

## Indoor Meeting for Worship at Brigflatts Meeting House

We wish to welcome Friends to indoor Meeting for Worship following this procedure for reducing the risk of transmission of COVID 19 at Brigflatts Meeting House. **Certain changes have be made owing to the Omicron variant but also bearing in mind the change to wintery weather and the boiler failure**

**Updated procedures agreed at LBM 5<sup>th</sup> December 2021 and updated on 10<sup>th</sup> Dec 2021**

### The Context

This process has been guided by information from Britain Yearly Meeting - Quaker Life, Area Meeting Trustees and government guidance on Places of Worship. The views of Members and Attenders have been sought.

Brigflatts Friends are mindful of the local community and wish to act as responsibly and safely as possible in the context of the Covid pandemic. The maximum allowed inside the Meeting House will continue to be 16 to assist safe spacing and maintain a high level of safety when considering the vulnerabilities of our Friends. A rota of welcoming Friends will be agreed each week by communication with Peter Stephenson. Brigflatts Friends are asked to volunteer. Welcoming Friends will ensure that they know the procedure below and how to unlock the Meeting House. (A member of the Premises Committee or Peter Stephenson or Janet Chetwood can be contacted if there is doubt about unlocking.)

### Procedure

- Visitors from outside the Area Meeting will use the website contact form to make a booking and a website manager will communicate with Peter Stephenson. This is to ensure we do not exceed safe occupancy numbers.
- Children will need to be cared for by their parents.
- Friends are asked not to come in person to Meeting for Worship if it is suspected they may have been in contact with the virus or are unwell. Friends should not visit if they are shielding or have a serious underlying health condition, which means that they are particularly vulnerable to COVID 19. They should not attend if they have been contacted by the Test and Trace scheme, even if they have no symptoms.
- There is a parking space opposite Rosebank for those with limited mobility and also space for dropping off and picking up. Otherwise, visitors should park in the layby at the top of Brigflatts Lane.
- When parking and approaching the burial ground, paddock, gardens and Meeting House, Friends are asked to maintain a 2-metre distance from other Friends from different households.
- **In order to ensure a free flow of air throughout the building all doors and all windows in the Meeting Room, the Library and the Guest Room will be open. As the weather is cold the large outside front door and the back door will be kept closed. It is quite likely to be cold in the Meeting House so Friends are encouraged to wear/bring warm clothes, including hats and gloves and their own blanket if appropriate.**
- All gates and internal doors to different areas will be kept open to minimise the risk of contact and transmission of the virus.
- Hand sanitiser will be available and **we ask that it is** used on entering the grounds of the Meeting House.
- Depending on expected numbers, there will be at least two members /attenders from Brigflatts Meeting to welcome Friends.

- All names and contact numbers of Friends attending Meeting for Worship will be recorded by welcomers. Friends will be asked to contact Peter Stephenson should they subsequently become ill with Covid-19 so that appropriate action can be taken to inform other users and Track and Trace. This record will be dated and kept for 21 days in the black book, which is kept securely under the stairs in the Meeting House.
- We would like to strengthen our messaging to wear face coverings indoors except if medically exempt. (Subsequent to this decision at LBM on 5<sup>th</sup> Dec, face masks are now required in Places of Worship, by the new rules of Plan B of Friday 10<sup>th</sup> December 21). Given that Covid is spread by droplet and breath, the virus will be projected further when giving ministry, so we ask Friends to try to wear a face covering when speaking/giving ministry. Face masks will be offered at the door by Welcoming Friends. (spare masks are kept in a black box under the stairs in the Meeting House.)
- We ask Friends to respect each other's personal space in the Meeting Room. Please estimate 2 meters social distancing when choosing a seat except when sitting as a family.
- There are 16 places available inside. If numbers are approaching this maximum it would be helpful if the most able bodied Friends could use the gallery. Please use the stairs one person at a time.
- Friends are encouraged to bring their own copies of Quaker Faith and Practice, Bible and blanket for warmth.
- The Meeting for Worship will be brought to an end by an agreed Friend in the group standing and drawing the Meeting to a close.
- After Meeting, there will be an opportunity to give notices and share news (e.g. up to 15 minutes) but we will do this while remaining in our seats, masked and socially distanced as before.
- We still feel that it is advisable for Friends to bring their own drink or a flask if required. There is still no general access to the kitchen or any of its equipment.
- Once Friends have left the building they are asked to move away from the entrance and are welcome to have conversations in the garden, suitably distanced.
- Only the outside disabled toilet will be open for use. Touch surfaces in the toilet will need to be cleaned immediately after use. A sign will ask for this to be carried out by the user. Cleaning products are available in the toilet for each users use. The toilet will be deep cleaned once a day during the week.
- We are asked to remember there can be no hugging, touching and shaking hands except within the same household. Please keep a two-metre distance where possible at all times.
- Any window latches, gate areas, light switches, doors or other touch surfaces will be sanitised, using a Covid-19 mister, by the person locking up the Meeting House. This sanitiser is stored under the stairs.
- In the case of a medical emergency, gloves and masks will be worn. The ill person will be made comfortable, and help called for. If anyone is taken ill during Meeting with what may be Covid19, a Friend in PPE will stay with them until they can be got home.
- This list of procedures will be sent to all Brigflatts Friends by the Communications Clerk, along with regular reminders and updates. We are all asked to familiarise ourselves with each bullet point. Friends from outside Brigflatts Meeting who wish to attend will also be sent the procedures as well as a friendly and welcoming phone call or email.