

plfc – Supervisors' role



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Introduction

The scope of this document is to describe the measures being taken by plfc to make the chapel and its grounds COVID-19 Secure in regard to the public meetings being held on its premises as of 19th July 2020

The term **event** is being used throughout plfc documentation to cover any meeting held at plfc. It includes, for example, Worship Services, Coffee Morning. Etc.

It is our understanding that the measures we take to meet COVID-19 requirements are according to event type e.g. Coffee Morning would be based on the requirements for cafes, Worship Services on the requirements for churches.

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Revision History

Version	Date	Comment
1.0	13 th July 2020	First release
1.1	26 th Aug 2020	Additions for re-opening of Church Night

Supervisors

Supervisors are chosen from amongst the membership of plfc and are in general either already involved in the leadership of plfc or are already serving in some capacity at the type of meeting that they will supervise.

Each Supervisor will be given a copy of this document prior to the re-opening of any event they might be required to Supervise.

A Supervisor is only allowed to Supervise (or enter plfc) if, and when, they have not been told to self-isolate and provided that they are not experiencing any possible COVID-19 symptoms, a new continuous cough, elevated temperature, or change in their normal sense of taste or smell.

If a Supervisor is not be able to fulfil their role at any scheduled event, they must notify the event organizer as early as possible so that another person can be notified to deputise in their place.

If they become aware of any COVID-19 symptom whilst Supervising they are to notify the person overall responsible for the event IMMEDIATELY and leave the premises returning to their own home where they should seek further direction from the NHS.

Events

The only events to be re-opened at this time are Sunday Morning Worship Service, Coffee Mornings and Church Night.

As further events are re-opened this document will be reviewed and amended as necessary to maintain the safety of those attending plfc.

Supervisors may be different at each type of event according to the needs of that event.

Sunday Morning Worship Service

Three Supervisors will be on duty at each Sunday Morning Worship Service. These will be chosen and notified before the event. They will be on duty from 30 mins before the start of the service until all necessary work has been completed after the event.

Before manning their Supervisory Posts, the Supervisors are to ensure the following:

1. They are clear as to what their duties are before, during and after the service.
2. They are wearing a fluorescent yellow jacket and a face mask.
3. They have thoroughly cleaned their hands.
4. That they go through the pre-event checklist performing each task and ticking it off on the checklist once done.
5. That they thoroughly rewash their hands before taking up their specific **Before Event** duties.

Outside Supervisor

Before Event

To open necessary outside doors (if not already open)

To then be stationed outside of the church wearing the fluorescent jacket and face mask. Greet each person without entering a person's 2 metre space and ask if they have been told to self-isolate and whether they are currently experiencing any COVID-19 symptoms, in particular a raised temperature, new continuous cough, or a change in their normal sense of taste or smell. If they have been told to self-isolate, or admit to experiencing any COVID-19 symptom, the Supervisor must instruct them to return home and if they have COVID-19 symptoms to encourage them to contact the NHS for further direction.

Provided the person has not been told to self-isolate and does not admit to having any symptoms, the Supervisor must direct them as to which route they need to enter by, ensuring that they remain appropriately spaced from others entering and/or queuing to enter.

During Event

To maintain awareness of anyone needing help or violating the COVID-19 directions. In either instance to take such actions as necessary to address the situation safely.

After Event

To open all necessary outside doors. Wait outside of the building to encourage people (from a safe distance) to disperse safely as they come out of plfc.

Help to complete all checks on the post-Sunday Morning checklist and tick them off once done.

Foyer Supervisor

Before Event

Welcome each visitor and ask them to use the hand sanitizer before entering the Sanctuary. Encourage them to decide where they want to sit (it will help to keep aware of whether or not there is available seating upstairs and on which side. This can be done by asking the Chapel Supervisor to check from the Pulpit). Encourage people to use the wall stations first and the rear centre stations last.

Ensure that they keep to 2m spacing as they pass through the foyer and upstairs / go through inner doors.

During Event

To maintain awareness of anyone needing help or violating the COVID-19 directions. In either instance to take such actions as necessary to address the situation safely.

Be ready to go out into the foyer if someone arrives late to carry out both the Outside Supervisor's **before event** duty as well as your own **before event** duty.

After Event

Go through the foyer and ask each person to use the hand sanitizer on leaving. Check they maintain 2M spacing as they leave.

Help to complete all checks on post-Sunday Morning checklist and tick them off once done.

Chapel Supervisor***Before Event***

Ensure people use the right route to their station and sit at it correctly. Keep conversation levels to an appropriate level especially between tables. Be available to anyone who needs help e.g. someone has something to give to someone else, needs water etc. Enter each person into the plfc Track and Trace app. (this can be left to during the event if preferred).

During Event

Enter all supervisors and those attending the event into the plfc Track and Trace app if not already done so. Be aware if anyone arrives late and enter them into the plfc Track and Trace app.

Maintain awareness of anyone needing help or violating the COVID-19 directions. In either instance to take such actions as necessary to address the situation safely.

After Event

Ensure that people leave in a safe, correctly spaced, manner; taking all of their personal belongings with them.

Help to complete all checks on post-Sunday Morning checklist and tick them off once done.

Sunday Morning Service Checklist

Date _____

Supervisors Outside _____

Foyer _____

Chapel _____

Helping with tasks _____

Pre Event Tasks (after washing or sanitizing hands!)	Done
Prop open all internal doors except Fire Doors	
Toilets at rear of chapel – check for cleanness, hand wash, paper towels	
Ditto - affix bit of masking tape to top of door and door frame	
Ditto – switch fans off and on again immediately to set fans going continuously	
Toilets at front of extension – check for cleanness, hand wash, paper towels	
Ditto - affix bit of masking tape to top of door and door frame	
Ditto – switch fans off and on again immediately to set fans going continuously	
Check all four hand cleaning stations for hand sanitizer, paper towels and empty waste bin	
Wipe with a wet-wipe all door handles & light switches on ground floor outside of 72 hour cleansed areas and telephone dialer and handset in foyer	
If less than 72 hours since room last used, wipe down every table top and seat with a wet-wipe	
Bring through 12 chilled water bottles to Supervisor’s Area	
Put out Offering receptacles at each Station	
Set fans as appropriate	
Open any windows as appropriate	
Help set out Stations for Lord’s Supper when appropriate	
CLEAN HANDS THOROUGHLY	
Post Event Tasks (after washing or sanitizing hands!)	
Toilets at rear of chapel – if masking tape damaged or removed, remove tape completely, check for cleanness, hand wash, paper towels	
Ditto – switch fans off, leave > 1 min and switch on again to resume auto mode, lock toilet doors	
Ditto – Check all four hand cleaning stations for hand sanitizer and paper towels	
Toilets at front of chapel – if masking tape damaged or removed, remove tape completely, check for cleanness, hand wash, paper towels	
Ditto – switch fans off, leave > 1 min and switch on again to resume auto mode	
Ditto – Check all four hand cleaning stations for hand sanitizer and paper towels	
Lock all ground floor toilets apart from front disabled toilet	
Collect up Offering receptacles once Finance Team have removed money and return to Supervisor’s Area	
Remove all rubbish from Sanctuary and Foyer	
Empty all bins containing rubbish	
CLEAN HANDS THOROUGHLY BEFORE LEAVING BUILDING	

Coffee Morning

Four Supervisors will be on duty at Coffee Mornings. These will be chosen and notified before the event. They will be on duty from 15 mins before the start of the event until all necessary work has been completed after the event.

All Supervisors

Before Event

Before manning their Supervisory Posts, the Supervisors are to ensure the following, checking them off on the pre-event check list:

1. That they are clear as to what are their duties before, during and after the event.
2. They are wearing an apron and a face mask.
3. That they have thoroughly cleaned their hands.
4. That they go through pre-event checklist performing each task and ticking it off on the checklist once done.
5. That they thoroughly rewash their hands before taking up their specific **Before Event** duties.

All food and drinks to be prepared as detailed in the **plfc Food and Drink** documentation.

Open necessary outside doors (if not already open) and to put out Notice Board if using it.

The Supervisors can then take up their work positions for serving food and drinks, supervising the seating area, and helping customers as required.

One supervisor **MUST** be responsible for checking each customer as they arrive before they are seated to establish that they have not been told to self-isolate and are not currently exhibiting any COVID-19 symptoms – particularly elevated temperature, new continuous cough, or change in their normal sense of taste or smell. They must then enter the person(s) into the plfc Track and Trace app before directing them to a seat.

During Event

To maintain awareness of anyone needing help or violating the COVID-19 directions. In either instance to take such actions as necessary to address the situation safely.

After Event

Take particular care to ensure everyone who was present at the event for however short a period of time was entered into the plfc Track and Trace app.

To open all necessary outside doors. Wait outside of the building to encourage people (from a safe distance) to disperse safely as they come out of plfc.

Finally checks on post-Coffee Morning check list must be performed and ticked off.

Coffee Morning Checklist

Date _____

Supervisors Suzi Hall
 Sandra Robertson
 Sue Hall
 Dave Hall

Before Event Tasks (after washing or sanitizing hands!)	Done (tick)
Switch on dishwasher	
Prop open all internal doors except Fire Doors	
Toilets at rear of chapel – unlock toilets, check for cleanness, hand wash, paper towels	
Ditto - affix bit of masking tape to top of door and door frame	
Ditto – switch fans off and on again immediately to set fans going continuously	
Check all four hand cleaning stations for hand sanitizer, paper towels and empty waste bin	
Wipe with a wet-wipe all door handles and light switches on ground floor (outside of 72hour cleansed areas) and telephone dialer and handset in foyer	
If less than 72 hours since room last used, wipe down every table top and seat with a wet-wipe	
Set fans as appropriate	
Open any windows as appropriate	
After Event Tasks (after washing or sanitizing hands!)	
Toilets at rear of chapel – if masking tape damaged or removed, remove tape completely, check for cleanness, hand wash, paper towels	
Ditto – switch fans off, leave > 1 min and switch on again to resume auto mode	
Ditto – Check all four hand cleaning stations for hand sanitizer and paper towels	
Lock all ground floor toilets apart from front disabled toilet	
Empty all bins containing rubbish	
CLEAN HANDS THOROUGHLY BEFORE LEAVING BUILDING	

Church Night

Two Supervisors will be on duty at Church Night. These will be chosen and notified before the event. They will be on duty from 15 mins before the start of the event until all necessary work has been completed after the event.

Both Supervisors

Before Event

Before manning their Supervisory Posts, the Supervisors are to ensure the following, checking them off on the pre-event check list:

1. That they are clear as to what are their duties before, during and after the event.
2. That they have thoroughly cleaned their hands.
3. That they go through pre-event checklist performing each task and ticking it off on the checklist once done.

All food and drinks to be prepared as detailed in the **plfc Food and Drink** documentation.

The Supervisors can then take up their work positions for serving food and drinks, supervising the seating area, and helping those attending as required.

One supervisor **MUST** be responsible for checking each person as they arrive before they are seated to establish that they have not been told to self-isolate and are not currently exhibiting any COVID-19 symptoms – particularly elevated temperature, new continuous cough, or change in their normal sense of taste or smell. They must then enter the person(s) into the plfc Track and Trace app before directing them to a seat.

During Event

To maintain awareness of anyone needing help or violating the COVID-19 directions. In either instance to take such actions as necessary to address the situation safely.

After Event

Take particular care to ensure everyone who was present at the event for however short a period of time was entered into the plfc Track and Trace app.

Finally checks on post-Church Night check list must be performed and ticked off.

Church Night Checklist

Date _____

Supervisors _____

Before Event Tasks (after washing or sanitizing hands!)	Done (tick)
Prop open all internal doors leading to Hall except Fire Doors	
Toilets at front of chapel – unlock toilets, check for cleanness, hand wash, paper towels	
Ditto - affix bit of masking tape to top of door and door frame	
Ditto – switch fans off and on again immediately to set fans going continuously	
Check front hand cleaning stations for hand sanitizer, paper towels and empty waste bin	
Wipe with a wet-wipe all door handles and light switches through to hall (outside of 72hour cleansed areas) and telephone dialer and handset in foyer	
If less than 72 hours since room last used, wipe down every table top and seat with a wet-wipe	
Set fans as appropriate	
Open any windows as appropriate	
After Event Tasks (after washing or sanitizing hands!)	
Toilets at front of chapel – if masking tape damaged or removed, remove tape completely, check for cleanness, hand wash, paper towels	
Ditto – switch fans off, leave > 1 min and switch on again to resume auto mode	
Ditto – Check all front hand cleaning stations for hand sanitizer and paper towels	
Lock all ground floor toilets apart from front disabled toilet	
Empty all bins containing rubbish	
CLEAN HANDS THOROUGHLY BEFORE LEAVING BUILDING	