behind a Perspex screen whilst delivering the sermon.
21. The persons delivering the reading and the prayer will also have to deliver it from behind a Perspex screen.
22. During the pandemic and until further notice the play area to the rear of the church will not be in use.

We appreciate that some of these procedure seem to be a bit draconian but they are for your safety and the safety of your family and friends. We also ask that you follow all instructions given by Church Officers as they will only be carrying out the procedures as per the government guidelines. Persons preaching, reading and praying can remove their masks when doing so.

Church Officers.