



**HOLY TRINITY  
CHURCH**

## **HOLY TRINITY CHURCH, GENEVA**

### **RETURN TO CHURCH – PROTECTION CONCEPT**

Version 3. 27 May, 2020

### **CONSIDERATIONS**

- 1. Tracing people who have attended the service**
- 2. Limiting overall number of attendees in compliance with social distancing**
- 3. Social distancing at all times of at least 1.5 per person, or unit (couple or people resident in same household)**
- 4. No processions; entrance and exit to be staggered to comply with physical distancing.**
- 5. Number leading services to be kept to a minimum.**
- 6. No physical contact between people, eg handshake, peace, collection plate.**
- 7. Communion.**
- 8. All 'ritual objects', eg prayer books, vestments to be brought by and taken away by participants themselves and not shared with other people.**
- 9. Limited singing**
- 10. Limited social gathering before or after services.**
- 11. Hand disinfectant to be available at entrance and exit**
- 12. Personal hygiene precautions, masks, tissues, hand sanitiser**
- 13. Cleaning required after each service or use of premises**
- 14. Children's, youth groups in compliance with teaching in schools.**
- 15. One person to have overall final responsibility.**
- 16. High risk groups**
- 17. Those suffering from an illness.**
- 18. Information**
- 19. Training of sidespeople.**
- 20. Renting out premises.**

- **TRACING OF PEOPLE:**

All people attending the service will be asked to register on-line with contact details, before the service. The system will ask for permission to retain those details beyond the minimum 14 days. Those who cannot manage to do this personally should ring the office, who will register them.

A designated sidesperson with sole use of the pen will tick people off on a pre-prepared list, which includes contact details, as they arrive. If people arrive without having registered, they will only be admitted if there is sufficient room once those registered have been admitted. In that case, their contact details will be taken by the sidesperson responsible. People will only be admitted if they wish to attend the service, i.e. no tourists.

- **OVERALL NUMERICAL LIMIT**

This has been set in accordance with the social distancing limits and will not exceed 60.

- **SOCIAL DISTANCING**

The Church has been measured The fixed pews and choir stalls have been marked with tape to indicate seating places. The location for chairs in the South transept has also been marked with tape. All placings have been arranged to comply with the requirement of a space of 1.5 metres between each seated person, or between couples or small groups of people living in the same household. All doors including the interior door into the vestry, and all air vents will be left open to maximise the circulation of air.

- **ENTRANCE AND EXIT**

Entrance to the Church will be through one door and exit through other and will be marked accordingly for each service. A sidesperson will stand outside the door, weather permitting, greet people as they arrive and sign them off on the list. (If the weather precludes standing outside, this person should stand in the porch). A second sidesperson will have a sanitiser and will disinfect their hands and escort them to a suitable pew, starting from the front where possible. Further arrivals will wait at a required distance for their turn. This is marked on the Forecourt. A third sidesperson will be at the other door to prevent people entering through that door. Doors will be left open to minimise contact with handles. The toilets will be open. If more than one person or household wants to use them simultaneously, the sidesperson will ensure that social distancing is preserved.

- **NUMBERS LEADING SERVICE**

The number leading the service will be restricted and between them will lead the service, preach, read the lessons and do the intercessions. Social distancing will be maintained and movement during the service will be restricted as far as possible.

- **PHYSICAL CONTACT**

There will be no handshake or greeting of others in a physical form either before, after or during the service. People will be asked to greet each other verbally or with a smile and to use the 'namaste' sign if they wish. People are encouraged to give on-

line electronically, but an open collection plate will be available both at the entrance and exit of the church for those who prefer to give in that way.

- **HOLY COMMUNION**

Holy Communion is now permitted in Switzerland. Initial services will still not include a Eucharist as there is no locum in place.

When permissible, communion will be in one kind only (bread); the priest will wear a face mask and clean, latex-free gloves; will sanitise his/her hands before the consecration and before touching any of the vessels. The bread will remain covered during the prayer of consecration. The priest will say the words of distribution of the consecrated bread to the whole assembly corporately, so that the actual distribution of communion happens in silence. For the distribution either the priest will stand at the East end of the nave. Starting with the south, then north, then front pews people will go forward, receive the wafer and exit by the transept door, re-entering by the main door; (people in the South transept will be asked to wait outside until the distribution is completed) ; or in cases of bad weather, the priest will take the bread to each communicant in the pews.

- **SHARING OF OBJECTS**

The leader of the service will have a designated clip-on microphone, which will be retained for their personal use as far as possible; others participating in leading the services will either have their own designated clip-on microphone, or speak from the lectern. One person will be designated to manage the sound system, including cameras, set up the microphones and ensure their cleaning and storage after each service.

The leader of the service will be responsible for bringing their own vestments, which will be kept to a minimum, and for taking them home and ensuring their cleaning at the end of the service.

There will be no sharing of books or service sheets. The service sheet will be available on-line. Participants will be encouraged to bring their own smart-phone, i-pad etc. to follow it on-line, or to print their own copy at home and take it home afterwards. There will be a very limited number of copies for those not able to do this, which they will be required to take home with them. This will apply equally to leaders of the service.

- **MUSIC**

Initially, live music will only be from the organ, (only the organist will be in the organ loft) or an alternative instrumentalist, e.g. the Kora a stringed instrument. This may be supplemented by recorded music.

A small choir is now permitted.

- **SOCIAL GATHERING**

There will be only social gathering before or after the service on the forecourt initially. Participants will be asked to maintain social distancing.

- **HAND DISINFECTANT**

Hand disinfectant will be available, administered by a sidesperson, both at the entrance and exit to the church. The sidespeople and all people entering the church will be required to disinfect their hands. It will be available in the vestry and anyone involved in leading the service will be required to use it and encouraged to do so at intervals during the service. It will also be available in the toilets and, when in use, in the Hall and kitchen.

- **PERSONAL HYGIENE PRECAUTIONS, WEARING OF MASKS and HAND SANITISER**

- Masks must be worn by sidespeople and congregation for the protection of others when walking around. Leaders should wear a mask when possible and at any time that they cannot guarantee 1.5 metres distance or are involved with Communion, as detailed. All should be asked to bring their own, but a store will be available if necessary. All wearers of masks should take them with them at the end of the service. People will be reminded to cover their mouth and nose if the cough or sneeze and recommended to carry their own small bottle of hand sanitiser

- **CLEANING**

The church will be thoroughly cleaned and disinfected, e.g. all doors and door handles, tables, pews and chairs, the lectern, each Saturday, from which time the church will be closed until the service. It will be kept closed until cleaned again after the service. The cloth covers will be removed from the pews and stored; the upholstered chairs in the transepts will be replaced by hard chairs from the Hall.

Access to the vestry will be kept to the minimum, only the leader or a designated warden, who will be responsible for cleaning and disinfecting anything removed from the vestry (this should be the minimum, eg the cross and two candlesticks); cleaning and disinfecting the surfaces, doors and handles both before and after the service. This person should also be responsible for counting and placing in the safe any cash collection. If microphones or sound equipment are removed and returned to the vestry, a separate person will be responsible for storing and cleaning them, which should be before the leader/warden does the final clean.

(Common vestments, altar cloths will not be used). When the Eucharist is re-introduced, the leader should be responsible for the cleaning and disinfecting of any vessels and for taking them in and out of the vestry personally.

- **CHILDREN/YOUTH ACTIVITIES**

**No children's or youth activities are currently planned.**

There will be no crèche in the church.

When these are re-instated, they will take place in the Church Hall, using the separate entrance. Numbers both of children and leaders will comply with the regulations in force for schools.

No food will be provided.

- **OVERALL RESPONSIBILITY**

Johanna Kitson is the nominated person with ultimate responsibility for ensuring that this concept is implemented and modified where necessary in the light of experience.

- **HIGH RISK GROUPS**

An on-line Eucharist will continue as the main service. Those in high risk groups will be reminded of the advice given in the Federal guidelines, but will not be denied entrance to the church, if that is their wish.

- **ILLNESS**

People who are ill, including any suffering from Covid-19 will be asked to stay at home. Sidespeople will be asked to invite any obviously ill people not to enter and if illness becomes apparent during the service, to ask them to leave.

- **INFORMATION**

A summary of this information will be sent to all people on the mailing list and placed on the website, with access to the full document available.

- **SIDESPEOPLE**

A sufficient number of sidespeople, who are not in the at-risk group will be appointed to ensure that four can be available for any service. They will be fully briefed and informed of the necessary procedures.

- **RENTING OUT OF PREMISES**

A written Concept of Protection to conform with the Government guidelines will be requested from each tenant. Once agreed between the tenant and Holy Trinity, the tenant will be responsible for ensuring its implementation. Holy Trinity will retain responsibility for cleaning, at the cost of the tenant.