



The Church of Scotland

Covid-19 (coronavirus)

Reopening of Church Buildings

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Date	Version Number	Amendment
12/06/2020	1	As published
19/06/2020	2	<p>3.definition of congregation for the purpose of this guidance document</p> <p>5.1 new section on the role of Presbytery</p> <p>6.5 further advice on Legionella and water safety</p> <p>6.6 further advice on the cleaning and disinfection of soft furnishing and advising the removal of pew cushions</p> <p>6.7 further advice on the use of gloves and update from the HSE on the use of KN95 facemasks</p> <p>6.8 further information on the use of alcohol-based hand gels</p> <p>6.9 further guidance on the cleaning of toilet facilities</p> <p>6.13 further information on church building insurance</p> <p>6.14 further information on the maintenance of church buildings</p> <p>7.1.2 further information and clarification on church building capacity</p> <p>7.1.5 further information on Marriages</p> <p>7.1.6 new section on Funerals</p> <p>7.1.7 new section on using your church buildings to support schools</p> <p>7.2.2 further information on taking the offering</p> <p>7.2.4 amended section on Funerals and Memorial Services in phase 3</p> <p>Appendix 1 – amended Gas/Oil Supply Section</p> <p>Appendix 3 – examples of physical distancing in the church sanctuary</p>

Date	Version Number	Amendment
16/07/2020	3	<ul style="list-style-type: none"> 1. amendment to general text 3. amendment to general text 5.1 amendment to general text and additional support to Presbyteries when considering Covid-19 risk assessments 6. amendment to general text 6.2 amendment to general text and additional information relating to the Covid-19 risk assessment 6.6 removal of pew cushions 6.8 update to Scottish Government’s website and a web link to the Church of Scotland posters 6.9 additional information on the provision and use of toilets 6.10 additional information for the provision of hospitality and the opening of church cafes 6.12 update on outdoor church activities 6.13 update to the insurance of Church of Scotland properties 7. removal of section on phase 2 and replaced with section 7.1 – who can attend church? 7.2 additional information on church capacity 7.3 additional information on the use of church balconies (galleries) 7.4 additional information of supporting those who attend church 7.5 additional advice for preparing to reopen your church buildings for individual prayer 7.6 new section relating to phase 3 of the Scottish Government’s route map <ul style="list-style-type: none"> 7.6.1 additional information on worship 7.6.2 new section on the use of face coverings 7.6.3 new section on registering attendance 7.6.4 new section on pastoral care 7.6.5 additional information on music and singing 7.6.6 new section on congregational responses 7.6.7 replace section on taking the offering 7.6.8 additional information on marriages 7.6.9 additional information on funerals and marriages 7.6.10 additional information on baptisms 7.6.11 additional information on communion

Date	Version Number	Amendment
16/072020	3	<p>7.6.12 new section on ordination and confirmation</p> <p>7.6.13 new section on children's and youth ministry</p> <p>7.6.13(a) new section on Sunday schools</p> <p>7.6.13(b) new section on face to face youth work</p> <p>7.6.13(c) new section on intergenerational activities</p> <p>7.6.13(d) new section on holiday clubs</p> <p>7.6.13(e) new section on children and worship</p> <p>7.6.13(f) new section on carer and toddler groups</p> <p>7.6.14 new section on church meetings</p> <p>7.6.15 new section on church groups</p> <p>7.6.16 new section on external groups</p> <p>7.6.17 new section on children's nurseries and afterschool care</p> <p>7.6.18 new section on using your church buildings to support schools</p> <p>7.7 additional information relating to phase 4</p> <p>Appendix 3 – updated photographs demonstrating physical distancing</p> <p>Appendix 4 – new appendix with assessment 'tool' for individual and group health risks</p> <p>Appendix 5 – new appendix to support trace and protect</p>
6/08/2020	4	<p>4 updated text in relation to the pausing of shielding</p> <p>6.10 amended section to state that teas and coffees after worship are not permitted</p> <p>6.13 updated information on Church buildings insurance</p> <p>7.1 update in relation to the pausing of shielding</p> <p>7.2 amended section to provide clarity on numbers in church buildings</p> <p>7.6.1 amended section to provide clarity on numbers in church buildings</p> <p>7.6.5 new section on music and singing in worship</p> <p>7.6.8 update on numbers at weddings</p> <p>7.6.9 update on numbers at funerals and the carrying of coffins</p> <p>7.6.13 update clarifying numbers and distancing regulations</p> <p>7.6.13(a) amended general text</p> <p>7.6.13(b) amended section on face to face youth work</p> <p>Appendix 4 slight revision in Rheumatological conditions section</p> <p>Appendix 5 new appendix with amended guidance to support Test and Protect system.</p>

Date	Version Number	Amendment
13/08/2020	5	4. rewording of the section regarding those individuals who were previously shielding 6.6 additional information on the use of fogging and misting machines for cleaning and disinfection 7.2 further information on church building capacity 7.6.2 further information on the compulsory use of face coverings 7.6.13(a) additional information for Sunday Schools. 7.6.13(b) further clarification on face-to-face youth work 7.6.13(c) additional information on the use of shared items for intergenerational activities 7.6.13(f) additional information on the use of shared items for carer and toddler groups 7.6.15 further information and clarification on the number of people who can attend church groups 7.6.16 further information and clarification on the number of people who can attend and the type of external groups that can use church buildings 7.6.17 clarification of the types of children’s nurseries and care services that can reopen Appendix 4 rewording of main text to reflect changes in the advice to those who were previously shielding.

Further Information

If you would like further information or if you have any questions relating to any of the contents of this guidance document, please email:

covid19guidance@churchofscotland.org.uk

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1. Introduction

The vast majority of our church buildings closed on 28 March 2020 because of the global Covid-19 pandemic. This has been a very difficult time for us all as we learn to adapt to a new way of life. Some congregations have opened their buildings to support vulnerable members of their community by providing essential services such as foodbanks or childcare facilities for key workers. Many congregations have successfully embraced new technology as a means of supporting local mission and worship and are thriving. Some congregations are worried what the future may hold for their church and whether things will ever be the same again. The truth is, we just do not know when, or even if, we will ever be able to go back to the way things were previously.

The Scottish Government has produced a four-phased approach on how they plan to ease Covid-19 restrictions in Scotland. A copy of this guidance is available from the Scottish Government website (www.gov.scot/news/route-map-for-moving-out-of-lockdown/). Places of worship, referred to as church buildings within this guidance, have been allowed to reopen for individual prayer since June 2020. We are now moving in to phase 3 of the Scottish Government's four-phased approach to easing Covid-19 restrictions which will allow for worship and communal prayers to restart, and for weddings to be held inside church buildings. However, as there is legislation in place restricting the use of church buildings, it is the responsibility of the Scottish Government to provide a regulatory framework for when congregations can reopen their church buildings and for what purpose.

This guidance document has been produced to help congregations think about how they may be able to reopen their church buildings safely. Some congregations will be able to reopen their church buildings very quickly, whilst for others it might be later in the year, or even 2021 before they can reopen their church buildings.

2. Being Church – a time for reflection

The General Trustees Consultation Paper on *'Well equipped spaces in the right places'* presented to General Assembly of 2019 stated as the first principle of any future plan that *"Buildings and glebe land are simply a means by which the mission of the Church can be achieved. The traditional model which the church currently operates - that of providing space for Church presence through a dedicated building - is not appropriate in every case. A range of models is more appropriate. There are alternative ways of the Church having a 'space' or presence in the community which do not involve ownership of buildings."*

There are very practical, theological and missional differences between a congregation having a dedicated building and utilising a shared community space. However, since March 2020 there can be no doubt that all congregations whether in rural villages or city centres have faced a uniting shared experience of how to 'be church' with no access to any buildings.

During the Covid-19 pandemic, there have been a number of juxtapositions recognised in relation to church and our buildings.

In the days that followed the lockdown announcement, the Church of Scotland saw creativity across its congregations on a level that had not been recognised in living memory. Along with creativity came a real sense of loss for many. For the first time in generations, church doors were ordered to be closed on government authority.

Theologically, congregations have often stated that the church comprises the people and not the buildings, however when faced with the reality it becomes apparent that our church buildings provide a sense of place for many to express their faith, experience worship and grow in relationship.

Many congregations have wrestled with new technology to allow online worship, coffee time, banner groups and Sunday schools. Individuals have felt both included and excluded from activities. Ministers and those working in parishes have identified the challenge of engaging some regular church attendee whilst reaching many individuals in the community for whom a traditional model of church would not be enticing.

For many the effects will last well beyond the lockdown. There will be tension in how congregations move forward whilst recognising that which has gone before.

Kirk Sessions and the wider congregation may wish to consider discussing:

- What place does a physical, dedicated church building have in the ongoing

missional strategy of your congregation?

- Looking back over the period of lockdown, what innovation has been seen? What might be kept? How might that alter the focus of congregational life moving into a post pandemic phase?
- In relation to 'church', what feelings of loss have been articulated in the congregation and community?
- How might the Kirk Session prayerfully consider and evaluate what aspects of pre-lockdown church might be restarted to enable relationships to grow and mission to prosper?

3. How to use this guidance

We have structured this guidance document around the Scottish Government's four-phased approach, starting with phase 2. Congregations can only reopen their church buildings if they can safely meet the principles outlined in this document. As we move into later phases of the Scottish Government's approach to easing Covid-19 restrictions, this guidance document will build upon the principles and requirements that we described in phase 2. The congregation should still consider the principles outlined we outlined in phase 2, even if you are opening your buildings for the first time in phase 3 or if you do not intend to open your buildings until phase 4.

We have included a number of resources in the appendix to this guidance that will help congregations prepare for the safe reopening of their buildings.

This guidance document refers throughout to "congregations" rather than to "Kirk Sessions" or "Congregational Boards". The intention is to frame the guidance widely, recognising that some of the matters covered lie with the Congregational Board, and some with the Kirk Session (where a congregation has both) but that ultimately it is the congregation as a body which must ensure that suitable steps are taken. Compliance is not solely the responsibility of the charity trustees of a congregation: safety for all will only be achieved if each individual member adheres to the good practice set out in the following guidance.

This guidance reflects what we currently know about Covid-19 and the likely requirements that the Scottish Government will ask all congregations to comply with. We will review and update this guidance as more information becomes available and you are encouraged to regularly check the Church of Scotland website for any updates or amendments (www.churchofscotland.org.uk).

4. The challenges that lie ahead

We have all had to adapt to the threat of Covid-19 over the past few months. Some people have adjusted and coped well under the imposed restrictions whilst others have struggled. Much of church life as we have known it has stopped. In some cases, we have embraced these challenges by using technology to continue providing worship and support to our congregations. A virtual presence has ensured that we can still meet many of the spiritual and emotional needs of our members and parishioners. However, for many this has been difficult, and especially so when we think about the loss of our loved ones and supporting those who have experienced bereavement and loss.

Many of the restrictions that have been in place since March 2020 will now be with us throughout the rest of this year and probably into 2021. Physical distancing, hand hygiene, enhanced cleaning and disinfection will have to be embraced into a new way of church life. We also have to consider those vulnerable members of our congregations, and how we can support their needs. The reality is that those over the age of 70 will have to consider carefully whether they should be attending church.

As a congregation, we know that you will also be thinking about the financial impact of Covid-19. You may also be focussing on how you will be able to carry out the administrative functions of your congregation and look after your buildings and assets safely. Many congregations work with local community groups that use their church buildings, and you will be asking when they will be able to return. We may not have all the answers to your questions now, but the following sections will hopefully be able to provide you with some clarification, encouragement and support as you look to the immediate future.

5. Who will decide when we can reopen our buildings?

The Scottish Government will determine as part of their phased approach to easing Covid-19 restrictions when it is permissible for church buildings to reopen and for what purposes. Congregations, alongside Presbytery will then be able to decide whether they wish to reopen their buildings or not. At this stage, no congregation will be required to reopen their church buildings. However, it is important that congregations do not reopen their church buildings or undertake any activity unless doing so is permitted in terms of the Scottish Government guidance or relevant regulatory provisions.

When deciding whether to reopen a church building, it may be useful to ask yourself the following initial questions:

- Can we safely practice physical distancing within our church buildings?
- Can we provide access to suitable hand hygiene facilities?
- Do we have enough willing volunteers who will be able to assist church members and visitors to our buildings and to help them understand and follow our safety precautions?
- Do we have enough willing volunteers who will be able to assist with the regular cleaning and disinfection of our buildings?

All of these questions are important, as congregations must have the resources and ability to put in place reasonable precautions to control the risks of Covid-19 before they can reopen. Each of these questions will be explored in further detail throughout this guidance document.

5.1 Role of Presbytery

Every Presbytery has general powers of superintendence over congregations within its bounds. Presbytery also has a duty to ensure that church buildings are safe. This is normally carried out during a five yearly inspection of church buildings and annually attesting records that consist of a property inspection, updated Property Register and relevant Health and Safety documentation.

It is expected that all Presbyteries will play a role in supporting congregations and ministers in the reopening of their church buildings. This may vary across Presbyteries, but as a minimum standard Presbyteries will ensure that every congregation has completed a reopening of church buildings checklist (Appendix 1) and a Covid-19 risk assessment (Appendix 2) which indicates that the congregation can meet the legal requirements expected of a church building open to members of the public. Where a disagreement between a minister

and the congregation exists over the reopening of their church buildings, the Presbytery should seek to discuss the matter with the congregation and the minister to understand the issues and work in partnership to overcome the challenges and reach agreement.

Presbyteries should bear in mind that a congregation might be required to submit a number of Covid-19 risk assessments as they move through the different phases of the Scottish Government's four-phase approach to easing Covid-19 restrictions. For example, when congregations decide to reopen different parts of their church buildings and/or when providing additional activities that were not permitted under the early stages of the Government's route map. It may not be sufficient for one Covid-19 risk assessment to cover all eventualities, and Presbyteries should ensure their superintendence over congregations continues to provide support and ensure compliance with the Covid-19 reopening process.

Presbyteries may also wish to consider bulk buying schemes for cleaning and hygiene products and, where appropriate, may offer advice or instruction to congregations on reopening in accordance with the general powers of Presbytery.

6. Planning to reopen your church buildings

It is essential that congregations take some time to plan the reopening of their church buildings. Even though the Scottish Government may announce that church buildings can reopen from a specific day, there is no requirement to do so. Only reopen your church buildings if it is safe to do so and when you have considered all of the requirements within this guidance document.

The following information outlined in the remainder of this section will help you to plan for the reopening of your church buildings.

6.1 Property checklist

Many of you will already be following the guidance issued by the Church of Scotland Insurance Service (COSIS) and the General Trustees about regularly visiting and inspecting your church property. Therefore, it is likely that you will know the current condition of your church property. A property checklist has been provided in Appendix 1 of this guidance document, and congregations should use this checklist as part of their planning to reopen their church buildings.

Before visiting and inspecting your church buildings, consider who may have accessed them in the previous week. Anyone visiting or inspecting church buildings should have been following the guidance issued by the General Trustees, which includes the need for cleaning and disinfecting of all hand contact surfaces that they may have touched during their visit. If you are unsure who last accessed your church buildings or when the last person visited your church buildings, you should wait 72 hours before you visit your buildings to complete the property checklist. In addition, when more than one person is completing the property checklist, physical distancing should be observed unless they are from the same household. Good hygiene practices must be followed at all times during your visit, and all hand contact surfaces that you have touched must be cleaned and disinfected before leaving the church building.

6.2 Risk assessment

It is the responsibility of every congregation to ensure that there are suitable and sufficient arrangements in place to comply with health and safety legislation. The Health and Safety Executive (HSE) is clear that Covid-19 is a recognised hazard and therefore the congregation must undertake a Covid-19 risk assessment. An example of a Covid-19 risk assessment is provided in Appendix 2 of this guidance document. The congregation must review and

update their Covid-19 risk assessment as we move through the different phases of the Scottish Government's four-phased approach to easing restrictions. The Covid-19 risk assessment should also be reviewed and amended if and when there are any changes in the circumstances or arrangements for the reopening and use of your church buildings change. The Covid-19 risk assessment must be completed before any activities take place within a church building or church grounds that the congregation is responsible for.

The Covid-19 risk assessment supplements the risk assessments that you should already have in place for your church buildings. Congregations will be required to review and update all other risk assessments that are already in place to ensure that they accurately reflect the hazards and risks within their church buildings. Further advice and guidance on risk assessments can be found in the Church of Scotland General Trustees Health and Safety Toolkit (www.churchofscotland.org.uk/resources/building-and-property-resources/general-trustees-health-and-safety-toolkit).

It is important that congregations regularly review their Covid-19 risk assessments and implement effective control measures to ensure that the risk of Covid-19 transmission within their church buildings remain low. This is particularly important as we move through the different phases of the Scottish Government's four-phased approach to easing restricts.

6.3 Emergency procedures

The congregation should ensure that they have a procedure in place to deal with emergencies, including what to do if someone falls ill when visiting your church buildings. Health Protection Scotland (HPS) has produced accessible guidance on how to respond to a Covid-19 incident in a non-healthcare setting and a copy is available from www.hps.scot.nhs.uk.

Please note, HPS updates this guidance regularly so it is important that you refer back to this document from time-to-time to ensure that you are using the most up to date version of the guidance.

The HSE has published guidance for first-aiders with specific reference to Covid-19. A copy of the guidance is available from www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm.

6.4 Fire Safety

The congregation is responsible for ensuring that there is a suitable Fire Safety Risk Assessment (FSRA) in place for their church buildings. Congregations should review and update their FSRA regularly, and in particular, when there is a change in the use or occupation of their church building. Congregations should also review their FSRA before reopening their church buildings and consider the following questions:

- How many people can you have in your church buildings at any one time once physical distancing precautions are in place?
- Is there the capacity to help anyone with a disability and anyone who may require assistance in an emergency?
- Will anyone in your church buildings be by themselves and if so, will this create any additional fire safety risk?
- Will there be an increase or decrease in the volume of materials being used or stored in your church buildings? For example, will you be using more chairs or fewer chairs or are you storing additional food items as part of a community food bank?
- Will items that are normally in your church buildings be stored elsewhere in the building? For example, will you be stacking chairs or storing items in places where they would not normally be stored?
- Will storing and using hand sanitisers or alcohol based hand gels create additional fire safety risks within your church buildings?
- Will physical distancing create any additional fire safety risk? For example, will people have to wait outside your building before they can safely enter, or will you need to position chairs close to an emergency exit?
- How will physical distancing impact on your emergency evacuation procedures?
- Will the precautions that you put in place impact on how the fire service will be able to access your church buildings in case of an emergency?
- What additional training or support will you require for anyone who will be assisting members of your congregation or visitors in case of an emergency?

This is not an exhaustive list and there may be other factors that you might need to consider depending on your own circumstances and arrangements.

The congregation should maintain their current systems and controls already in place for fire safety such as their fire detection system, emergency lighting and fire extinguishers. The congregation should also review and update their FSRA as we move through the different phases of the Scottish Government's four-phased

approach to releasing Covid-19 restrictions. Further advice and guidance on FSRA can be found in the Church of Scotland General Trustees Health and Safety Toolkit (www.churchofscotland.org.uk/resources/building-and-property-resources/general-trustees-health-and-safety-toolkit).

6.5 Legionella and water safety

The General Trustees published guidance on the control of Legionella bacterium whilst your church buildings remain closed and this is available from the Church of Scotland website (www.churchofscotland.org.uk). If you already have a water safety management plan in place, then it is important that you continue to follow the control measures that it describes.

If your water supply has not been isolated during the closure of your church buildings, then it is important that you take reasonable steps to ensure that your water supply is safe. Therefore, congregations should arrange to:

- Run all water outlets for a minimum of 20 minutes. This includes all hot and cold taps and any showers that may be in your church buildings.
- Hot water systems should be set to a minimum of 60°C.
- Hot water temperature from all taps should reach at least 50°C within one minute.
- Cold-water temperature from all cold-water taps should be below 20°C within two minutes.
- If possible, windows and doors should be opened when running taps to ensure that the area is well ventilated.

If the temperature of the water is out with any of these temperatures, then there is a risk that Legionella bacterium may be present in your water system. Further advice on Legionella is available from the HSE website (<https://www.hse.gov.uk/legionnaires>).

If your church buildings' water is supplied by a private water supply, then as well as the risk from Legionella bacterium, you should also ensure that any water treatment facilities installed in your church buildings are working properly.

6.6 Cleaning and disinfection

The cleaning and disinfection of all church buildings are important infection prevention and control measures against Covid-19. Congregations should consider what arrangements and resources would be required to clean and disinfect their church buildings before, during and after their church buildings

have been used. The following principles should help you prepare for the cleaning and disinfection of your church buildings:

- Church buildings should be cleaned as normal with a detergent and disinfectant that is active against bacteria and viruses. It is important that the correct dilution rates are used, and contact time is followed as different cleaning chemicals may have different instructions. You should also follow any instructions on the use of Personal Protective Equipment (PPE) such as gloves and/or apron (see section 6.7).
- All areas of the church building that are to be open to members of your congregation and visitors should be thoroughly cleaned and disinfected before reopening your church buildings each day.
- Congregations may decide to close certain areas of their buildings to reduce the level of cleaning required. As we move through the different phases of the Scottish Government's plan, additional space could be made available for use by members of the congregation or visitors to the church buildings.
- Particular attention should be given to the all hand touch sites such as door handles, grab-rails, light switches, chairs and tables. These should be cleaned and disinfected regularly whilst any church building is open and not just when opening and closing the building.
- Before closing the church building, the areas that have been open should be thoroughly cleaned and disinfected. However, you may consider closing your church building for 72 hours before cleaning and disinfection as an additional control measure. This would allow any active Covid-19 viruses present on any surfaces to be reduced to a safer level. This would only be suitable if you can be certain that no one will be accessing your church buildings for at least 72 hours. Upon reopening the church building, all areas and surfaces should be cleaned with detergent and disinfectant as normal.
- Historical articles, fixtures and fittings in your building may require the use of specialist cleaning materials. Please contact the General Trustees for further information.
- Ideally, disposable cleaning equipment such as cloths should be used. However, if this is not possible, then all cleaning equipment must be cleaned and disinfected after use. Re-usable cloths should be laundered in a washing machine using the warmest setting possible and dried completely before reusing. Ideally, laundered cloths should be steam-ironed and kept in a clean bag before reusing.
- You may find it beneficial to implement a cleaning schedule for each area of your church building to assist those involved with cleaning.

Congregations should consider the risk of Covid-19 transmission from fabrics and soft furnishings within your church buildings. If members of your congregation and visitors to your church building follow good hand hygiene practices and demonstrate good cough and sneezing etiquette, then the risk of virus particles transmitting on to fabrics is greatly reduced. Congregations should temporarily remove pew cushions as an additional control measure to reduce the risk of Covid-19 infection. If your church buildings have fabric chairs, then current evidence suggest that unless these have been visually soiled, you should continue to clean these as you normally would with, for example, a vacuum cleaner with a soft brush attachment. Congregations may also wish to consider steam cleaning fabric chairs every so often as an additional infection prevention and control measure.

Before any church building reopens, the areas of the building that you will reopen to members of your congregation and visitors should be thoroughly cleaned, disinfected and well ventilated. If you do not have access to a water supply within your church building, then you should consider how you can effectively clean and disinfect the building.

A number of congregations have enquired about the use of fogging or misting machines as a means to clean and disinfect their church building. Both the World Health Organisation and the Health and Safety Executive (HSE) have raised concerns over the use of such technology as they may create a false sense of security regarding cleanliness and safety. Although fogging and misting technology has been used successfully in clinical and non-clinical settings, surfaces must still be cleaned to remove any grease or dirt, which would otherwise render the chemicals used for fogging and misting ineffective. It is up to each congregation to decide what methods of cleaning and disinfection should be used within their church buildings. If the congregation decides to use fogging or misting technology, then they must undertake a full risk assessment and consider the risks of using such chemicals, any PPE that may be required, first-aid requirements, the training of those using the machines and how to deal with any accidents involving the chemicals. We will not be able to offer any further advice or assistance with regards to purchasing or using fogging and misting machines for cleaning and disinfecting church buildings.

Congregations should consider how the additional cleaning required for reopening their church buildings could be undertaken. For example, will you

need to employ additional cleaning staff or will you ask volunteers to help with the cleaning of your church buildings? Further advice on employing additional cleaning staff, amending the cleaning contract that you already have in place or working with cleaners and volunteers in the high-risk group can be obtained from the Law Department.

6.7 Personal Protective Equipment (PPE)

The correct use of suitable PPE is an effective infection prevention and control measure against Covid-19. However, congregations should have a sensitive discussion with members of their congregation about the type of PPE that may be required, and how this can be used appropriately and safely in the church environment. PPE should only be considered once all other administrative control measures such as physical distancing and hand hygiene have been considered. The congregation should record in their risk assessment if PPE is being provided and for what purpose (section 6.2). The following principles should help you decide what PPE may be required and used in your church buildings:

- There are some situations when the use of gloves would be important such as when cleaning or when handling money. However, gloves should not be routinely used in church buildings as they may offer a false sense of security to those who wear them. Instead, congregations should focus on promoting hand washing and good hygiene practices. Individuals may decide to wear gloves for other reasons such as if they have sensitive or broken skin, or if they are suffering from a dermatological condition. Only latex or nitrile gloves should be worn for infection prevention and control purposes.
- The Scottish Government, as part of its four-phased approach to easing Covid-19 restrictions, has stated that individuals will be advised to wear a face covering when in enclosed public spaces. Congregations should make arrangements to ensure that anyone who accesses their church buildings complies with best practice in this area as it may change from time to time. This should only apply when your buildings are open to more than one person and who are not from the same household.
- Facemasks protect the wearer from potential exposure to Covid-19 whereas face coverings offer some protection to other people who may be around someone who coughs or sneezes. Medical facemasks should not be worn unless there is a specific reason for their use. The congregation may decide to keep a small supply of non-medical facemasks in their buildings in case of emergencies (see section 6.3).
- The HSE has advised that KN95 facemasks must not be used for PPE

purposes, as they do not comply with the relevant European standard. KN95 masks are readily available online, including through several discount websites. If you already have a supply of these masks in the church building, you are advised to dispose of these sensibly.

- Disposable aprons should not normally be routinely worn, however they may be useful when cleaning or when responding to an emergency (see sections 6.3 and 6.6).
- If the congregation decides to use PPE, then it is important that they ensure that people follow the manufacturer's instructions on their correct storage, use and disposal. Congregations are responsible for ensuring that anyone who uses PPE knows how to use it safely and for what purpose.

6.8 Hand hygiene and general safety precautions

Once congregations have decided that they wish to reopen their church buildings, it is essential that they plan how they will communicate, promote and ensure that everyone who attends or visits their buildings can demonstrate good hand hygiene practices and follow the general safety precautions highlighted in this guidance document. Congregations should ensure that:

- Hand washing facilities including hot running water, soap and drying facilities are available to use. If you do not have a running water supply in your church buildings they may still reopen, however alcohol-based hand gels must be readily available.
- Alcohol-based hand gels must be readily available throughout the areas of the church buildings that are open to members of the congregation and visitors. Alcohol-based hand gels should not be placed in toilets (see section 6.9).
- Appropriate signage is in place reminding those who are attending or visiting your church buildings to wash their hands or use alcohol-based hand gels upon entry and when leaving the building.
- Appropriate signage is in place reminding those who access your church buildings that a face covering should be used whilst inside the building.
- Appropriate measures are in place to ensure that physical distancing (2 metres) can be observed at all times and in all areas of your church buildings that are open to members of your congregation and visitors. This includes all areas where people enter, occupy and leave your buildings. You should also consider accessibility and if people can safely use any wheelchair or passenger lifts inside your church buildings whilst safely maintaining physical distance. Further information can be found by visiting the Scottish

Government's Covid-19 guidance website (www.gov.scot/publications/coronavirus-Covid-19-phase-3-staying-safe-and-protecting-others/pages/overview/).

Alcohol-based hand gels with a minimum alcohol (ethanol) content of 60% are recommended for use in the effective control of Covid-19. We are aware that some congregations may find it difficult to source an adequate supply of alcohol-based hand gel and the availability of this should be a determining factor in whether your church buildings should reopen. Although alternative hand gels are available, it is important that congregations are confident that whatever type they intend to use, it is safe, and will provide a similar level of decontamination and protection to alcohol-based hand gels. Medical grade alcohol based hand gels, and those alcohol-based hand gels with a very high ethanol concentration (greater than 80%) should not be used if possible, as this may pose a fire safety risk.

The easiest way to promote the 2 metres physical distancing requirement would be to use appropriate tape and signs in and around your building. However, please be mindful of the historical nature of your church building, and that placing tape on the floor and on some pews/surfaces may cause significant damage.

The Church of Scotland has designed a number of signs and posters that congregations can download and print for use in church buildings. These can be downloaded from www.churchofscotland.org.uk/resources/Covid-19-coronavirus-advice/Covid-19-signage.

6.9 Toilet facilities

Congregations should ensure that any toilet facilities that are available for use by members of their congregation or visitors to their church buildings can support physical distancing and good hygiene practices (see section 6.8). Congregations may decide to only allow one person to use their toilet facilities at any one time regardless of the number or size of the facilities available within their church buildings. Alternatively, congregations may decide to temporarily close their welfare facilities; however, this may have a negative impact on the ability of individuals to demonstrate good hand hygiene. Alcohol based hand gels should not be placed in toilets, as this does not promote good hand washing.

Toilet facilities may create additional infection control risks. Therefore, congregations should ensure that suitable arrangements are in place for the regular cleaning and disinfection of their toilet facilities before, during and after their church buildings are open. Congregations allowing internal and external groups to use their church buildings should consider what additional cleaning will be required if multiple groups are using their facilities at the one time. For example, if only one group is using the church building, then the toilets should be cleaned and disinfected before and after the group has finished their activity. If more than one group is using the church building, then additional cleaning throughout the time that the groups are using the church building should be undertaken.

6.10 Food Safety and Hospitality

Commercial cafés within church buildings are now able to reopen. However, those who are responsible for the café must ensure that they have undertaken a Covid-19 risk assessment and share this with the congregation. Commercial cafés can only re-open once the congregation has completed their own Covid-19 risk assessment and buildings checklists. In addition, commercial cafés must comply with the Scottish Government's guidance for the hospitality sector, including the requirement to comply with Trace and Protect. Full details can be downloaded from the Scottish Government website (www.gov.scot/publications/coronavirus-Covid-19-tourism-and-hospitality-sector-guidance/pages/collecting-customer-contact-details/). Teas and coffees after worship must not be provided at this time.

Informal hospitality such as coffee mornings and lunch clubs can now resume, however there are significant restrictions on the number of people who can attend such events. Further information can be downloaded from the Scottish Government website (www.gov.scot/publications/coronavirus-Covid-19-phase-3-staying-safe-and-protecting-others/pages/seeing-friends-and-family/).

Commercial cafés and informal hospitality can only restart in church buildings when all of the guidance relating to cleaning and disinfection (section 6.6) and hand hygiene and general precautions (section 6.8) can be fully implemented. In addition, commercial cafés and those members of the congregation providing hospitality should also refer to Food Standards Scotland guidance on reopening food businesses(www.foodstandards.gov.scot/publications-and-research/

publications/Covid-19-guidance-for-food-business-operators-and-their-employees)

6.11 Waste management

Congregations must ensure that any waste management contract is reinstated before you reopen your church buildings. General waste, including cleaning waste can be disposed of as you would under normal circumstances. If your local authority collects your waste, then you should advise them that your church buildings are reopening.

If a member of your congregation or a visitor to your church building becomes ill whilst inside your building, then any waste created from cleaning and disinfection must be double-bagged, labelled and left in a secure place inside your church building for at least 72 hours before being placed outside for collection (see sections 6.3, 6.6 and 6.7).

6.12 Outdoor church activities

Some congregations may decide to offer a particular service or activity outside of their church buildings, but still within the grounds of their property. The general principles of risk assessment and management outlined in this guidance document would still apply, including the need for physical distancing. There will be added risks that the congregation would have to consider, including the weather, the suitability of the grounds and safe access and egress.

In each of the phases of the Scottish Government's four-phased approach to easing the Covid-19 restrictions congregations may decide to offer different activities. Currently, a household can meet up to four other households at a time up to fifteen people in total, as long as physical distancing can be maintained. Congregations may in due course and when permitted by the Scottish Government, decide that it is appropriate in their context to offer worship outdoors in the grounds of the church or another open space with relevant permissions. Congregations should also consider access to toilet and hygiene facilities (see section 6.9) and the implications of meeting outdoors in your church grounds would have on cleaning, management and any risk assessment. The Covid-19 risk assessment should be completed prior to any activities taking place in outdoor spaces or grounds for which the congregation is responsible. If the congregation use an outdoor space which is not in their control (for example a park) then permission of the owner or operator should be sought and you should obtain a copy of their Covid-19 risk assessment and undertake a risk

assessment for the activity you plan to undertake

It is important that congregations do not offer any activities either inside or outside of their church buildings that are prohibited by the Scottish Government. Outside worship or meetings involving more than four households with a maximum of 15 people in total at any one time are not currently allowed.

6.13 Church buildings Insurance

IMPORTANT – IT IS ESSENTIAL THAT YOU COMPLY WITH THIS PARAGRAPH

As congregations are now allowed to reopen their premises for worship, insurers are seeking to return to the cover under their policy wording. The deadline given by the insurers of the Church of Scotland Insurance Service (COSIS) Church Insurance Scheme is 5th of August. All congregations should review their current schedule for re-opening against the latest guidance on the COSIS website using the link below. Where any congregation following this review identifies that their property will not be open by 5th August they should contact Presbytery in the first instance as they are co-ordinating the provision of information on the re-opening of congregations to COSIS. Church properties that have not re-opened will be considered unoccupied however there is an opportunity to continue to benefit from full cover from 5th of August until 23rd of September even where congregations have not yet re-opened for worship. This extension to cover will only activate however where COSIS have specific written agreement of compliance with Aviva's management condition. Please note that as there is a duty to disclose unoccupancy to your insurer and failure to do so could result in non-payment of a claim. Further information can be found by visiting www.cosic.co.uk/news/56-news-2020/196-Covid-19-coronavirus-information-for-church-scheme-customers or by emailing COSIC (enquiries@cosic.co.uk).

6.14 Maintenance of your church buildings

The Scottish Government has now removed the general prohibition of construction and maintenance work in ecclesiastical buildings as part of moving to Phase 2 of the Construction Restart Plan developed by Construction Scotland. However, construction and maintenance work can only restart in a measured and controlled way as outlined in the Construction Scotland Restart Plan (www.cs-ic.org/library/construction-re-start-plan) and in line with the industry's site operating guidelines (www.cs-ic.org/library/working-on-site-during-the-Covid-19-pandemic-construction-guidance).

Congregations must ensure that any contractor that they ask to undertake work in their church buildings completes a Covid-19 risk assessment before the work begins. Congregations must also undertake a Covid-19 risk assessment for the construction/maintenance work and ensure that physical distancing, cleaning and disinfection, and suitable infection prevention and control precautions are followed. If all of these measures cannot be followed due to the type of construction or maintenance work being carried out, then this work should be delayed until further notice.

Further information is available from the Scottish Government Covid-19 website (www.gov.scot/publications/coronavirus-Covid-19-construction-sector-guidance/pages/overview).

General maintenance work such as cleaning, painting and redecorating by church volunteers or members of the congregation can now be undertaken in church buildings. However, congregations should consider the advice published by Construction Scotland and ensure that physical distancing, cleaning and disinfection and infection prevention and control precautions are followed at all times. Congregations should consider staggering or planning their maintenance work over a period of time so that as small a number of volunteers as possible are involved at any one time with maintenance work. Volunteers or members of your congregation who are in the extremely vulnerable category, who are isolating due to Covid-19, or who have been in contact with someone who has either tested positive or has symptoms of Covid-19 should not participate in any maintenance work and must remain at home (see section 7.1 for further information).

7. Preparing your church buildings for reopening

This section of the guidance document will help congregations to prepare their church buildings for reopening. We have presented this guidance in a way that reflects the Scottish Government's approach to easing restrictions due to Covid-19. It is important to remember that at this time, we do not have an exact timescale for when we will enter each phase or an exhaustive list of what activities will be allowed to be provided by congregations at a particular point in time. However, we will update this guidance as further information becomes available.

7.1 Who can attend church?

This is a particularly sensitive question and it is important that congregations consider the impact that reopening their church buildings may have on members of their congregation.

The Scottish Government has provided clear guidance that anyone who is shielding (extremely vulnerable) should continue to do so until at least 31 July 2020. From the 1 August 2020, those who were shielding should follow the same guidance as the rest of Scotland. This means that to stay safe, if you have been shielding then you should strictly follow physical distancing and hygiene measures. This includes wearing a face covering and avoiding crowded places, regularly cleaning your hands and disinfecting surfaces, and if you develop symptoms of Covid-19 you must self-isolate and book a test.

The Scottish Government is regularly updating their advice for people who are extremely vulnerable and congregations are strongly advised to refer to this guidance regularly. Further information on high-risk groups and shielding can be obtained from (www.gov.scot/publications/covid-shielding/pages/highest-risk-classification).

Congregations should ensure that those in the extremely vulnerable category who do decide to attend church are appropriately supported in their decision. However, some people who have been shielding may decide that they do not wish to return to church for the time being, and congregations must still ensure that they will be able to participate in church life without the need to attend church. Congregations should also ensure that those in the vulnerable category are appropriately supported in their choice to participate in church life in a way that meets their own individual needs and preferences whilst safeguarding their own health, safety and welfare and those of the wider congregation.

Individuals may find the assessment tool in Appendix 4 helpful when deciding if they should be attending their church buildings or participating in church life by other means. This is an indicative tool and should not be used as a formal basis for decision making by the congregation. The assessment tool is personal to the individual and should not be shared with anyone else.

Anyone who is displaying symptoms of Covid-19, or is self-isolating due to living with someone who is displaying symptoms or as a result of contact tracing

staying at home to minimise the risk of spreading Covid-19 must not attend church.

7.2 Church building capacity

The requirements for physical distancing means that it is unlikely that any church building will be able to reopen to the same capacity enjoyed before the closing of church buildings. The Scottish Government has stated that the maximum number of people allowed in a church building at any one time is 50, even if the building's size would permit a larger attendance. If the expected attendance at worship exceeds 50, then you can use a church hall or other similar space to accommodate additional attendees for worship. A church hall can also be used to support additional/supplementary activities for children who are attending church for worship with their parent or guardian (see section 7.6.13(a)). However, you can only do this if:

- There are separate entrance and exit points for those worshipping in the Sanctuary and those worshipping elsewhere in another building
- The arrival and dispersal of both worshipping groups is managed separately so that the two groups do not congregate together
- The congregation takes all reasonable steps to prevent worshippers from congregating outside the church building
- All infection control precautions outlined in sections 6.8 to 6.9 are followed and implemented
- The congregation has suitable and sufficient resources to effectively clean and disinfect both areas at the end of worship.

Congregations must also ensure that the 2-metre physical distancing rule can be safely followed in all the areas of the church building that will be open. This rule applies to anyone standing, sitting or moving in or around both inside and outside the church buildings.

Congregations should consider looking at any plans that may be available for your buildings. This may provide an indication of what the likely capacity of your church buildings will be. Congregations should identify the maximum number of people who can be safely permitted within the church buildings at any one time, whilst being able to practice physical distancing and ensure that this number is not exceeded.

Factors that congregations should also consider:

- How will people arrive at your church buildings?

- If several people turn up at your building at the same time, how will you ensure that they can wait safely to enter your building?
- What will you do if more people arrive at your building than you can safely accommodate?
- How will people know where to go and where to sit when they enter your building?
- Will people leave your building by a designated exit or will they be entering and leaving your building by the same route?

There are likely to be other factors that congregations will need to consider depending on their own specific circumstances. For example, if your sanctuary has chairs then it will be easier to plan your space for physical distancing. If you have pews, then you will have to consider how you will allocate "safe pews" and how you will deter people from occupying pews too close to another person.

7.3 Church balconies (galleries)

Congregations should not allow their balconies to be used by members of their congregation or visitors to their building. There is a risk that people sitting in the balconies may increase the risk of Covid-19 transmission by creating aerosols, which can travel a significant distance and contaminate the surfaces below. One person may access the balcony to use AV equipment during worship and other ceremonies. However, if sited near the front of the balcony, then a plexi-glass screen should be erected in front of the AV equipment and the operator should wear a face covering when moving around the balcony. We understand this may create additional pressures when preparing your church building for worship and other activities. Further advice will be provided in a future update of this guidance document.

We have provided photographs in Appendix 3, which demonstrate what physical distancing may look like in your church building.

7.4 Supporting those who attend church

Congregations must ensure that there is suitable support available to those people who do decide to attend church or visit your church buildings. This may involve asking elders and church volunteers to assist on a rota basis. However, any elders or church volunteers who fall within the extremely vulnerable category, or have been in contact with someone who has tested positive for Covid-19 or displaying symptoms should not volunteer. Those who are isolating as a result of being contacted via contact tracing also must not volunteer

or attend church (see section 7.1). All elders and church volunteers must demonstrate good hygiene practices at all time and ensure that they wash their hands or use alcohol-based hand gel before entering the church building and at regular intervals thereafter.

The specific role that elders and church volunteers could be asked to undertake will depend largely on the congregation. For example, they could be asked to participate in the following:

- Welcome members of your congregation and visitors to your church building. It is important to remember that shaking hands or other form of physical welcome would not be appropriate.
- Explain what precautions are in place and indicate where alcohol-based hand gel can be found and request that they use this before progressing in to the building.
- Confirm that those attending your church buildings are well and not within the extremely vulnerable group (see section 7.1). This should be done discreetly and may be achieved by pointing to a notice or poster advising individuals that if any of the factors listed applied to them, then they should not attend church.
- Direct members of your congregation and visitors to a safe place to sit.
- Assist with any enquiries, questions or concerns that those attending church or visiting your church buildings may have.
- Assist with the cleaning and disinfection of the building before the building opens and during and after the session has ended.

7.5 Reopening your church buildings for individual prayer

We recognise that some congregations who would not normally offer individual prayer may decide to start offering this as a means of welcoming members of their congregation and visitors back in to their church buildings. In preparing for reopening their buildings for individual prayer, congregations should consider:

- Which areas of the church will be open for individual prayer and how many people can you safely accommodate (see section 7.2).
- How many sessions of individual prayer will you be open for, and how long will each session last? You should consider opening you church for several short periods rather than one long period to accommodate the number of people who may wish to participate in individual prayer.
- Will individuals be able to enter and leave throughout the prayer session or will they be expected to stay for the entire session? If you allow people to enter and leave throughout the session, then how will you ensure that there

is appropriate physical distancing, cleaning, and disinfection of the seats/ pews between users?

- Bibles and other shared resources should not be provided for use and ideally be removed from the area where the prayer sessions are being held. However, if you wish to provide some guidance or inspiration to help with private prayer, then a notice board, computer screen or poster may be useful.

7.6 Phase 3

Phase 3 of the Scottish Government's four-phased approach to easing of the Covid-19 restrictions will allow church buildings to reopen for worship and some other group-based activities. However, the measures described in section 6 and sections 7.1-7.5 of this guidance document will still have to be followed by all congregations.

The Scottish Government have published additional guidance on which activities will be permitted in church buildings during phase 3. This can be downloaded from www.gov.scot/publications/coronavirus-Covid-19-phase-3-guidance-for-the-safe-use-of-places-of-worship/. It is important that congregations do not just read the Scottish Government guidance for places of worship, but also other sector guidance relevant to the activities that take place in their church building(s); for example community centres, cafés etc.

7.6.1 Worship

Scheduled worship and communal prayers are now permitted inside and outside of church buildings. The Scottish Government has stated that a maximum of 50 people in total including the minister, musician, ushers and volunteers stewarding the service can be present. It is highly unlikely that most buildings, other than very large churches with a normal downstairs seating capacity in excess of 400, will be able to accommodate such a number. Please see section 7.2 for further information

Care should be taken to ensure that the numbers attending do not exceed the maximum safe number for the building as defined in your Covid-19 risk assessment. Congregations should bear in mind that a maximum number of people being able to fit into your church building may not be the limit set by the congregation and this could be lower. In setting the numbers who can attend a service, congregations should refer to section 7.2 of this guidance. Congregations may not want to have their first service after reopening completely full, and may want to set a lower attendance number. Individuals

must continue to physically distance themselves from others not in their household/extended household group when in church building(s) or grounds and follow all other precautions put in place by the congregation.

Ministers and worship leaders should not shake hands or offer any other form of a physical welcome or farewell to members of the congregation. Items such as bibles and other shared items should be removed from the sanctuary and other areas where worship takes place. The use of computer/television screens or boards as an alternative to bibles and other worship materials should be encouraged. Alternatively, church websites can be used to share information and members of the congregation or visitors could be asked to print out limited materials for their own use and bring them along with them to support worship. People should not share any materials that they have printed off at home under any circumstance.

Some ministers and worship leaders who have presented worship through live video feed or by video recordings may prefer to continue with this method of worship to support those members of the congregation who cannot attend church.

7.6.2 Face Coverings and Leading Worship

It is a legal requirement that anyone who attends a church building must wear an appropriate face covering at all times unless there is a reasonable excuse for not wearing one. Reasonable excuses are defined under the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 and members of the congregation and visitors to the church building should familiarise themselves with these exemptions www.legislation.gov.uk/ssi/2020/103/regulation/8#reference-key-bcd5500f55d5085ab0260677Ocf9d602.

Ministers and those leading worship may decide that it is not appropriate to wear a face covering during a service. Face coverings can be removed during a service as long as a distance of at least 2 metres is maintained between them and those attending church. However, a face covering must be worn at all other times when attending church. Similarly, the same rule applies to those leading a funeral or marriage ceremony.

7.6.3 Registering Attendance

Congregations must ensure that there is a system in place to keep a

temporary register of those who attend or visit their church buildings for a period of 21 days to support contact tracing as part of NHS Scotland's Test and Protect programme. This extends to visitors, contractors, volunteers, and employees. Congregations should collect the names, contact telephone number and the date of when individuals attend or visit their church buildings. If a worshipper is attending church as part of a small household group, then only one member (lead member) of that group is required to provide their details. Every congregation will be required to adopt a specific Privacy policy as the Trustees of the General Assembly of the Church of Scotland are the Data Processor not the congregation.

Each congregation will be required to provide the details of at least one person within the congregation who will be the main contact should the local Health Protection Team require details of who has attended their church buildings. Congregations should register their point of contact online at www.churchofscotland.org.uk/test-protect. Further information, advice and guidance is provided in Appendix 5 of this guidance document.

7.6.4 Pastoral Care

We understand that ministers, deacons and others involved in Pastoral Care may wish to consider the reintroduction of 'in-person' visits. Those involved with visits, should consider the following control measures:

- No individual should feel a pressure to enter another person's home and conduct a visit.
- The invitation to enter a home should always come from the person receiving the visit. This should always be arranged in advance and there should be no pressure felt by the person receiving the visit to allow access to their home should they not feel comfortable.
- Visits may take place indoors or outdoors subject to the rules on maximum number and physical distancing (up to 8 indoors from three households, and up to 15 outdoors from five households, with an individual meeting with a maximum of four other households in a day)
- If a funeral is being arranged and the person leading the services wishes to visit the family in their home, they must ensure in advance that the family is aware of the limitations on the maximum number of people allowed to be present. The person leading the funeral may wish to meet the family in the church building if it has been granted permission to open, to ensure that they have more control of the maximum numbers.
- Should maximum numbers at any visit be exceeded the visit should not

begin (if it has not started) or be brought to a swift conclusion and the visitor should then leave.

- Good hand hygiene practices should be observed at all times, and it is recommended that the visitor takes a small supply of alcohol-based hand gel with them. The visitor or the person receiving the minister may wish to wear a face covering.
- If the visitor is concerned about the hygiene practices within the home they may wish to suggest a visit takes place in the church building should permission have been granted for the building to open.

7.6.5 Music and Singing

Scientific and medical advice around the transmission risk of activities such as singing, chanting, shouting and the playing of wind, brass or other instruments that require breath to operate is still being developed. At the present time the Scottish Government guidance is that these activities should be avoided both in congregational worship and in rehearsal.

There is further guidance allowing a single individual to sing or chant behind a plexi-glass screen which is cleaned regularly where this is essential to an act of worship. However, this is unlikely to apply in a Church of Scotland context and we would recommend alternative ways of providing music should be explored, while ensuring that this doesn't encourage singing. Instruments that do not require breath to operate may be played (for example, church organs, other keyboard instruments, stringed instruments and percussion). Communal instruments should be cleaned regularly.

Where music is being recorded for a streamed service, any recording of singing, chanting, shouting and the playing of wind, brass or other instruments that require breath to operate should only happen in the musician's own home with no one except members of their household present.

7.6.6 Congregational Responses

Where congregations wish to participate in responses such as the Lord's prayer or prayer responses, care should be taken to ensure that these are offered at a low volume to avoid the spreading of aerosol particulates. Loud speaking would create the same concern as singing offers. Where responses are to be used, congregations may wish to consider strongly urging all who wish to participate to wear a face covering.

7.6.7 Taking the offering

The traditional method of taking the offering by passing the plate should not take place. The Stewardship and Finance Department issued guidance on how members and adherents could continue to give while buildings remained closed and can provide advice to congregations who wish to receive offerings and other income by standing order, by text message, by use of a contactless terminal, through the donate button on either the congregation or Church of Scotland website or from a Facebook page. Contactless terminals should not be passed from person to person and it may be appropriate to set the terminal to a predetermined amount to eliminate the need for the screen to be touched by donors. An appropriate cleaning solution should be used for cleaning contactless terminals. Where it is necessary to collect cash, consideration should be given to providing envelopes and discreet, secure deposit boxes. Gloves should be worn when handling money (see section 6.7) and the areas where any money has been handled should be thoroughly cleaned and disinfected afterwards.

7.6.8 Marriages

We understand the sensitivities around the current restrictions on marriages in places of worship. Marriage ceremonies are now permitted indoors, however the Scottish Government has recommended that marriages should take place outdoors if possible. Up to 20 in total can be in attendance provided that physical distancing can be maintained safely. The maximum number includes all those at the ceremony including the couple, the witnesses, photographer and guests but excludes the celebrant, those employed or volunteering at the venue to facilitate to marriage. The need for a 28-day notice period for a Marriage Schedule remains in place, but those who had already made application for such a Schedule for a wedding planned for a date affected by the closure of churches will be able to obtain a Schedule sooner if the new date is in 2020.

As with worship, it is important that congregations ensure that arrangements are in place to ensure physical distancing and precautions are in place and adhered to, to reduce the potential spread of Covid-19 (see section 6.8). In addition, the Scottish Government has advised the following:

- Singing or chanting should not take place (see section 7.6.5)
- The minister or deacon should remain physically distanced from the couple when leading worship.
- Individuals from other households should continue to observe physical

distancing rules. This may have an impact on, for example, a bride wishing to be accompanied 'down the aisle' by a family member.

- The couples spoken responses or vows should not be in a raised voice
- Where the couple exchange rings, these should be handled by as few people as possible. Those handling the rings should wash their hands before and after the ceremony.
- Ministers and Deacons leading the service should consider whether practices that involve breaking the physical distancing rules, or physical contact are necessary. Where it is felt that such practices need to continue for liturgical reasons, a shorter physical distance should be kept for as short a time as possible and other mitigation such as face coverings for those involved may wish to be considered.
- Consideration should be given to using different pens for signing the schedule. Where the same pen is used by the couple, minister or deacon and witnesses, following the conclusion of the ceremony all should wash their hands and the pen cleaned and disinfected.

7.6.9 Funerals and memorial services

It is recognised that one of the most challenging aspects of the Covid-19 lockdown has been the inability of families to hold a funeral service in their church or community. Should a congregation agree to reopen their church buildings and have met all the criteria in the Covid-19 risk assessment, buildings checklist and secured the approval of Presbytery to reopen; a minister (or Interim Moderator) may agree to allow hold a funeral in their church buildings.

Ministers and worship leaders should expect an increase in the number of requests for memorial and thanksgiving services, as the initial restrictions placed on funerals meant that many were unable to grieve well or fully. Ministers and worship leaders will require additional time and support to prepare for these services and it is important that they do not over commit themselves within the first few weeks of reopening their church buildings.

The maximum number of people who can attend a funeral is 20. This does not include the minister or person conducting the service, the funeral director and volunteers who will assist with people safely entering and leaving the building. Congregations should refer to the Scottish Government guidance when preparing for funerals <https://www.gov.scot/publications/>

coronavirus-covid-19-guidance-for-funeral-services/

As singing is not permitted in church buildings for funerals at this time, the minister may consider the playing of non-wind/brass musical instruments during the service (see section 7.6.5). As with worship and prayer, shared items such as bibles and hymnbooks must not be used and should be removed from the sanctuary.

Whilst it is permissible for coffins to be inside the church building, assuming that the funeral director has followed all professional guidance on managing the deceased, no coffin should be left in the church overnight and should only enter the church building a maximum of 30 minutes prior to the commencement of the service. The minister has the final say over whether or not a coffin can be placed in the church building. Family members and friends should not carry coffins within churches due to the difficulty in maintaining physical distancing.

Care must be taken by the congregation to ensure that appropriate cleaning and disinfection of the church buildings can take place before the church building is reused. Where this is less than 72 hours after the funeral service, extra care must be taken as outlined in section 6.6 and 6.8 of this guidance document

7.6.10 Baptism

Baptismal services are possible under phase 3 of the Scottish Government's four-phased approach to easing the Covid-19 restrictions. However, physical distancing, good hygiene practices and the management of the number of those who will be able to attend will remain in place. (see sections 6.8 and 7.2)

Ministers should consider whether the requirement for physical distance and the space available within the building would be able to support baptism. Ministers should not hold the infant, but ask a parent or guardian to do so for the duration of the service. Ministers should also demonstrate good hand hygiene practices by washing their hands before and after the baptism. The water used for baptism should not be used more than once. The Scottish Government have allowed for an exception to the physical distancing during a baptism to allow the minister to sprinkle water on the individual. However, this should be for a short a time as possible and other mitigation such as face coverings for the person holding the infant may wish to be considered.

7.6.11 Communion

Communion is allowable under phase 3 of the Scottish Government's four-phased approach to easing the Covid-19 restrictions. However, the traditional arrangements of passing a plate/tray of elements or by intinction are not permitted.

Congregations will need to think about how the elements will be distributed to prevent cross-contamination and how physical distancing will be maintained when serving the elements. The use of the common cup is not permitted except for the celebrant. Similarly, the passing of plates or trays from individual to individual is not permitted. If congregations are celebrating communion then disposable individual cups should be used as most church building(s) will struggle to safely clean and disinfect large numbers of individual glasses. Congregations will need to think creatively about how communion is celebrated, and the elements shared. One solution may be individual disposable glasses with a piece of bread on small disposable plates that could be collected by individuals from a table.

Those preparing the elements should be kept to a minimum, ideally one person, and good hygiene should be practiced. The celebrant should wash and sanitise their hands before distribution. If the elements are being handed to individuals then a face covering should be used by the celebrant and/or person distributing. In addition, those handing out and receiving the element should wash their hands before and after taking part in communion

Where congregations do not feel celebrating Communion under these circumstances is appropriate they may find it helpful to think how they might help people to deal with that emotionally and spiritually?

7.6.12 Ordination and Confirmation

The Scottish Government have allowed for an exception to the physical distancing to allow the laying on of hands during confirmation and ordination. Those participating should demonstrate good hand hygiene practices by washing their hands before and after the laying on of hands. All contact should be brief and for as short a time as possible. The shorter physical distance should be kept for as short a time as possible and other mitigation such as face coverings for those involved may wish to be considered. In the case of an ordination to the Ministry of Word and

Sacrament or the Diaconate, the Presbytery may wish to appoint a small number of individuals to lay hands on the ordained.

7.6.13 Children's and Youth Ministry

Some children and youth ministries will be able to restart, however the measures described in section 6 and 7 of this guidance document will still have to be followed. The physical distancing rules for children and young people under the age of 18 have changed. The limit on the number of other households those under 18 can meet with in one day, both indoors and outdoors has been removed. Children aged 11 or under are not required to physically distance from others. Normal adult-child ratios for working with children and young people should still be in force. This relaxation of rules for children and young people may assist a congregation to think creatively about how they organise activities and space.

a. Sunday Schools and Bible Classes during Worship

The Scottish Government has advised that any faith-based education such as Sunday Schools, which meet separately to worship, must not take place at the present time. However, children may attend worship and sit with their parents or guardians as a family group during a service. It is also possible for children to be taken from worship at an appropriate point and move to another hall for the remainder of the service for supervised activities and then be returned to their parents or guardians when the service ends. In both situations, children and those supervising any additional activities must be included in the maximum number of people who can attend church for worship, which is currently up to 50 people, even although the children and leaders will, at some point be in a different hall or area of the church building. Physical distancing, hand hygiene and general safety precautions (see section 6.8) must also be followed at all times.

b. Face to Face youth work

Face to face youth work can resume but only in an outdoor setting. For the purpose of this guidance, youth work can include congregational youth groups, youth work projects, including the Boys' Brigade, Girls' Brigade, Scouts and Girl Guides. A maximum of 15 individuals (children/ young people and youth workers) can gather although in the first instance it may be more helpful to consider starting with smaller groups and scaling up safely. However, all youth work leaders must physically distance from the

young people in the 12 plus age group and from other adults at all times. At present there is no date fixed by the Scottish Government for indoor youth work, or groups with larger numbers to resume and you should remember this when engaging with local uniformed and youth organisations.

c. Intergenerational Activities

Intergenerational activities such as Messy Church or Café Church present their own risks, however where congregations wish to consider restarting such activities consideration could be given to having different household groups at different smaller tables to allow for a community experience within a physically distanced environment. Only shared items that can be cleaned with detergent and disinfectant should be used and must be cleaned and disinfected after each use. Extra care with hand hygiene immediately before and after using shared equipment must take place.

d. Holiday Clubs

Many congregations undertake an annual Holiday Club for children and this will not be possible at this time in a physical sense. The congregation may wish to consider a virtual Holiday Club, for which resources are beginning to be made available online. If a congregation wish to provide activity bags or craft bags for a Holiday Club, care should be taken to minimise interaction between family groups. It is recommended that families are given a timeslot during which they can collect items so that the organisers can manage the numbers of those arriving at any one time. Regular cleaning of hand touch surfaces is required, and those involved with the distribution of items should make consider using of face covering and must demonstrate good hand hygiene practices.

e. Children & Worship

When children are a part of the worshipping community, congregations should ensure that children sit in family groups and that young children remain close to the parent or guardian to ensure that physical distancing is maintained and risk to others is reduced.

f. Carer & Toddler Groups

At this time Carer and Toddler groups can only take place where the guidelines for maximum numbers are in place (up to 8 indoors from three households, and up to 15 outdoors from five households). Only shared items that can be cleaned with detergent and disinfectant should be used

and must be cleaned and disinfected after each use. Extra care with hand hygiene immediately before and after using shared equipment must take place.

7.6.14 Church Meetings

In-person meetings may able to resume in church buildings so long as the relevant guidance on space and physical distancing can be followed. Currently, the regulations allow for up to 8 individuals from a total of three households and up to 15 individuals from a total of five different households meeting indoor and outdoor respectively. However, congregations will need to ensure that all who are entitled to attend have the ability so to do. If members are unable to attend a meeting due to health concerns or other risk factors then it is incumbent on the congregation to ensure that they can play a full part in the proceedings. Further advice on this matter can be found in the report of the Legal Questions Committee to the Commission of Assembly from July 2020 on the General Assembly pages of the Church website. (<https://churchofscotland.org.uk/about-us/general-assembly/commission-of-assembly-june-july-2020>).

7.6.15 Church Groups

Some small church groups such as craft groups and study groups are able to restart, however, this will largely depend on the physical capabilities of your church buildings and the ability to adhere to physical distancing and good hygiene practices. The maximum number of people who can attend any church group is the same for number of people who can attend church meetings (see section 7.6.14). Care should be taken to ensure that any groups that resume are safe so to do for the participants. Congregations should bear in mind the guidance at section 7.1 when deciding to restart a church group. Congregations should also not allow any activities to take place in their church building(s) or grounds that are not permitted by the Scottish Government, for example, indoor fitness/ exercise groups, indoor soft play and indoor performances in front of a live audience (which would include lunchtime music recitals). The maximum number of people who can attend church groups is the same as for church meetings (see section 7.6.14). Further information will be provided in future updates of this guidance document.

7.6.16 External groups

Some external groups may wish to restart using your church buildings. You should not agree to this without first considering a number of factors such

as the physical capabilities of your church buildings, the ability to adhere to physical distancing and good hygiene practices and the number of separate letting arrangements which are in place.

Generally the maximum number of people who can attend any activity is the same as for a church meeting (see section 7.6.14). However, some groups using your premises may be part of another sector (such as out of school care) which has specific guidance from the Scottish Government. Where that is the case it is the sector-specific guidance which should be applied. If you are in any doubt of permitted numbers you should seek guidance from Brian Auld, the General Trustees' Assistant Secretary (Safe Buildings).

What is possible and appropriate for a single user of your premises may not be possible if your church buildings are used throughout the week by a variety of different groups. Existing contracts for the hire of church buildings will require to be updated to ensure that users are responsible for adhering to guidelines, responsibility for cleaning has been agreed and that both parties continue to be covered by their insurance policies. Congregations are advised to contact the Law Department who will be able to assist with any amendments to external let agreements and further advice can be found by visiting [www.churchofscotland.org.uk/ data/assets/pdf file/0003/22557/Letting-of-church-premises-to-non-church-bodies.pdf](http://www.churchofscotland.org.uk/data/assets/pdf_file/0003/22557/Letting-of-church-premises-to-non-church-bodies.pdf).

It may be necessary to consider employing someone to clean and disinfect surfaces before and after use by each group, to ensure cleaning is sufficiently thorough.

At the present time, only a small number of external groups are permitted to use church buildings. Examples of activities which must not take place in church buildings or grounds include:

- Any form of exercise classes – including non-contact or low impact activities
- Any form of dance class
- Indoor soft play
- Performance groups, including musical instruments that involve the use of breath, musical instruments that involve exertion such as drumming and singing
- Performance groups that involve movement similar to exercise such as drama

- Public performance of music, drama, comedy, or lectures etc.

A full list of those activities which must not take place in church buildings can be found at: www.gov.scot/publications/coronavirus-covid-19-phase-3-business-and-physical-distancing-guidance/pages/businesses-and-premises-that-must-remain-closed/.

The Scottish Government has confirmed that groups that provide support to those seeking help with addictions can resume in church buildings. The Church of Scotland is currently awaiting further guidance from the Scottish Government as to how congregations can support such groups, and in the meantime, congregations and groups must follow the relevant guidance relating to the maximum number of people who can attend groups and ensure that they follow the general safety precautions (see sections 6.8 and 7.6.14).

Groups such as those that support healthy eating and weight management may be able to resume in church buildings at some point in the near future. However, the Scottish Government has yet to confirm a date when these activities will be able to resume. For the time being, congregations should not confirm a date with the service provider for when they will be able to restart using church buildings.

7.6.17 Children's Nurseries and afterschool care

Only those children's services registered with the Care Inspectorate can return to using church buildings for the present time. Nursery providers must ensure that they can operate their service in accordance with the relevant Scottish Government sector guidance which is available from: www.gov.scot/publications/coronavirus-Covid-19-phase-3-guidance-on-reopening-early-learning-and-childcare-services. The congregation must ensure that both the nursery and themselves have a Covid-19 risk assessment in place and that the congregation has completed the buildings checklist before the nursery can reopen.

As with registered nurseries, Care Inspectorate after school clubs (child care provisions) from a church building are able to return. Service providers must ensure that they can operate their service in accordance with the

relevant Scottish Government sector guidance which is available from: www.gov.scot/publications/coronavirus-Covid-19-guidance-on-reopening-school-age-childcare-services. The congregation must ensure that both the nursery and themselves have a Covid-19 risk assessment in place and that the congregation has completed the buildings checklist before the nursery can reopen.

7.6.18 Using your church buildings to support schools

We are aware that a number of congregations have either offered, or have been approached by their local schools, to see if their church buildings can be used to support children returning to schools. We are currently liaising with the Scottish Government about this and we will provide further information in a future update to this guidance document. However, congregations who are considering using their church buildings in this way are encouraged to have early discussions with their local schools and to contact the Law Department for advice and assistance on establishing a letting agreement

7.7 Phase 4

Phase 4 will allow church buildings to reopen for all regular activities; however, physical distancing and good hygiene practices will remain in place. Covid-19 may still be present in the community, but the risk of transmission will be significantly reduced and it will no longer be classed as a significant threat to public health. We will only be able to move on to phase 4 of the Scottish Government's four-phase plan to ease Covid-19 restrictions under the direction of the Scottish Government.

If congregations decide not to reopen their buildings until phase 4, then they must be satisfied that they have considered all of the principles and control measures outlined in section 6 and 7 of this guidance, in accordance with Phase 2 and 3 activities.

We will update this section of the guidance document once further information and guidance is received from the Scottish Government.

Church of Scotland, Covid-19 (coronavirus) Reopening of Church Buildings Checklist

Congregations should use this property checklist when preparing to reopen their buildings that have closed due to Covid-19. The property checklist should be used alongside the Covid-19 risk assessment and the Church of Scotland guidance on the reopening of church buildings. Your presbytery may request a copy of this checklist and risk assessment as they work with the Kirk Session to reopen church buildings.

Description	Yes	No	NA	Comments
General				
1. Has the Kirk Session agreed that their building(s) should reopen?				
2. Has the minister been consulted in respect of the desire of the Kirk Session to reopen the church building(s) and are they in agreement?				
3. If only part of the building is to reopen, has the Kirk Session confirmed which areas? If the answer is yes, please indicate which areas are to reopen in the comments box.				
4. Is the Kirk Session aware of the current restrictions in place for places of worship and understand that their buildings can only reopen for those activities contained with the Scottish Government's four-phased plan?				
What is the current condition of the building? It is important that the church building(s) be inspected before reopening to see if any problems have occurred whilst the building has been closed.				
5. Is there any evidence of a roof leak or other forms of water ingress/damage?				
6. If you have any asbestos containing materials (ACM) in your church building(s), have these been disturbed or damaged?				
7. Is there any evidence of dampness?				
8. Has there been any escape of water or other fluids from pipes?				
9. Are there any problems with flooding or with the drains?				

10. Is there any evidence of subsidence or building movement?				
11. Are there any signs of malicious damage?				
12. Are there any signs of damage to the building(s) by trees or ingress of foliage?				
13. Is there any evidence of fly tipping?				
14. Has there been any theft of materials or equipment from either inside or outside of the building?				
15. Has there been any damage to the lightning system?				
Building security				
16. Have you inspected the condition of the perimeter fencing/gates?				
17. Have you checked the condition of all external doors, windows ensuring that all locks operate correctly?				
18. Have you confirmed that any external security lights are working properly?				
19. Have you inspected the intruder alarm and CCTV systems to ensure that they are working properly?				
20. Do you think that any additional security measures are required for your church building(s)?				
Risk assessment including Covid-19 risk assessment				
21. Have all of the risk assessments that you have in place relating to, and the use of the church building(s) been reviewed?				
22. Do any of the risk assessments require amending or updating? If you answer yes, please explain why and confirm that they have been updated				
23. Has the Covid-19 risk assessment been completed for your building(s)?				

24. Have suitable control measures for Covid-19 been identified and implemented?				
Fire Safety				
25. Have you reviewed and updated the fire safety risk assessment for your building(s)?				
26. Have you checked that emergency lights are working?				
27. Have you inspected the condition and operation of all fire doors and fire exit routes, including emergency exits?				
28. Have you checked that any evacuation equipment such as an Evac chair is in good order?				
29. Have you checked all fire extinguishers are in the correct place and within their service dates?				
30. Have you checked that the fire detection and alarm system is working and within its service date?				
31. Have people been advised of any new emergency fire safety procedure?				
Electrical Installation				
32. Has the fixed wire electrical installation for your church building(s) been inspected and tested as required under the Electricity at Work Regulations 1998 and IET Wiring Regulation and have all C1 and C2 faults been repaired?				
For the purpose of this checklist, your electrical installation should have been tested at least once in the previous 5 years.				

Gas/Oil supply				
33. Have the gas isolation valves been exercised and checked by a GasSafe engineer including any interlocks on any equipment?				
34. Has the gas/oil boiler been inspected in the last 12 months and do you have an appropriate safety inspection certificate?				If you have less than six months to go before your next inspection/ service, congregations should consider having their boiler inspected before reopening.
Legionella and water safety plan				
35. Do you have a water management risk assessment in place and if so, have you followed the water management plan specific to your building?				
36. Have you implemented suitable Legionella control measures? Please refer to the Church of Scotland guidance on the reopening of church buildings for further information.				
Cleaning and disinfection				
37. Have you made provisions for the cleaning of your building(s) including the regular cleaning and disinfection of all hand touch surfaces?				
38. Do you have an adequate supply of cleaning materials including disinfectant, detergent, cloths and mops?				
39. Are people aware of their responsibilities for cleaning and disinfection and what areas require cleaning and when?				
Personal Protective Equipment (PPE)				
40. Have the PPE requirements identified from the Covid-19 risk assessment been implemented to ensure that suitable and appropriate PPE is provided and available?				
41. Are volunteers trained in the correct storage, use and disposal of PPE?				

Hand hygiene and general safety precautions				
42. Is there an adequate supply of hot running water, soap and paper towels? Please refer to the Church of Scotland guidance on the reopening of church buildings for further information.				
43. Is alcohol based hand sanitiser/hand gel available for use upon entry/exit and throughout the church building?				
44. Is appropriate signage in place to remind people to wash and/or decontaminate their hands and to comply with other infection prevention and control measures?				
45. Are there provisions in place to ensure that anyone who enters your church building(s) can comply with physical distancing requirements? For example, signage on doors, corridors and toilets and/or suitable markings on the floor,				
Covid-19 emergency procedures				
46. Have you written an emergency procedure based on the HPS guidance for non-healthcare settings for responding to someone who falls ill with Covid-19 symptoms when visiting your church building?				
47. Has this procedure been communicated to all volunteers and anyone else who may be responsible for your church building?				
Control of Waste				
48. Is PPE available to anyone who undertakes cleaning?				
49. Is PPE available to use when dealing with waste that could be contaminated with Covid-19 and can this waste be disposed of correctly?				
50. Has the local authority and/or your waste service provider been informed that you intend to reopen your building?				

The Church of Scotland , Church Buildings Covid-19 Risk Assessment (V2)

This risk assessment must be completed before any church building reopens. This risk assessment will help congregations identify appropriate control measures that must be in place to protect members of the congregation, volunteers and visitors from the risk of Covid-19 infection. The control measures highlighted in this risk assessment reflect current best practice and should be regarded as the minimum standard for your church buildings and congregation. Additional control measures may be implemented to reflect local circumstances. Please note: this risk assessment reflects current policy in Scotland and may not be suitable for congregations in England or those within the International Presbytery. Further advice should be sought from the Church of Scotland General Trustees OR by emailing covid19guidance@churchofscotland.org.uk. Your presbytery may request a copy of this risk assessment as they work with the congregations to reopen church buildings.

Congregation		
Presbytery		
Which building(s) does this risk assessment relate to?		
Name of assessor(s)		
Date		
Date of review		
Signature		

Infection prevention, cleaning and members, volunteers and visitors Safety

Hazards associated with the coronavirus pandemic

As church buildings reopen after the restrictions on places of worship are eased, congregations must ensure that their buildings are safe and do not increase the risk of virus transmission.

Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards

There is a direct threat to anyone who enters a church building due to its public nature that they may be exposed to Covid-19.

People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for 72 hours or longer on surfaces which people have touched or coughed on, etc.
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

Not all people infected with Covid-19 show symptoms. Therefore, it is vitally important that reasonable precautions are in place and followed at all times.

Control measures

The congregation will comply with its statutory duty to provide a safe environment, with particular reference to the Covid-19 pandemic by:

- ensure that all members, volunteers and visitors are aware of the infection prevention and control precautions that are in place within your buildings and the behavior expected of them during the pandemic to keep themselves and others safe
- require all members, volunteers and visitors to practice physical distancing when in or around your building, including outside areas

The congregation will communicate and reinforce key Government public health messages to all members, volunteers and visitors who visit their buildings:

- anyone who is unwell or who shows symptoms of Covid-19 (High temperature/fever, cough or loss of smell), who is in the extremely vulnerable group, who is isolating, or who is living with someone who is isolating or is unwell must not attend church
- recommend the use of an appropriate face covering when inside the building.
- if a face covering is not used for medical or other reasons, cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it – Bin it – Kill it)
- put used tissues in the bin straight away
- wash hands regularly with soap and water for at least 20 seconds (use alcohol base hand sanitiser/ gel if soap and water are not available)
- avoid close contact with people who become unwell when within your buildings
- clean and disinfect frequently touched objects and surfaces
- do not touch face, eyes, nose or mouth if hands are not clean

Further actions required

Infection prevention, cleaning and members, volunteers and visitors Safety (continued)

Hazards associated with the coronavirus pandemic

Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards

Control measures

The congregation will fully implement in all areas of their church buildings Health Protection Scotland (Public Health Scotland), Health and Safety Executive (HSE) and Scottish Government advice and guideline relevant to the Covid-19 Pandemic, including the following safety precautions:

- make any adjustments to the space within your buildings to facilitate effective infection prevention and physical distancing
- follow Government health and travel advice
- provide alcohol based hand sanitiser/gel as required
- provide infection control and personal protective equipment (PPE) such as gloves, and masks if required
- increase environmental cleaning in the church building including hand-touch areas; and ensure cleaning staff and volunteers have access to suitable detergents, disinfectants and PPE
- provide additional waste removal facilities and more frequent rubbish collection if required
- display appropriate public health posters and notices around the building and on websites informing members, volunteers and visitors of the control measure that are in place and their own role and responsibility to follow them.

Further actions required

Physical distancing

Hazards associated with the coronavirus pandemic

Effective physical distancing is a key element in reducing the transmission of Covid-19

Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards

Physical distancing refers to people being required to maintain a distance from each other of 2 meters, wherever possible
Physical distancing effectively puts people at a safe range from anyone coughing
The main route of virus transmission is through droplets exhaled or coughed by an infected person

Control measures

All members, volunteers and visitors are required to practice effective physical distancing while in and around the building by:

- avoiding non-essential contact with others
- keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible
- avoiding physical contact (e.g. hugs, handshakes, etc)

Adaptations to the building to support physical distancing will include:

- a review of the church building to identify suitable adaptations which will support physical distancing, for example layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc
- establishing maximum occupancy limits for all areas of the buildings
- all meetings will take place using telephone or video conferencing facilities

The congregation will display notices in throughout the church building reminding members, volunteers and visitors of the key infection prevention requirements, including the need to maintain safe physical distancing

Further actions required

Higher risk areas of the building

Hazards associated with the coronavirus pandemic

Some areas of the church building may present a higher risk than others; for example toilets and restrooms.

Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards

Heavily used areas of the building are more likely to present an infection transmission risk

Toilets are essential for members, volunteers and visitors to wash their hands regularly but also the toilets must be kept clean and free of coronavirus contamination

A number of people going to the toilet together may compromise their ability to comply with physical distancing

Increased risk of people coughing and touching door handles, taps and toilet flush handles

Control measures

Ensure higher-risk/ high-traffic areas of the building are effectively controlled by applying appropriate safety precautions, including:

- stressing the need for everyone to follow good hygiene practice at all times (i.e. regular handwashing, using tissues and disposing of them appropriately, etc)
- the congregation will ensure that adequate hand-cleaning resources are provided; all toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels
- printing handwashing instructions/posters and displaying throughout the building, especially in toilets
- limiting numbers of people who can use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure physical distancing
- limiting lift occupancy
- monitor high-traffic area use and regulate access as necessary
- prioritise disabled use where necessary, e.g. disabled toilet use, use of lifts, etc
- establishing safe queuing systems by use of room occupancy limits and floor markings/signage, etc
- placing alcohol hand sanitisers/ gels at convenient places around the building with instructions for use
- increasing environmental cleaning, especially in and around toilets and; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc
- increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc
- where possible, providing paper towels as an alternative to hand dryers in handwashing facilities

Further actions required

Vulnerable and Extremely Vulnerable members, volunteers and visitors

Hazards associated with the coronavirus pandemic

Some members, volunteers or visitors may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection

Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards

Those who are classified by the Scottish Government as being at greater risk from Covid-19 include people in the vulnerable (higher-risk) and extremely vulnerable (extremely high risk) categories

Vulnerable (higher risk) people include those who:

- aged 70 or older (regardless of medical conditions)
- under 70 and instructed to get a flu jab as an adult each year on medical grounds
- pregnant

The Scottish Government regularly reviews their classification of those in the Vulnerable and Extremely Vulnerable group and as part of this risk assessment, this will be regularly reviewed by the congregation to ensure that all appropriate hazards are identified and control measures implemented (www.gov.scot/publications/covid-shielding/).

Control measures

The congregation will ensure that those in the extremely vulnerable category will still be able to participate in church life during the Covid-19 pandemic without the need to attend church.

The congregation will ensure that those in the vulnerable category will be appropriately supported in their choice to participate in church life in a way that meets their own individual needs and preferences whilst safeguarding their own health, safety and welfare and those of the wider congregation and community.

Further actions required

Premises access and travel

Hazards associated with the coronavirus pandemic

Members, volunteers and visitors who come to your church building must be able to access your building safely

Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards

Travel to and from your building may lead to a greater risk of virus transmission

Public transport may be restricted in order to achieve physical distancing on trains, buses, etc

Access to church buildings may create a virus transmission risk if people all seek entrance at once or are channeled through single points of entry

Risks may be increased for disabled people who may have reduced options for access

Control measures

The congregation will apply the following arrangements to ensure safe access to their building:

- ensure that sufficient access points to the church building are provided so that people do not congregate at entrances and exits; ensure that all access points have supplies of hand sanitiser/gel available for use
- review disabled access arrangements to ensure safe entrance or exit for disabled people
- use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate. Consideration to the historical nature of the building will inform the extent of this provision.
- provide alcohol based hand sanitiser/gel at entrances and exits

Further actions required

Cases of possible infection in the church building

Hazards associated with the coronavirus pandemic

A members, volunteer or visitor may become unwell whilst attending the church building, or a symptomatic person may attend the building

Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards

High risk of transmission

Control measures

If a member, volunteer or visitor of becomes unwell in the church building with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow Government advice to self-isolate

- Health Protection Scotland (HPS) "Covid-19 guidance for non-healthcare settings" guidance will be followed.

The following actions should be taken within the building:

- all surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets
- public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal
- cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine
- cleaning staff must wear appropriate PPE
- waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste

Further actions required

Appendix 3 – Examples of physical distancing in the church sanctuary

Congregations must ensure that everyone attending or visiting their church buildings can practice physical distancing at all times. Some congregations will be able to adapt their space very easily, whilst for others this may take some time. Congregations should focus on how people can arrive, enter, move around and leave their church buildings whilst maintaining a 2 metre distance at all times. It is also important when you consider physical distancing in your church buildings that you think about how people will access hand hygiene facilities such as water and alcohol-based hand gels whilst maintaining a 2 metre distance.

The following photographs provide an example of how congregations have been preparing to reopen their church buildings with physical distancing in place. Photograph A shows how physical distancing can be achieved in a sanctuary with chairs set out for private prayer where individuals will be moving freely in and out of the sanctuary. Photograph B shows how physical distancing can be achieved when providing worship and other ceremonies in a sanctuary with pews. Photograph C shows how physical distancing can be achieved in the same sanctuary as in 'A' above when providing worship and other ceremonies. It is important to remember that every church building and congregation is different, and congregations should take as much time as needed to adapt their space to allow for physical distancing.

Photograph A – physical distancing in a sanctuary with chairs set out for private prayer



Photograph B - physical distancing in a sanctuary with pews set out for worship and other ceremonies



Photograph C – physical distancing in a sanctuary with chairs set out for worship and other ceremonies



Appendix 4 – Assessment ‘Tool’ for individual and group health risks

The assessment ‘tool’ below helps you to see how different risk factors may combine to give serious health complications should you catch the Covid-19 virus. It does not include the factors that may make you clinically extremely vulnerable, where you should be following the guidance for those who are ‘shielding’ (see section 7.1). It includes the factors where there is significant statistical evidence but does not include any rarer conditions which you may have, so this only offers a starting point. You may want to discuss the results with your doctor or with those who have expectations about your involvement with church life.

This should be read alongside the full text of the Church of Scotland’s “Covid-19 (Coronavirus) Reopening of Church Buildings” which includes guidance about minimising risks in the church context, and other government or local advice about staying safe. We are not claiming medical expertise in sharing this way of scoring your risk but giving a way to show how serious catching the virus may be for you or the groups using your church building(s).

Circle the score next to each one that applies to you and add up your score.

Risk Factor		Total Score
Age	50-59	1
	60-69	2
	70-79	4
	80 and over	6
Sex at birth	Male	1
Ethnicity	Caucasian	0
	Black African Descent	2
	Indian Asian Descent	1
	Filipino Descent	1
	Other (including mixed race)	1
Diabetes & Obesity	Type 1 & 2	1
	Diabetes Type 1 & 2 with presence of microvascular complications or HbA1c \geq 64mmol/mol	2
	Body Mass Index greater than or equal to 35 kg/m ²	1
	online BMI calculator: http://www.nhs.uk/live-well/healthy-weight/bmi-calculator	
Cardiovascular disease	Angina, previous heart attack, stroke or cardiac intervention	1
	Heart Failure	2
Pulmonary (lung) disease	Asthma	1
	Non-asthma chronic pulmonary disease	2
	Either of the above requiring oral corticosteroids in the last year	1
Malignant neoplasm (cancer)	Active malignancy	3
	Malignancy in remission	1
Rheumatological conditions	Active treated conditions	2
Immunosuppressant therapies	Any indication	2
Total Score		

A score of under 3 indicates a lower risk, but you should still be following the guidance for staying safe.

A score of 3-5 suggests a greater risk and you should consider ways of reducing your risk by taking additional precautions or avoiding some activities.

A score of 6 or more suggests a high risk and indicates that you should continue to work or participate in church life from your home.

The scoring is based on an article from the British Medical Association website. Risk Stratification tool for Healthcare workers during the Covid-19 Pandemic; using published data on demographics, co-morbid disease and clinical domain in order to assign biological risk: David Strain, Janusz Jankowski, Angharad Davies, Peter English, Ellis Friedman, Helena McKeown, Su Sethi, Mala Rao medRxiv 2020.05.05.20091967; doi:

<https://doi.org/10.1101/2020.05.05.20091967>

Appendix 5 – Trace and Protect policy and procedures

5.1 Assisting NHS Test & Protect Strategy FAQs

What is Test & Protect?

The NHS has introduced a system intended to act as a reporting tool to help suppress the spread of Covid-19. The idea is that if records are kept concerning where people have been and who else they have been in contact with, that will help identify potential virus transmission points. The UK and Scottish Governments are asking community facing organisations, including churches, to help do their part in keeping records about visitors to their premises.

What do we need to do?

Collect details of people who attend our churches in support of the NHS Scotland Test & Protect strategy. All we need to collect is the name of each individual, together with a means of contacting them, usually a telephone number.

Is this compulsory?

Participation in the Test & Protect strategy is important, both for our Church and for those attending Church but it is not compulsory. In taking part we are joining the national effort to suppress COVID-19 and we will be acting in the best interests of our congregations. However, if people don't want to register their attendance, we cannot force them or deny entry. In this regard, congregations can exercise their own best judgement about the collection of personal data from individuals and remind people that if they choose not to take part it means the NHS cannot contact them and help them to take protective measures.

What data do we need to collect?

1. The name of any visitors taking part in congregational activities such as worship, friendship groups or Guild or congregational meetings.
2. Contact telephone number or email address.
3. The location of attendance.
4. The time of attendance.
5. (if possible) the time of departure or duration of attendance.

Whose data do we need to collect?

Only the personal data of those attending church services or other congregational events on church premises, broad categories as follows:

- Congregation members (names and contact telephone number).
- Visitors (names and contact telephone number or email address).
- Ministers (names only).

When church halls are allowed to re-open it will be the responsibility of those hiring the hall to produce Test and Protect records for their event or gathering.

Do we need to collect data for everyone attending our church?

There are some exceptions. For example, when a group of people attends church, for example a family group, we only need to record the "lead" person in the group. That way, should other members of the group need to be tested, this can be done by contacting the named lead member. So, for example, there will be no need to record each child going into a Sunday School class providing that one of their parents is on the register for that day.

How will we collect and record the information?

We have developed two methods of recording attendance at congregations.

1. The primary method is to use an A4 notebook. This low-tech approach is recommended for all congregations. Full instructions for using the notebooks accompany this FAQ document.
2. The second is the use of a smartphone app combined with printed QR codes displayed on your church premises. Once installed and set up on their smartphone, all the individual needs to do is point their smartphone camera at the QR code and click. The app will do the rest. Using the app is optional, but adds elements of flexibility, ease of use and security for congregations which choose to use it. The app vendor chosen has been carefully assessed and approved and is working directly with the data protection officer of the Church of Scotland ("DPO"). Note that you should only use the smartphone app approved by the DPO. Full instructions for use of the smartphone app accompany this document.

We may have more than one activity happening in different parts of our premises, how do we record attendance in these circumstances?

Use a separate notebook for each activity on your premises. For example, Sunday worship, including all related activities such as Sunday School and after service coffee ((as and when it is possible to start this up again) can be recorded in one notebook. A separate notebook can be used for other congregational activities such as Board/Session meetings or other gatherings. Ideally these notebooks will be stored securely in the church but accessible for the purposes

of the activity.

The smartphone app makes use of QR codes which can be printed out and displayed throughout your premises. This provides a more flexible approach to multiple locations which is not reliant on the presence of a member of the congregation holding a notebook.

How long should we keep the information we collect?

The Government guidance is 21 days. In practice, certainly for the registers using the notebook method, this may be up to 28 days but no longer.

Data is retained on the smartphone app system for 21 days and then securely deleted.

Where should we keep the information?

The notebooks used to contain the attendance register should be stored in a lockable filing cabinet, drawer or safe. Access should be restricted to specific members of the Kirk Session or Elders tasked with the responsibility to maintain the registers.

When the notebooks are removed from storage, they should remain in the possession of the person responsible for them until they are returned to storage. The register notebooks must not be left unattended at any time as they contain personal data.

Information stored in the smartphone app system is encrypted and secured separately, which means congregations do not need to worry about the storage, security, retention or management of the personal data processed using the app.

How should we destroy the information?

Pages in the notebooks containing the register of attendance information which is older than 21 days should be removed and securely shredded.

Register of attendance data held in the smartphone app system is automatically deleted.

What are our responsibilities under data privacy regulations?

The ICO has issued guidance <https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/contact-tracing-protecting-customer-and-visitor-details/> to the effect that we should:

- Only ask for what is needed
- Be transparent with parishioners and visitors
- Store the data carefully
- Not use the data for other purposes
- Erase the data in line with government guidance

The notebook and smartphone app systems observe the requirements of the Data Protection Act 2018/GDPR.

Each congregation will be defined as a data processor for this specific purpose of processing, with the Assembly Trustees of the Church of Scotland acting as the data controller.

How does the tracing procedure work?

The sharing of tracing process data is carried out under the supervision of the data protection officer for the Church of Scotland (DPO). He is the primary point of contact for NHS Test & Protect officials. All requests made to congregations for register lists will be made by the DPO. Any requests for attendance register data made directly to congregations or presbyteries by anyone else, including NHS Scotland, should be politely declined and referred to the DPO.

1. When an individual is identified as being infected with Covid-19, NHS Scotland Test and Protect officials work with them to create a list of their movements and where they have been in the presence of other people.
2. If one of our congregations appears on that list, NHS Test & Protect will contact the Church of Scotland DPO, confirming the location, date and time involved.
3. The DPO will then provide NHS Test & Protect with register information available from the smartphone app system if it was used.
4. The DPO will also contact the congregation involved, asking for a copy of the register list with contact telephone numbers for all those who were in attendance.
5. NHS Scotland Test & Protect officials will then use this list to contact all those on the register and arrange for them to be tested.
6. **IMPORTANT NOTE:** Individuals on the list should **NOT** be contacted by any church representatives until **AFTER** it is clear the individual has been contacted by NHS officials. **There are no exceptions to this.** The guidance from the Scottish Government issued 14th July 2020 is clear: "There is no circumstance in which establishments should use the data to directly contact visitors, customers or staff, even in the event of a known

outbreak within premises. Health protection teams will decide on a case-by-case basis on what follow-up action to take.”). We do not want to spread fear and alarm. Of course, the individuals involved may benefit from church support **after** they have been contacted by NHS Test & Protect, **BUT ONLY AFTER**. To be clear, to use the personal data to make contact about a possible infection incident would be outside the purpose of processing. It will be considered a breach of the regulations. It is imperative that all health matters be left to NHS Scotland Test & Protect.

Why is this liaison being run by the Church of Scotland DPO and not by the congregations?

Data protection regulations place certain responsibilities upon our Church. Any system is susceptible to abuse at the hands of “bad actors” and criminals, seeking to use Track and Protect as a means to target congregation officials or members.

Whilst the personal data being collected is straightforward enough, the wide distribution of the collection locations and the context of the data involved means we need to be able to demonstrate our accountability and deploy appropriate technical and organisational measures with regard to the security and integrity of the data.

The DPO will manage this process on behalf of all congregations. Which means that we are reducing the risk of congregation members or officials being targeted with attempted fraud attacks. The personal data involved is shared only with NHS officials in a secure and defined procedure.

How will the DPO contact our congregation?

As part of the preparation for assisting the Test and Protect strategy, each congregation should register a point of contact with the DPO. The online registration form can be found at www.churchofscotland.org.uk/test-protect Use this link to access the online registration form. This person (it could be more than one person of course) will be responsible for providing the contact list to the DPO.

How will I know I am really dealing with the DPO?

If you are at all uncertain that you are really dealing with a call or message from the DPO you should hang up and contact him directly using his direct dial telephone (**07825644360**) or email address (**asimpson@churchofscotland.org.uk**). Or you can email the Church of Scotland Law department.

How do we create the contact list for NHS Test & Protect to use?

How each congregation official creates the list will depend on how congregation contact information lists are administered, so each Kirk session can decide for themselves how to construct the list required. The list should be headed with location, date and time and contain only the names and contact telephone numbers of those in attendance. If a contact telephone number is not available, an address or email address can be used.

How should we send the list to the DPO?

The DPO will advise the best way to send the list when he contacts the registered point of contact for your congregation. He will NEVER ask for the list to be sent in an unprotected format.

When will these attendance registration processes be implemented?

The notebook/paper-based system will be implemented for the weekend commencing Saturday 18th July. All congregations should be using the paper-based attendance register from that date and should continue to maintain these records until notified otherwise.

The smartphone app system will be implemented for the weekend commencing Saturday 25th July. This is partly to allow time for congregations to register with the DPO to use the app system and partly to prevent information overload during the first week. Phasing the implementation in this way allows congregations to focus on the importance of the paper-based register first.

How does the smartphone app work?

The smartphone app uses QR codes to identify each location. Congregations who want to use the smartphone app should register with the Data Protection officer using the form at www.churchofscotland.org.uk/test-protect. Congregations which want to use the smartphone app should register with the Data Protection officer using the form at **www.churchofscotland.org.uk/test-protect**.

Once registered, the DPO will contact the nominated point of contact at each congregation by email, with copies of the QR code specific to the congregation, instructions for how users can use the app and a copy of the privacy notice to be displayed. There is no other administrative involvement than that. The data collected will not be accessible to any congregation. Access and deletion will be handled by the DPOs office.

There is no need to register a user account with the Tap My Data app. Although users can if they want to. You can register your attendance at the church by simply scanning the QR code with a smartphone where the Tap My Data app has been installed. If the app is not yet installed, scanning a relevant QR code published in your church will start the app installation process.

Using the smartphone app with QR codes at entrance points in your church gives additional flexibility when it comes to registering attendance of those who visit the church outside regular services.

If you have any questions concerning this guidance please send an email to the Church of Scotland Law Department inbox: [**lawdept@churchofscotland.org.uk**](mailto:lawdept@churchofscotland.org.uk)

Appendix 5 – Trace and Protect policy and procedures (continued)

5.2 Attendance Registration and Data Release

Paper Version

- 1) Scope
 - a) The procedure is to be used by congregations of the Church of Scotland as they assist the NHS Scotland Test & Protect strategy by recording attendance at church services and events. The procedure is for the paper version of attendance records.
 - b) The data controller for this process will be the Assembly Trustees of the Church of Scotland.
 - c) All congregations and any other Church of Scotland entities will be data processors.
- 2) Output
 - a) The output of this process will be a Register of Attendance which can be referred to by NHS Scotland Test & Protect.
- 3) Effective Date
 - a) 15th July 2020
- 4) Resources Required
 - a) One A4 spiral or ring bound notebook (or more if required to cope with the number of concurrent events at any one time on the church premises).
 - b) A secure storage location – Lockable cabinet, drawer or safe which can be accessed as required by the nominated officials.
- 5) Nominated Officials
 - a) At least one person to manage the registration of visitors to each Church event (or one person per event if concurrent events).
 - b) At least one person to act as liaison with Church of Scotland data protection officer (DPO) in the event of a Test & Protect enquiry by NHS Scotland.
 - c) Names, contact telephone numbers and email addresses to be registered with the DPO. The DPO will contact all congregations with details of how to register, this will be an online form. A link to which is provided in the Covid-19 guidance for congregations from the Church of Scotland.
- 6) Data Subjects
 - a) Each Register of Attendance page will record personal data belonging to the following categories of data subject:

- i) Congregation members (as noted in the Communion roll)
 - ii) Visitors
 - iii) Ministers
 - iv) Employees
- 7) Personal Data To Be Collected

Each Register of Attendance page will collect only the following items of personal data:

 - a) Congregation members: **Name and telephone number**. If no telephone number, then postal address and/or email address.
 - b) Visitors: **Name and telephone number**. If no telephone number, then postal address and/or email address.
 - c) Ministers: **Name only** (contact information can be added to the list later in the event of a Test & Protect request).
 - d) Groups (for example family groups): It is only necessary to record the name and contact details of the “lead” member of the group.
 - e) Each Register of Attendance Page will also identify the location of attendance, the date and general arrival and departure times.
- 8) Organisational Security Measures
 - a) Each register of attendance book is to be kept in lockable storage when not in use.
 - b) When in use, each register of attendance book is to be in the possession of a nominated official.
 - c) The register of attendance book should remain in the care of the nominated official until returned to the lockable storage.
 - d) Requests for access to the register of attendance book will only be made by the Church of Scotland data protection officer (DPO). These requests will be made directly to the nominated officials noted above.
 - e) Access to the register of attendance book for the purpose of sharing data is only to be made by nominated officials on receipt of a request by the Church of Scotland DPO.
 - f) All requests to access the data contained in the register of attendance must be referred to the Church of Scotland DPO, who will verify the nature of each request and proceed accordingly.
- 9) The Process
 - a) The front cover of each notebook should be clearly marked with:
 - i) The congregation name;
 - ii) Address;
 - iii) Start date of the record of attendance book.
 - b) On The Day - For each new event:

- i) A new page should be prepared as follows:
 - ii) Left side page: The date of the event and start time. This page should be marked "Event" and will be used to record the start and end times of the event. This page will also be retained as proof that a register attendance was taken and then destroyed 21 days later (to allow for this administration, the retention period for paper records only can be extended to 28 days).
 - iii) Right side page: Should be marked with the event date and time and headed "register". This page will be used to record the names and contact details of all those attending.
 - iv) You may wish to number the pages in the notebook as you go.
- c) As **congregation members** arrive: Their attendance is registered by the person in charge of the register of attendance book using the right hand page, recording name and telephone number, clearly IN CAPITAL LETTERS.
 - d) As **visitors arrive**: Their name and telephone number is written on the right hand page, clearly IN CAPITAL LETTERS.
 - e) **Members of the clergy**: Those in regular attendance can have their name appended on the register page. Each congregation can choose how to do this, but the names must be recorded.
 - f) BEFORE visitor or congregation member personal data is collected and recorded, the Privacy Notice must be either presented to the visitor or read out to them. Copies of the Privacy Notice can be printed out and laid on a table allowing them to be read.
 - g) On subsequent visits, congregation members or visitors who have seen the Privacy Notice before do not need to see it again (they are deemed to have been informed).
 - h) There is no need for anyone in attendance to acknowledge that they have read the Privacy Notice.
 - i) A copy of the Privacy Notice used should be kept as part of the record of registration (we may be asked how people were informed).
 - j) At the conclusion of the event, the departure time of those attending should be noted next to the start time (this should be a general finish/ departure time, it does not need to be specific for each attendee – we recommend the time at which the hall/room/church is seen to be empty).
 - k) Each register of attendance book should be returned to the lockable storage.
- 10) Data Retention and Disposal
- a) We are required to keep the register of attendance for only 21 days.
 - b) Which means a weekly check needs to be carried out on each register of attendance book. In practice this will mean a retention period for paper records of up to 28 days. Any pages for events dated more than 21 days before the date of checking should be removed from the notebook and shredded.
 - i) The right hand page containing the register of attendance should be removed and shredded.
 - ii) The left hand page containing the event/gathering description should be retained and the words "Data destroyed" and the date and time of destruction noted at the foot of the page.
 - c) Note: All removed pages must be shredded. They must not be disposed of in waste bins without first being shredded. Confidential waste bins are OK as long as they are part of an appropriate procedure for confidential waste disposal.
- 11) Responding To A Request For Register of Attendance Data
- a) The only person able to authorise a request for register of attendance data is the Church of Scotland data protection officer (DPO) or one of his nominated colleagues in the Law Department.
 - b) The Church of Scotland DPO is the single point of contact with NHS Scotland Test & Protect officials on behalf of all Church of Scotland congregations. All requests must be channelled through him.
 - c) The DPO will contact the nominated officials at the congregation relevant to the request and ask them to prepare a list of names and contact telephone numbers for the date/event in question.
 - d) The DPO will make contact by telephone initially, but may also use email if this is appropriate.
 - e) If the nominated official is at all unsure about whether they are dealing with a genuine request, they should hang up the phone or cease an email interaction and start a new one using contact information they know to be correct.
- 12) Preparing and Sending The List
- a) The attendance register for the date/event containing names of congregation members and visitors can be prepared on a sheet of paper, a word processing document or a spreadsheet.
 - b) Depending on the nature of the list, the DPO and nominated congregation point of contact will agree the best way to transmit it between them.
 - c) When the list is ready, the DPO will provide instructions for the

nominated official to send documents to him.

- i) **Note:** He will NEVER ask you to email the documents to him. Nor will he ask you for usernames or passwords of any kind.
- d) The nominated official sends the documents to the DPO using the instructions provided.
- e) The DPO will acknowledge receipt.

Data Protection Issues

The type of personal data we are collecting is basic and minimised as far as we can.

Nevertheless, we face challenges because of the heavily distributed nature of our collection of this personal data and the fact that by its nature it suggests the religious beliefs of the data subject (and is therefore classified as “special category” data). It could also be classified as behavioural data, in that we are recording attendance at a specific location.

We are doing so for good reasons. We are stepping up to our responsibilities to support the Test & Protect strategy of NHS Scotland and in doing so we are playing our part in protecting those within our congregations and the people in our local communities.

As an organisation we need to be able to demonstrate our accountability for how we collect and process the personal data involved, upholding the rights of each data subject. This procedure has been developed. We are trying to keep this as simple and effective as possible so that people feel able to take part. It may not be perfect, so we will be keeping it under constant review throughout its deployment during the Covid-19 pandemic and associated restrictions.

Data Subject Access Requests

Recording personal data in this way may cause individuals to exercise their rights over how their personal data is used by the Church of Scotland and invoke a Data Subject Access Request (DSAR) with us.

An online form specifically for this purpose will be published, linked from the Privacy section of the Church of Scotland website.

If someone makes a data subject access request directly at your congregation, you should note their name, contact details and the nature of their request and send it to the Church of Scotland DPO without delay. He will deal with the request.

Data Incidents and Breaches

If you are made aware of or detect an incident or breach involving this specific process you should inform the Church of Scotland DPO without delay.

Appendix 5 – Trace and Protect policy and procedures (continued)

5.3 Privacy Notice (Paper Process)

Privacy Notice

You are giving your personal data to The Trustees of the General Assembly of the Church of Scotland as the Data Controller.

Your Personal Data

You are being asked to supply your: Full name and contact telephone number.

Purpose

The purpose of processing the personal data we ask for is to assist with the NHS Scotland Test & Protect Strategy.

Under the Data Protection Act 2018 and GDPR, the legal basis for this processing is:

- 1) Article 6/1d – Processing is necessary in order to protect the vital interests of the data subject.
- 2) Article 9/2i – Processing is necessary for reasons of public interest in the area of public health.

Your personal data will not be used for any other purpose without your permission, except in the context of fulfilling a legal obligation to which The Church of Scotland is subject.

If you do not provide the personal data requested, we cannot register your attendance at the Church and will be unable to share your name with NHS Scotland if a relevant case of infection occurs.

Data Retention

Your personal data will be retained for up to 28 days and will then be disposed of securely.

Data Subjects

Personal data processing is carried out for Church of Scotland congregation members, visitors ministers and employees.

Sharing Your Personal Data

The purpose of the sharing is to assist with the NHS Scotland Test & Test Strategy. Your personal data will not be used for any other purpose or shared with a third party unless doing so is necessary in order to comply with a legal obligation or in order to protect your vital interests or those of another data subject.

Data Transfers

Your personal data will not be transferred outside the EEA.

Your Rights

Under the Data Protection Act 2018 you have the following rights:

1. The right to be informed.
2. The right to access (your personal data).
3. The right to rectification.
4. The right to erasure.
5. The right to restrict processing
6. The right to object to processing.
7. The right to data portability.
8. Rights in relation to automated decision-making.

If you wish to invoke any of your rights, including for the purpose of a Subject Access Request (SAR), send your written request to: Data Protection Officer, Church of Scotland, 121 George Street, Edinburgh, EH2 4YN. Or email: lawdept@churchofscotland.org.uk

You may also advise us of an incident involving personal data or a data breach using the same contact information.

You have the right to make a complaint about our processing of your personal data to the ICO as the regulator in the UK. You can contact the Information Commissioner's Office (ICO) at:

Website: www.ICO.org.uk

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Appendix 5 – Trace and Protect policy and procedures (continued)

5.4 Attendance Registration and Data Release Smartphone App

- 1) Scope
 - a) The procedure is to be used by congregations of the Church of Scotland as they assist the NHS Scotland Test & Protect strategy by recording attendance at church services and events. This procedure is for the smartphone app version of attendance records.
 - b) The data controller for this process will be the Assembly Trustees of the Church of Scotland.
 - c) All congregations and any other Church of Scotland entities will be data processors.
- 2) Output
 - a) The output of this process will be a secure, encrypted electronic Register of Attendance which can be referred to by NHS Scotland Test & Protect.
- 3) Effective Date
 - a) 22nd July 2020
- 4) Resources Required
 - a) (by congregation officials) copies of the QR code image document which will be supplied by the Church of Scotland data protection officer.
 - b) (by congregation members and visitors) the smartphone app known as “Tap My Data” installed on their iPhone or Android smartphone device. Visit www.tapmydata.com for information. The app is available in the Apple Store and on Google Play.
 - c) An appropriate Privacy Notice (supplied by the Church of Scotland DPO).
 - d) User instructions as supplied by the DPO.
- 5) Nominated Officials
 - a) At least one person to act as liaison with Church of Scotland data protection officer (DPO) for communication about registration and use of the smartphone app and in the event of a Test & Protect enquiry by NHS Scotland.
 - b) Names and contact telephone numbers of congregation liaison to be registered with the DPO. The DPO will contact all congregations with details of how to register as part of the Covid-19 briefing issued by the Church of Scotland.
- 6) Data Subjects
 - a) The smartphone app will only record personal data when it is used in conjunction with the QR codes provided. When used in this way it will process personal data belonging to the following categories of data subject:
 - i) Congregation members (as noted in the Communion roll)
 - ii) Visitors
 - iii) Ministers
 - iv) Employees
- 7) Personal Data To Be Collected
 - a) The smartphone app system will collect only the items of personal data provided to it by the data subject when they registered for their app user account:
 - i) Full name, telephone number.
 - b) Any other personal data provided by the data subject to the smartphone app will not be collected for the purpose of creating and maintaining the register of attendance by the Church of Scotland.
 - c) Each register of attendance record in the smartphone app system will also identify the location of attendance, the date and the time at which the QR code was clicked or check in occurred.
- 8) Technical & Organisational Security Measures
 - a) The electronic register of attendance is encrypted in transit and at rest.
 - b) Access to the electronic register can only be authorised by the DPO
 - c) Access to the register of attendance is protected by a key code known only to a limited number of Church of Scotland officials.
 - d) There will be no need for congregations to access the electronic record of attendance.
 - e) Any requests to access the data contained in the register of attendance must be referred to the Church of Scotland DPO, who will verify the nature of each request and proceed accordingly.
- 9) The Process
 - a) If a congregation wishes to make use of the smartphone app, a congregation official (eg, Minister, Session Clerk or Treasurer) should notify the Church of Scotland data protection officer using the online form provided for the purpose of registering the liaison point of contact. The email address provided should be one to which the QR code document can be sent, together with any necessary documentation or instructions.
 - b) The DPO will enable the congregation on the Tap My Data System and

verify to the congregation contact by email that this has been done.

- c) The DPO will issue a unique QR code page in PDF format (A4 page size).
- d) The QR code document can be printed out as many times as needed and published as needed in the Church premises: It is suggested a copy is posted at every entrance, for example.
- e) Copies of the appropriate privacy notice should also be prominently displayed.
- f) Church officials “meeting and greeting” can draw attention to the smartphone registration option and the QR codes.
- g) Each person attending the Church need only register using the smartphone app and QR code once per visit, then on each subsequent visit.
- i) **Note:** Anyone can register using the paper system and the smartphone app if they want to. Duplication is not an issue, what matters is we have a record of attendance.

10) Data Retention and Disposal

- a) We are required to keep the register of attendance for only 21 days.
- b) The Tap My Data system is configured to delete data older than 21 days and does so on a daily basis. The office of the DPO will handle this.

11) Responding To A Request For Register of Attendance Data

- a) The only person able to authorise a request for register of attendance data is the Church of Scotland data protection officer (DPO) or one of his nominated colleagues in the Law Department.
- b) The Church of Scotland DPO is the single point of contact with NHS Scotland Test & Protect officials on behalf of all Church of Scotland congregations. All requests must be referred to him.
- c) The DPO will respond to NHS Scotland with the electronic register direct. The congregations have no access to the electronic record, which means the DPO will only ever be contacting the congregation nominated officials with regard to the paper register of attendance.

Data Protection Issues

The type of personal data we are collecting is basic and minimised as far as we can.

Nevertheless, we face challenges because of the heavily distributed nature of our collection of this personal data and the fact that by its nature it suggests the religious preference of the data subject (and is therefore classified as “special category” data). It could also be classified as behavioural data, in that we are

recording attendance at a specific location.

We are doing so for good reasons. We are stepping up to our responsibilities to support the Test & Protect strategy of NHS Scotland and in doing so we are playing our part in protecting those within our congregations and the people in our local communities.

As an organisation we need to be able to demonstrate our accountability for how we collect and process the personal data involved. Upholding the rights of each data subject. Which is why this procedure has been developed. We are trying to keep this as simple and effective as possible so that people feel able to take part. It may not be perfect, so we will be keeping it under constant review throughout its deployment during the Covid-19 pandemic and associated restrictions.

The use of the smartphone app makes the attendance registration process easier for congregations to manage and for tech enthusiastic parishioners and visitors to use. Overall, the smartphone app is not intended to replace the paper-based attendance registration process. Instead it is a useful extension to it.

Data Subject Access Requests

Recording personal data in this way may cause individuals to exercise their rights over how their personal data is used by the Church of Scotland and invoke a Data Subject Access Request (DSAR) with us.

An online form specifically for this purpose will be published, linked from the Privacy section of the Church of Scotland website.

If someone makes a data subject access request directly at your congregation, you should note their name, contact details and the nature of their request and send it to the Church of Scotland DPO without delay. He will deal with the request.

Data Incidents and Breaches

If you are made aware of or detect an incident or breach involving this specific process you should inform the Church of Scotland DPO without delay.

Appendix 5 – Trace and Protect policy and procedures (continued)

5.5 Privacy Notice - Congregation Test & Protect - Smartphone App

Privacy Notice

You are giving your personal data to The Assembly Trustees of the Church of Scotland as the Data Controller.

Your Personal Data

You are being asked to supply your full name and contact telephone number..

Purpose

The purpose of processing the personal data we ask for is to assist with the NHS Scotland Test & Protect Strategy.

Under the Data Protection Act 2018/GDPR, the legal basis for this processing is:

- Article 6/1d – Processing is necessary in order to protect the vital interests of the data subject.
- Article 9/2i – Processing is necessary for reasons of public interest in the area of public health.

Your personal data will not be used for any other purpose without your permission, except in the context of fulfilling a legal obligation to which The Church of Scotland is subject.

If you do not provide the personal data requested, we cannot register your attendance at the Church and will be unable to share your name with NHS Scotland if a relevant case of infection occurs.

Data Retention

Your personal data will be retained for 21 days and will then be disposed of securely.

Data Subjects

Personal data processing is carried out for Church of Scotland congregation members and visitors.

Sharing Your Personal Data

Your personal data is processed using the secure smartphone app and will

be shared with our contracted data processor, Personal Privacy Solutions Ltd (t/a TapMyData) who will process your personal data according to written instructions agreed by The Church of Scotland. Your personal data will only be shared with NHS Scotland Test & Test officials on request.

The purpose of sharing is to assist with the NHS Scotland Test & Test Strategy. Your personal data will not be used for any other purpose or shared with a third party unless doing so is necessary in order to comply with a legal obligation or in order to protect your vital interests or those of another data subject.

Data Transfers

Your personal data will remain within the EEA.

Your Rights

Under the Data Protection Act 2018 you have the following rights:

1. The right to be informed.
2. The right to access (your personal data).
3. The right to rectification.
4. The right to erasure.
5. The right to restrict processing
6. The right to object to processing.
7. The right to data portability.
8. Rights in relation to automated decision-making.

If you wish to invoke any of your rights, including for the purpose of a Subject Access Request (SAR), send your written request to: Data Protection Officer, Church of Scotland, 121 George Street, Edinburgh, EH2 4YN. Or email: lawdept@churchofscotland.org.uk

You may also advise us of an incident involving personal data or a data breach using the same contact information.

You have the right to make a complaint about our processing of your personal data to the ICO as the regulator in the UK. You can contact the Information Commissioner's Office (ICO) at:

Website: www.ICO.org.uk

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Appendix 5 – Trace and Protect policy and procedures (continued)

5.6 Tap My Data Smartphone App User Instructions

Introduction

The Church of Scotland has a responsibility to help our congregations assist with the NHS Scotland Test & Protect strategy by maintaining attendance registers for each of our congregations.

To this end we have chosen to use a smartphone app to help us create and maintain attendance registers. This smartphone app will work as a companion to the primary method of data collection which is the paper notebook.

We recognise that many congregations will want to use technology to help with their responsibilities. Recognising that data collection in our context usually involves managing “special category” data, which places additional demands and responsibilities upon us, we have chosen to work with a vendor who is providing us with advanced, privacy-centric technology. Which is no less than our congregations and visitors deserve.

The Tap My Data app was originally designed to help individuals make and manage subject access requests, known as DSARs with organisations which may be using their personal data.

It is now also equipped with the ability to register a “**Service Check In**” and it is this part of the app which will be used by the Church of Scotland.

(for anyone interested in raising a DSAR with the Church of Scotland, you can find information about this in the Privacy Centre on the Church of Scotland website – do not use Tap My Data for this, it is not configured for the DSAR service with the Church of Scotland, although you will be able to use it with any of the other organisations who use the Tap My Data DSAR system)

The Tap My Data system holds all the data you give it securely. It also provides means to verify the personal data you share with it.

1. Installation
 - 1.1. You can find out more about the app by visiting their website at www.tapmydata.com.
 - 1.2. You can download the app for your iPhone by searching for Tap My Data on the Apple App Store and for your Android device by looking for it on Google Play.
2. Setup
 - 2.1. Once the app is installed on your smartphone you do not need to set up an account in order to register attendance at your church. Setting up an account on the Tap My Data app is optional.
 - 2.2. The app system will send you a text message to verify your phone number or an email with a clickable link to verify your email address if you used these to set up an account.
 - 2.3. It is your choice if you want to add more personal data. The app does contain useful features for doing so. However for the purpose of letting you register your attendance at Church services, all we need is your name and phone number.
3. Use
 - 3.1. Each congregation will have a unique QR code associated with it. They will have copies of this QR code on display.
 - 3.2. All you need to do is open your Tap My Data app, click on the QR code icon at the top right of the main app page and point your camera at the QR code.
 - 3.3. You will be presented with a page titled, “Service Check In”
 - 3.4. The personal data which is about to be shared with The Church of Scotland is displayed by the app. This will be at most your name and phone number. The first time you register attendance at church you will need to enter this information.
 - 3.5. Press the blue “Check In” button, located below your displayed data and the app will send your check in to the Church of Scotland.
 - 3.6. Click “Continue” to return to the main app page.
 - 3.7. To review your Check Ins, click on the “requests” menu item at the foot of the app page.
 - 3.8. You can close a check in to record a departure time.

That is all you need to do. The personal data you have shared with the Church of Scotland is tagged with the congregation name, date and time of check in. It is

stored in a secure, encrypted format on the Tap My Data management system, which can only be accessed by Church of Scotland officials if authorised by the data protection officer.

If there is an infection risk, the relevant personal data will be shared with NHS Scotland Trace & Protect officials only on receipt of a verified request. They will then apply their own contact procedures to approach the people on the list.

The Tap My Data system is configured to delete all records more than 21 days old on a daily basis.



The Church of Scotland

www.churchofscotland.org.uk

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