**Emerging from Lockdown: Phase 2 Plan**

(Pro forma Phase 2 Plan as referred to in Section B.3 of the *Emerging from Lockdown: Phase 2 Guidance* produced by the Scottish Episcopal Church Advisory Group on Re-opening of Churches – to be completed by vestries having regard to that *Guidance*)

………………………………………………………………………. Episcopal Church

(*Insert name of Church*)

**Bringing building back into use**

1. Describe action taken to bring the building back into use

(*including identifying one point of entry; airing the building; checking for bird and animal waste and general level of cleanliness; flushing of water systems; check electrical systems and heating, if required; ensuring fonts and holy water stoups are empty; ensuring bibles, prayer books, hymnals magazines, leaflets and any other printed materials are removed and put in storage)*

**Use of building for individual (private) prayer**

1. The offer

*(set out the proposed days and hours of opening for individual prayer; how the availability of the church for individual prayer will be communicated; the signage to be displayed at the entrance to the building; the written and/or oral instructions to be provided to visitors on arrival)*

1. Management

*(describe the arrangements for supervision of the building throughout the period of opening, including how such supervisors are to be selected, trained and equipped for and supported in their task)*

1. Cleaning and disinfecting

*(describe the arrangements for limiting the surfaces (eg door handles, rails, switches) that people entering the building will need to touch; the provision of sanitiser for use on entry and exit; the arrangements for regular cleaning and disinfecting of surfaces with which visitors are likely to make contact including pews which have been occupied)*

1. Social distancing

*(describe arrangements for identifying areas (eg signage, roping off) where people may sit to achieve at least 2 metres separation from others (with the exception of household groups and persons with their carers) and arrangements to block off areas that have been used until they have been cleaned; describe plans for “one way” movement within the building and/or any necessary arrangements including wearing of face coverings in restricted areas (eg aisles) where 2 metre separation may not be possible including the closing off of areas (eg small spaces where social distancing will not be possible); details of what the capacity of the church will be when limited by the need for social distancing)*

1. Toilets

*(describe plan to allow emergency access to toilet (if available) and arrangements for cleaning after each use)*

**Use of building for funerals**

1. In advance

*(communication to organisers about social distancing, sanitising, limitations on numbers, need for digital or specially printed orders of service/liturgies, no singing, no refreshments, no or limited access to toilets, no requiem masses – celebration of Holy Communion is not permitted in Phase 2)*

1. Management of event

*(describe plans for stewarding; liaison with funeral directors; arrangements for sanitising and to achieve social distancing including “one way” systems; distribution of orders of service/liturgies; clearing up and cleaning)*

**Use of buildings for Weddings** [section 9 only to be completed where prior discussion between vestry and Bishop has concluded in principle that exceptionally a service of this kind should be offered]

1. Additional considerations

*(beyond the issues to be considered in opening the building for individual prayer or a funeral – essentially issues around social distancing and hygiene between minister and couple to be married)*

**Maintenance, repairs, organ practice**

1. Plan *(Describe the arrangements proposed in line with any relevant Government guidance to ensure safety of proposed activities including measures to achieve social distancing and hygiene requirements including cleaning after activity has been completed)*

Completed on behalf of the Vestry of …………………………………………Episcopal Church by

…………………………………………………………….. (name)

……………………………………………………………. (position)

……………………………………………………………. (date)