**Resumption of congregational activities checklist**

This checklist must be read in conjunction with the *Guidelines for getting ready to gather again* document which provides fuller detail of all that is involved in recommencing congregational activities.

Before the *initial* resumption of congregational activities this checklist must be completed by kirk session and signed by the Minister and Clerk of Session. However, this is a living document. As *additional* activities resume, you should update the document adding details and dates in appropriate sections (e.g. 2-6) so that the kirk session retain a full record of all that has been authorised and agreed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action** | **Further details of actions agreed** | **Date** | **Person(s) responsible for sign off** | **Tick when complete** | |
|  | | | | | |
| **Consulting relevant advice** | | | | | |
| **1.** Has kirk session consulted up to date advice and instruction from government, the Presbyterian Church in Ireland and insurers in deciding to resume activities and organisations? |  |  |  |  | |
| **Deciding to resume activities and organisations** | | | | | |
| **2.** Which activities  (including worship) and organisations have been authorised to resume by kirk session and from what dates (list activities)? |  |  |  |  | |
| **3.** Any other provisos agreed (e.g. date for review; restrictions to some normal elements of programme; limited use of church space) |  |  |  |  | |
| **4.** Have leaders of activities and organisations been notified of decisions and all arrangements that need to be put in place to resume? |  |  |  |  | |
| **5.** To which individual(s) has/have lead responsibility for undertaking necessary arrangements for resumption of each activity and organisation been assigned? |  |  |  |  | |
| **6.** Have those intending to attend activities or organisations resuming been notified of the restrictions in place and good practice in health and safety while on church premises? How? |  |  |  |  | |
| **Preparation of buildings** | | | | | |
| **7.** Has a walkthrough of the building identifying any dangers taken place? |  |  |  |  | |
| **8.** Has the water supply been drained for a minimum of 20 minutes? |  |  |  |  | |
| **9.** Has cleaning of all surfaces taken place in every area to be used? |  |  |  |  | |
| **10.** Has two metre distancing been arranged including floor markings and seating? Has unused seating been stored away safely? |  |  |  |  | |
| **11.** Have arrangements for toilets been agreed and notified to users? |  |  |  |  | |
| **12.** Have arrangements been made for speedy arrival and departure before and after gathering? |  |  |  |  | |
| **13.** What arrangements have been made to limit numbers attending any activity or organisation to capacity? |  |  |  |  | |
| **14.** Have any one-way systems to comply with necessary social distancing been put in place? |  |  |  |  | |
| **15.** Has adequate soap and hand sanitiser been put in place? |  |  |  |  | |
| **16.** Has clear and understandable signage for those using the building been displayed throughout? |  |  |  |  | |
| **17.** What arrangements have been put in place for ongoing cleaning of any spaces used immediately after activities and organisations? |  |  |  |  | |
| **Hosting other user groups** | | | | | |
| **18.** Have you contacted your insurer for relevant advice before hosting any group not under the authority of kirk session? |  |  |  |  | |
| **19.** Have existing agreements entered into with user groups been amended to comply with advice and instruction from government, the Presbyterian Church in Ireland and insurers? |  |  |  |  | |
| **20.** Has the user group been notified and agreed in writing to comply with the new agreement? |  |  |  |  | |
| **Social distancing and sanitisation for worship** | | | | | |
| **21.** What arrangements have been made and necessary restrictions applied for welcoming those coming to worship? |  |  |  |  | |
| **22.** What arrangements have been made to accommodate children? Are safeguarding ratios being applied? |  |  |  |  | |
| **23.** Has social distancing been applied, where possible, so that those leading in worship or preaching can stand at least four metres away from the front row of the congregation? |  |  |  |  | |
| **24.** Have appropriate arrangements been put in place for leaving gifts and offerings? Have gloves been provided for those handling cash for counting and banking? |  |  |  |  | |
| **25.** What arrangements have been put in place for cleaning of any areas and surfaces in which worshippers have had contact either before or after the service as appropriate? |  |  |  |  | |
| **Confirmation with Clerk of Presbytery by email of completion of checklist for initial resumption of congregational activities** | | | | | |
| **26.** Confirmation with Clerk of Presbytery by email that you have completed this checklist for initial resumption of congregational activities | | | | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Minister |  | Date: |  |
| Signature of Clerk of Session |  | Date: |  |