

Worship Team COVID-Safe Plan, October 2020

This plan is designed for the minister or other preacher, worship leaders, Bible reader, and musicians. It serves as a reminder/refresher about safety requirements. It is to be read in conjunction with congregation-wide documentation specifying actions to be taken to help keep everyone safe during the pandemic. In particular, please maintain physical distance of 1.5 metres from others at all times to the extent possible and compatible with service presentation. Specific matters follow:

- The communion table and its furniture, lectern, piano top and lid over the keys, and chair arms/back will have been cleaned and sanitised by the church's cleaner in preparation for Sunday.
- You will have sanitised your hands¹ as you entered the building, and your attendance will have been recorded for contact tracing purposes – on Sunday morning by the roll-taker, or for any practice sessions by your signing in on the sheets provided.
- All pianists will sanitise¹ their hands before touching the piano keys.
- Full sanitisation of the keys is required before playing if another pianist has played within 3 days. To cover for any Saturday practice that may take place, keys will be wiped down by Craig with Clinell Universal dry wipes on Sunday morning both before and after he plays. Alternatively, pianists can wipe down the keys using disposable wipes and the 3% hydrogen peroxide solution provided in a plunger bottle, both located in the music cupboard.
- Musicians playing other instruments will be responsible for sanitising their own instruments prior to use.
- To accommodate the recommendation that solo singers be 3m distanced from people in front and to the side of them, seats and music stands have been placed at appropriate distances in the Western transept, which can be adjusted to the requirements of the service on Sunday morning if required.
- Head-word microphones will be sanitised by the AV team and left in the 'store-room' off the church foyer, labelled with the name of the intended wearer. Wearers will put on their own microphone between 9:10 and 9:20 am, or ask a family member or other assistant to help. Assistants must sanitise hands immediately before and after offering assistance. A mirror is available on the inside of a wardrobe door in the store-room. The AV operator will check that the mouthpiece is in an appropriate position – please consult them on this. See illustration on the left for guidance re positioning.
 - At the end of the service, please remove your head-worn microphone and leave it on your seat for the AV operator to retrieve.
 - Hand-held microphones will not normally be used. A standing microphone will be placed near the lectern for use by congregation members as needed, and as a back-up for possible failure of a head-worn microphone. It will be sanitised by the AV team. If a hand-held microphone is used, it will also be sanitised by the AV team and handed to the user on a paper towel.
- Please ensure you have individual copies of service materials/music so that sheets of paper need not be touched by more than one person.
- For aspects not covered above, please consult the minister or the COVID-Safe Marshal for the event.



¹ Using alcohol-based hand sanitiser or washing for 20 seconds with soap and water