

## South London Japanese Church

### Risk Assessment for the Worship Service in the Church Building

- Those who have symptoms of Covid-19 shall not attend the service.
- Reduce the flow of people at entrance and departure. Encourage arriving earlier or leaving later at the start / end of the service in advance.
- Wearing a face mask is encouraged during the service, although it is not compulsory.
- Ask attendees what special care we need to take during the service in advance.
- Doors and windows need to be opened periodically for ventilation.
- Bring their own resources for the service, such as the Bible, and should be brought back again by the owner.
- Wash hands /sanitize before entering the building
- Place anti-bacterial hand wash / sanitizer in toilet. Washing hands for more than 20 seconds after the use of toilet is suggested. (Use the toilet by single person at a time. Display the 'Occupied sign' on the door during use. Users of the room on each floor use the toilet on that floor. After using the toilet, disinfect the parts that you touch, such as the toilet handle, toilet seat, and door handle.)
- Use handkerchiefs etc. when sneezing or coughing. Put tissues into bin after its use.
- Wait at the end of the corridor (or stairs) for not making contact in use of the corridor (or stairs).
- Do not use the room other than the main worship room, rooms for Sunday school, youth group, and toilets. Kitchen is not permitted to use.
- The large Conference room on the first floor will be the place of worship for adults, children and youth. The main lounge and the small lounge on the ground floor will be the place of Sunday school for children and youth group.
- Children may wish to attend the service upstairs and sit with parents or carers. Parents or carers are to take responsible for looking after their own children before/during/after the service.
- Remove unnecessary items such as toys for children.
- Sneeze guard protective screens are to be placed between the crowd and public speakers (hosts, preachers and singers etc.) Sanitize the musical instrument before and after its use.
- Attendees are encouraged to bring their own bibles. If the church bibles are offered, they must be kept untouched for at least 48 hours before the use.
- Cash donation is not accepted during the services, instead encourage attendees to use an online bank transfer.
- Food and drinks are not offered by the church and utensils in the building are unavailable to use.
- Parents to take a full responsibility to look after infants during the service. Designated volunteers will supervise children during the Sunday school.
- Clean the surfaces using anti-bacterial wipes and sprays in the conference rooms & lounges after the service. (The appointed volunteer to take a responsibility for a set up /down; e.g. lectern, banners etc.)
- Continue to broadcast the service on Zoom and Facebook page for those who participate remotely.