

St Francis of Assisi Shefford Covid-19 Method Statement

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Private Prayer, Word and Communion, Holy Mass, Other Sacraments' and Funerals Attendance

Priest, Deacon and Stewards

- The priest, deacon, readers and all Stewards will wear masks [face coverings]. The priest in the sanctuary may uncover his face when speaking when at least 2m distance from others. Deacon and readers may uncover their face when reading when at least 2m distance from others.
- All stewards will be briefed and questioned on the method detailed below to ensure they know what is required.

Parishioners

- Parishioners who have any symptoms of Covid19 must refrain from attending the church for private prayer, word and communion, mass, other sacraments and funerals.
- All parishioners will be questioned by the stewards as regards the state of their health and their temperature taken prior to entering the church. Parishioners must [1] Use the NHS Test and Trace QR code on a smart phone or [2] Give their name and contact details to the steward for the entrance record. This is a requirement of C-19 national restriction. Failure to comply will result in the Church having a fine imposed or closed for worship, therefore if the parishioners do not follow this ruling they will **NOT** be allowed to enter.
- All parishioners must wear a face mask[covering] [save for the very young and those who, for health reasons, can't cover their faces]
- All parishioners to use free hand sanitizer provided when entering and leaving the church.

General Note

Space in the church is limited due to social distancing requirements so we have anticipated a maximum of 40-50 people in the church at any given time.

A government requirement states a maximum of 30 people at a funeral mass or service.

So there may be instances where entry to the church is not be possible.

Method/Procedure

- The double doors at the front of the church are to be manned at all times
- Parishioners arrive at the Church of St Francis of Assisi will be required to queue 2m apart until called to enter the church by a steward. The queuing area will be clearly marked
- Once the parishioner is asked to enter the church, they will be briefed at the second set of double doors on the “one way” system that’s in place for all ingress and egress for the church by the stewards

Before any worship takes place the Catholic Church C-19 requirements must be read to the people.

And the requirements MUST BE ADHERED TO

- The church pews will be filled up from the front of the church as dictated by the Stewards
- There will be a “set aside” seating/wheelchair area in the church for “Vulnerable” people. Please make the stewards aware upon entering the church of any condition or concern and they can direct you to this area.
- Seating on the pews will be dictated by family/group sizes and individuals so that social distancing rules are maintained.
- All parishioners will be required to wear masks throughout the service/private prayer (Note if you have any breathing conditions please make the steward aware upon entering the church and you will be seated in a set off “Vulnerable” seating area mentioned previously.
- There will be no collections during the services but an Offertory box will be sited near the exit door.
- We would request all parishioners to bring their own protective face mask, however there will have some available at the entrance to the church for those who don’t have one [we ask for a £1. Donation towards the cost of the face covering]

Holy Communion

- The stewards will beckon each row at a time to come up for holy communion. Please follow the one – way system for ingress and egress for the pews when returning to your allotted seat. **Communion is given only on the hand to lessen any transmission of the C-19 virus**
- End of prayer/ mass. The steward will beckon each pew when it is ok for

them to leave the church. Parishioners to follow the one-way system as advised, and exit by the side door at the front right-hand side into the garden.

For funeral congregations they must exit the church by the same door they entered the church. ie the front door.

- All parishioners to use the hand sanitizers at the exit from the church when leaving.
- We must advise that all parishioners when leaving the church disperse straightaway. No gathering allowed inside or outside the church or in the garden.
- Please note that mass services will be shorter during this Covid period so toilet facilities will be restricted and available in an emergence only.

We are re-opening the Church for public worship from Wednesday 2nd December 2020.

Monday	Word and communion 9:30am
Tuesday	Holy Mass 9:30am
Wednesday	Word and communion with exposition 7pm – 8pm
Thursday	Holy Mass 9:30am
Friday	Word and communion with exposition 9:30 -1030am
Saturday	Holy Mass 11:00am
Sunday	Holy Mass 9:00am and 5:15pm

A Booking System will be in operation for all Masses over the Christmas Season. Please follow the published procedure for booking a place –

**If you haven't booked entry to the church
will not be possible.**

Many thanks for your support during this difficult time!