

OUR LADY OF THE ROSARY CHURCH - HAYES

STEWARDS / TEAMS

1. Confirm stewards volunteering are fit to work: They are not classed as clinically vulnerable, self-isolating or shielding. Any steward that cannot make their allocated time/slot for any reason or they or any members of their household is feeling unwell MUST not come to church to steward and stay at home. Please contact the parish email and/or Fr Gregory as soon as possible to arrange cover.
2. At least two stewards must be present in the church throughout the time it is open for Mass.
3. Stewards should be known by Fr Gregory and current volunteers in the parish.
4. Where possible, one of the stewards should be trained in Safeguarding from another role in the parish community.
5. All Stewards to be given the details of the Safeguarding representatives at the parish and ensure Diocesan Safeguarding posters are clearly visible in the church (see poster in the church's entrance/porch), with up to date contact information. Volunteers need to have this information to ensure they can provide details of their local Safeguarding Office to anyone who appears to be concerned for themselves or another person.
6. Preferably volunteers should keep to a set team for the duration of the session - *it would be useful to have members of the same household volunteering together.*
7. Remind Stewards of guidance on 'catch it, kill it, bin it' and effective hand hygiene.
8. Stewards to be made aware of the Church's maximum capacity while exercising social distancing (members of different households must be at least 2m apart in every direction). Our church holds 20 households/individuals in the main body of the church, plus extra 12 individuals in the Annexe to be opened if required.
9. TOILETS will remain locked at all times. In case of *emergency*, a parishioner could use the disabled toilet and MUST ensure they communicate usage to stewards, who must ensure it is cleaned after use.
10. Access to the Sacristy is restricted to all non-Clergy, Confessionals are not used.

The Stewards rota must include name and contacts of all the volunteers.

ROLE OF STEWARDS

1. At least two stewards must be present in the church throughout the time it is open. Any steward that cannot make their allocated time/slot for any reason or they or any members of their household is feeling unwell MUST not come to church to steward and stay at home. Please contact the parish by email and/or Fr Gregory as soon as possible to arrange cover.
2. Stewards to wash / sanitise hands on arrival. Stewards to ensure any cuts or grazes on their hands are covered completely with waterproof dressings or gloves.
3. Stewards to have disposable gloves and face covering available on request.
4. Stewards to complete an inspection of the church each day before opening, to ensure that all facilities, signs and equipment are in place and that the church is compliant.
5. Ensure all windows and doors are left open while the church is open for Mass (to increase natural air flow in the Church and avoid touching door handles etc)
6. Stewards are required to man the entrance and exit doors of the Church at all times it is open.
7. Ideally open the church 1/2hour before Mass, or at least 15mins before Mass.
8. Anyone with cold or flu-like symptoms should be asked not to enter.
9. Stewards must ensure that hand sanitisation by visitors occurs at entry **and** exit points and that social distancing is maintained by people in the church.
10. Stewards to ensure all parishioners use a suitable face covering/mask. Some masks are available from the porch for a donation towards their cost.
11. Parishioners (and stewards) to provide name and contact details for Test and Trace BEFORE entering the church.
12. If predetermined capacity is reached, stewards must prevent others from entering the church.
13. Stewards to maintain good hand hygiene themselves through regular washing or sanitising.
14. Stewards should not eat, drink or touch their faces, unless they have immediately washed their hands beforehand.
15. Stewards to maintain social distancing themselves, must not physically interact (shake hands, hugging etc) with parishioners unless in case of emergency*.
16. At the end of the Mass - Test and Trace forms to be put in an envelope with date and time of Mass. To be kept in the safe for 21 days before being destroyed. Also collect any mass offerings/cash into a plastic folder with a note of the date and time of collection. To be kept in the safe for at least a week before counting.

Supervision:

1. CHILDREN: At this point, no person under 16 is allowed to enter the church building unless accompanied by a responsible adult. Stewards to remind parents that any children must stay under the parental supervision at all times to avoid large areas becoming contaminated by frequent touching of multiple surfaces by unsupervised children.
2. Parishioners are prohibited from bringing their own candles - Battery operated candles are available. Ensure all candles used have been disinfected and switched off before closing the Church.

Sanitising/Cleaning after Mass:

1. Use the disposable apron, gloves and face covering available from the box in the confessionary.
2. Wipe door handles/pews with bleach/blue clothes provided
3. Wipe seating with disposable antibacterial wipes provided
4. Throw all cleaning wipes/gloves/aprons...etc to rubbish bag provided before leaving.

- TOILETS TO REMAIN CLOSED AT ALL TIMES
- ONLY FR GREGORY CAN ACCESS THE SACRISTY
- BE AWARE OF SAFEGUARDING REPRESENTATIVES DETAILS IN POSTER IN THE PORCH
- HELPERS TO PROVIDE THEIR TEST AND TRACE CARD EVERY DAY THEY ARE VOLUNTEERING

*In case of Medical emergency:

- a. Be aware of the risks to yourselves and others in helping someone.
- b. Make sure you wash your hands and use an alcohol gel, before and after helping someone. Ensure that you do not cough or sneeze over someone when you are helping them.
- c. Wear disposable gloves or cover hands when dealing with people and dispose of them securely.
- d. Dispose of all waste from first aid safely in tied bags in bins.
- e. Do not touch a wound with your bare hand.

Do not touch any part of a dressing that will come in contact with a wound.