**How to Operate a Raleigh Street Ministry at Alert Level 2**

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| In order to prevent disease and operate in a way consistent with government guidelines, we would ask ministries to please implement the following safety measures.This guidance applies to all ministries, meetings and gatherings that take place at the Raleigh Street buildings under the leadership of the Raleigh Street church community. If you feel this guidance shouldn’t apply to your ministry please contact Karen Morris or Nick Goodwin. |
| **Implement the following measures** | **Actions required** |
| Communications | * Before starting up, please email attendees to ask them not to come if they are sick with symptoms consistent with Covid-19, or if they need to isolate for any other reason, such as exposure to someone suspected of having Covid-19
* In this communication, please also let people know what to expect when they attend
	+ They will need to sanitise hands when arriving and leaving
	+ There will be a contact tracing register (QR code should be available too)
	+ If they come but leaders find they are sick, they will be asked to leave until they are better
	+ Face masks are strongly encouraged so please bring with you
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| Contact tracing | * A contact tracing register must be kept, if you do not already keep a regular attendance register
* There is a register attached with these instructions that you can print out; there will also be a table set up with a register and sanitiser inside the main church door, so if people are entering via the main door they can use the existing set-up
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| Arrival | * When participants arrive, have someone stationed to direct them to the register; they should sign in, then sanitise their hands and offer them a face mask if they do not have one
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| Numbers | * Total numbers attending should not exceed the current government limit (usually 50)
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| Church leadership | * At your first event operating at Alert Level 2, invite a senior member of the church leadership, such as a pastor or elder, to give a brief outline of expectations for those attending the ministry during the period of heightened alert.
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| Physical distancing | * This has in practice proved the most difficult aspect of Alert Level 2 to implement. Based on government advice for religious and social gatherings, we advise the following:
	+ participants should be asked to keep 2 metre from people they don’t know
	+ participants should refrain from hugging, hongi, shaking hands, and similar close physical contact, except where this is unavoidable because of sports and similar activities.
* In order to aid physical distancing, we recommend:
	+ clustering chairs in small groups of 2-5, spaced out from other clusters by at least 2 metres
	+ marking floors with tape, especially where people are expected to line up, march, etc.
	+ Bring a measuring tape or use metre sticks provided when spacing furniture; your estimate of 2 metre may not be accurate
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| Sickness | * Stay home if sick
* Gently request participants to go home if they appear sick – they will be welcome back when they are recovered
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| Practice good hygiene | * Wash and dry hands regularly
* Use sanitiser
* Face masks are strongly encouraged though they are not mandatory. Communicate for people to come with one and offer one to those without at sign-in.
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| Providing food | * Use a limited number of servers to hand out food (no handing around shared items such as plates of biscuits and lollies, or coffee plungers); alternatively, people bring their own
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| Clean equipment and surfaces | * Before leaving the premises, use surface sanitiser and a cloth to wipe commonly touched surfaces such as benchtops, door handles and light switches, and equipment such as toys
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| Ministry teams | * Check your ministry has enough leaders to restart your ministry
* Ministry leaders should abide by the guidelines given here while setting up and packing down; the guidelines apply before and after the event and to activities such as leader’s meetings
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