

## **Roles and responsibilities of the Stewards**

The Stewards role is an active role to control access, maintain social distancing, keep area clean and keep a record of those attending.

All stewards will need to be healthy individuals and not part of a group who are being shielded or with underlying medical conditions. They should also be under the age of 70. WHO emphasises that everyone should therefore consider very carefully their own circumstances before volunteering. Should a visitor test positive for Covid-19, then stewards may be asked to self isolate.

As soon as we have the names of volunteers we will be able to organise a rota and ensure that all stewards understand their roles and responsibilities.

1. At least 4 stewards are needed for each session. (Sunday and Thursday 10am-12.45pm.) The church is open from 10.30- 12.30. the extra time is needed for preparing and closing. This should be reviewed when we have more idea of how many visitors we will have for private prayer. Stewards should be present in the church throughout the time it is open. Stewards should arrive at 10 am to prepare the church and ensure all signage is up.
2. Being a steward is an active role. It isn't just sitting at the entrance and welcoming visitors. It will involve standing, cleaning and walking around.
3. Visitors with restricted mobility can be directed to and met at the Parish Centre door but should not be physically helped.
4. Stewards must ensure that:
  - a. Visitors sign in and use the pens safely.
  - b. Hand sanitiser is available at the entrance and the exit.
  - c. Social distancing is maintained at all times with both stewards and visitors.
  - d. Touching furniture and church furnishings are minimal.
  - e. Toilets and Parish hall remain closed. \*
5. Stewards themselves should practice good hand hygiene through regular washing or sanitising. They should ensure any cuts or grazes are covered with waterproof dressings. They should not physically assist people unless absolutely necessary. Should there be an emergency then stewards should be aware of the following;
  - a. Be aware of risks to yourselves.

- b. Make sure sanitising gel is used before and after helping.
  - c. Wear disposable gloves to cover hands.
  - d. Dispose of all waste in tied bin bags
  - e. Complete an accident/incident form giving information. Should the incident be Covid related this would need to be reported to Public Health England who will advise about next steps. This information must be given to both Rev Julie and the church wardens.
6. They should not eat in the building. There are coffee making facilities but individuals should prepare their own drinks and wash their own cups.
  7. There is seating informing visitors where to sit. People in the same household can sit together, but stewards should be aware that this may affect other individuals social distancing.
  8. Stewards should regularly clean ‘touch points’ at the entrance and exit and seat areas after each visitor has left. Please wear gloves when doing this and dispose of any waste in the bin.
  9. Stewards should light any candles wanted by visitors.
  10. Stewards **must not** pray with visitors.
  11. Stewards will have access to the cleaning cupboard.
  12. At the end of the session most of the signage can be left in place and the church locked up.

\* The toilet is only open to Stewards. Should Stewards need the toilet, they clean the toilet after use.