

SLJC Church Guidelines

This document sets out the ways of worship service that we all need to follow to be safe and compliant while we face the Covid-19 risk.

Regardless of the risk that you think COVID-19 may or may not pose to your health, it is essential that every church member carefully observes these measures. Please respect and be mindful of those who may feel more concerned than you about worship in the church building. Let's value others above ourselves (Phil 2:3).

Worship Service

- All worship service or Sunday school needs to be held with 2 meter distancing.
- Wear a face mask to attend the service.
- The large Conference room on the first floor will be the place of worship for adults.
The main lounge on the ground floor will be the place of Sunday school for children (week 1).
- On week 2, 4 & 5, children may wish to attend the service upstairs and sit with parents or carers. Parents or carers will be responsible for looking after their own children before/during/after the service.
- Please travel carefully to the worship room or to the Sunday school, avoiding talking to people on the way while maintaining 2 meter distancing.
- Please avoid talking to others privately in the worship room or in the Sunday school room except your family.
 - You should avoid face-to-face interactions within 2 metres to those who are not from the same household.
- Please only take an allocated seat provided by the church in line with our seating plan.
- Leading members (MC, preacher, Bible reader, and singer) will wear a plastic face cover.
- Leading members will have a greater flexibility on moving around the facilities but only essential movement is advised. However, time spent at less than 2m should be kept to a minimum.
- In using microphone by leading members, microphone cover must be changed between each user if it is used by a different person. Or use another microphone.
- Congregation do not raise voice during the service.

(Except for the Confession and the Lord's Prayer when using face masks)

Congregation do not sing or chant. Avoid musical instruments that are blown into.

(Recordings will be used instead of singing and praising. Or individual/small group may sing or chant by using plastic face covering / shielding etc.)

Cleaning and hygiene

- Upon arrival, sanitize your hands as you come in the front door.
- There will be anti-bacterial wipes, soap and other cleaning products in the toilets and communal areas. Please use them to clean all objects and surfaces that you have touched so that they are safe for the attenders.
- Please keep all your personal belongings with you (this includes coats or jackets).
- Cleaning
 - To assist in keeping the worship room, each participant will be responsible for cleaning the room.
 - Clean the room using sanitizing wipes and sprays after the service.
(The same person sets up and puts away the lectern, banners etc.)
 - Leave the building as soon as the service ends and avoid conversation inside the building.
(Keep social distancing rule outside the building after the service. The attendees will be informed of the rules at the end of the service.)

Further Guidelines

- **Food or drinks**
 - Food or drinks will not be served by the church. If necessary, please bring your own drink and ensure that you take home. No eating or sharing food allowed in the building.
- **Kitchen**
 - You are not allowed to access to the kitchen.
- **Bathroom**
 - Use the toilet by single person only. If occupied, please wait until the person comes out and keep a 2m distance from them.
 - Display the 'Occupied' sign on the door as you go in and display during the use.

- Users of the room on each floor use the toilet on that floor.
- After using the toilet, wash your hands thoroughly and disinfect all surfaces that you touched; such as the toilet handle, the toilet seat, the door handle and the vacant/occupied sliding door signs.

- **General**

- Do not pass people on the stairs; please wait for the hallway to be clear before descending. The person descending to have priority in any doubt.

Set Up/Set Down

- **Chairs**

- Chairs will be located according to the pre-planned seating plan before the service. After the service, each person will wipe his/her own chair with anti-bacterial wipe or spray it before putting it away.

- **Electric devices (Laptop, Camera, tripod & mobile phone) for livestream/Zoom**

- These items are only used by its owner. As most items belong to either church or Rev. Katsutoshi & Yukiko, please do not touch them. If you are volunteering to do the PowerPoint for Zoom meeting participants, please bring your own laptop to do so and arrive early enough (e.g. 30 mins before the service) to set up and check the connection. The venue only opens 30 mins before the service and closes 30 mins after the service.

- **Tables**

- No table is used to distribute tracts/leaflets/service sheet or hand out church bibles, therefore no set up required.

- **Church Banners**

- There are two banners; one for outdoor and the other for indoor. These are only handled by one person and cleaned with anti-bacterial wipes after use.

- **Storage**

- Only accessed by one person. Wipe the door handle and any surface you touched after use.

Bible Reading / Prayer

- **Reading the bible passage or praying at front**

- Please bring your own bible to read the passage and wear a plastic face shield while you speak. Walk in the middle aisle to keep 2m distance from the congregation.

Sunday School (Promise Land): Week 1 only

• Pick Up / Drop off

- Children will come straight into the main lounge room on the ground floor. A delegated church member will meet with your child at door. Do not enter the room with him/her, go straight up to the conference room for the adult's service on the first floor.
- After the service, please come and collect your child from the lounge and exit the building. Do not go upstairs with them. Use hand sanitizer as you leave.
- Children will not mix with adults from other household who attends the service in the main conference room.

• Cleaning and hygiene

- Sunday school staff will be responsible for cleaning the entire room, using sanitizing wipes and sprays after the service.
- Downstairs bathroom is also cleaned by Sunday School staff or volunteer after use.

• Chairs

- Chairs and sofas will be located in advance according to the social distance rule and a pre-planned seating plan.
- Children will be seated by each house hold and keep social distancing from each other.

• Bathroom

- Use the downstairs' bathroom only.
- Children are advised to wash their hands with anti-bacterial soap for 20 seconds following the government's guidelines.
- Children will remain in the main lounge throughout the service except for when they need to use the bathroom (accompanied by an adult if necessary)

• Face covering / mask

- Children over the age of 10 are advised to wear a face mask.
- All Sunday school staff / volunteers must wear a face mask.

- **Ventilation**

- Doors and windows need to be opened before Sunday school for ventilation.

- **Activities**

- No singing. No run around games.
- Pens, notes, and other materials are prepared exclusively for each child.
Sharing stationaries are not permitted and will be supervised by volunteers.
- Mini-whiteboards may be used to write messages, answer questions and share greetings between families, when applicable.

What if...

...I have covid symptoms?

- If you suspect you have Covid-related symptoms (namely: a high temperature, a persistent cough, or loss of sense of taste or smell) **DO NOT** come to Stayton House.
If you are already in the building and start to feel unwell, go home straight away.
- Email hello@sljc.co.uk and let Rev. Katsutoshi or Mrs. Yukiko Shimizu know.
- Organize a test via the government website as soon as possible.
 - <https://www.gov.uk/apply-coronavirus-test>

...I have a test and it's positive?

- Email hello@sljc.co.uk and Rev. Katsutoshi or Mrs. Yukiko Shimizu know.
- Stay home, self isolating for 14 days until all symptoms have gone.

... I have a test and it's negative?

- Email hello@sljc.co.uk and Rev. Katsutoshi or Mrs. Yukiko Shimizu know.
- If you feel well enough to come to the church, then do so.

... someone I live with gets symptoms?

- Email hello@sljc.co.uk and Rev. Katsutoshi or Mrs. Yukiko Shimizu know.
 - Stay at home and self-isolate

- <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- Encourage the person with symptoms to get tested as soon as possible.
- If that test is positive, then continue to self-isolate for the full 14 days.
- If the test is negative, then you can come to the church.

For any further questions, advice or clarification on this risk assessment, please contact the pastor.

South London Japanese Church

Last updated: 25.10.2020

These guidelines will be reviewed regularly and updated where appropriate

Reviewed by: Rev. Katsutoshi Shimizu, Yukiko Shimizu, Sayuri Kato

南ロンドン日本語キリスト教会
新型コロナウイルス感染予防のために

会堂礼拝では

フェイスカバー

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手洗い・消毒

皆さまご自身を守るため、大切な人を守るため、ご協力をお願いします。

The infographic features a light blue background with a white-bordered box at the top containing the church name and purpose. Below this, three icons illustrate the guidelines: a face mask, two people with a 2m distance arrow, and a hand sanitizer bottle. The text is in Japanese, and the overall design is clean and informative.