**Emerging from Lockdown: Phase 3 Plan**

(Pro forma Phase 3 Plan as referred to in Section B.4 of the *Emerging from Lockdown: Phase 3 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 if not reopened in Phase 2**

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 communal (or public) worship for limited numbers -** See Page 3 below if proposed also to **commence** in Phase 3 re-opening the church for individual prayer

1. The offer

*(set out what form of communal worship is proposed – types of service(s) including days, times and estimated durations and seating capacity while observing physical distancing rules; describe how the availability of the church for these services and the constraints (eg self-restraint, physical distancing, hygiene protocols and limits on numbers) will be communicated to the congregation(s)and applied (eg overflow relays, ticketing); the signage to be displayed at the entrance to the building and elsewhere; the written and/or oral instructions to be provided to visitors on arrival – you may wish to append examples of the materials you plan to use)*

1. Preliminary considerations

*(describe communication with staff and volunteers on proposals including steps to ensure duty of care is met; details of the risk assessment undertaken – if you have used a risk assessment template you may wish to append the results; contingency plans to deal with events such as key personnel becoming unavailable or an outbreak of Covid -19 in the congregation; set out the arrangements for stewarding of the building throughout the period of opening for communal worship, including how those interacting with those attending are to be selected, trained and equipped for and supported in their task)*

1. Hygiene measures

*(describe the arrangements and proposed signage 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 availability of spare face coverings and tissues; the plans to make toilet facilities available and arrangements for queue management and regular cleaning)*

1. Physical distancing

*(describe arrangements for maintaining the required physical distancing while congregation is arriving at church (including in car parks), entering and leaving the church building (eg floor markings; filling seats furthest from the entrance first); marking areas which are off limits and those where people may sit to achieve the required separation from others (with the exception of household groups and persons with their carers); 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 physical distancing may not be possible); include arrangements for wheelchair users and others with special needs*

1. During Communal Worship

*(describe plans for conduct of the service(s) drawing as appropriate to the occasion on the guidance in section D* [*https://www.scotland.anglican.org/wp-content/uploads/Phase-3-Guidance-Version-1-6.7.2020.pdf*](https://www.scotland.anglican.org/wp-content/uploads/Phase-3-Guidance-Version-1-6.7.2020.pdf) *and the associated pastoral/liturgical guidance from the College of Bishops)*

1. After worship

*(describe plans to empty church while maintaining physical distancing and to encourage the maintenance of physical distancing while dispersing; counting collection and cleaning)*

**Use of building ADDITIONALLY or ONLY for individual (private) prayer if planned in Phase 3 but not offered in Phase 2 -** please complete the proforma issued with the phase 2 guidance <https://www.scotland.anglican.org/wp-content/uploads/Pro-forma-Plan-for-Reopening-for-Individual-Prayer-Version-1-12.6.20.docx>

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

…………………………………………………………….. (name)

……………………………………………………………. (position)

……………………………………………………………. (date)