
Rosebery Park Baptist Church

Reopening Plan

20th August 2020

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1. Introduction

This document is Rosebery Park Baptist Church's assessment of the risks arising from Covid-19 when we reopen the church, and the steps we commit to taking both before reopening the church and following reopening, while Covid-19 is still considered a threat.

The purpose of the document is not only to plan the work that is needed, but also to provide assurance to those who use the church that all legal requirements have been met and appropriate precautions taken.

We are grateful to Adrian Thomas for the work he has put into preparing it.

2. Background

At present, the United Kingdom is gradually emerging from lockdown following the appearance of the Covid-19 virus.

The government permitted churches to reopen, with restrictions, from July 4th. The key government document relevant to this task is, 'COVID-19: guidance for the safe use of places of worship during the pandemic.' Although this document is guidance, not regulation, it points out that:

Failure to complete a risk assessment that accounts for COVID-19 could constitute a breach of Health & Safety legislation, as could having a risk assessment with insufficient measures set out. Places of worship are encouraged to make their risk assessments available online where possible.

The Baptist Union of Great Britain (BU) has produced a number of additional guidance documents. The BU's key document relevant to this task is 'Coronavirus Risk Assessment for Opening Baptist Churches.' This risk assessment includes every recommendation in the BU document.

3. Assessment of risk

Risk assessment considers two aspects of risk, severity and likelihood. Severity is normally multiplied by likelihood to obtain an overall risk rating.

This risk assessment is based on the template recommended by the BU, which was developed with advice from health and safety consultants Ellis Whittam. The tables of risk that Ellis Whittam recommended do not use a simple multiplication of *severity x likelihood* but, 'The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks.' This will be seen in the table below.

Likelihood / Probability
5. Likely to occur at least once in any <u>12 month</u> period
4. Likely to occur at least once in a <u>3 year</u> period
3. Likely to occur at least once in a <u>10 year</u> period
2. Likely to occur at least once in a <u>50 year</u> period
1. Unlikely in a <u>50 year</u> period

Severity / Significance / Consequence
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2.. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
	1	2	3	4	5	
	SEVERITY / SIGNIFICANCE / CONSEQUENCE					

Score = (Severity x Likelihood) + (2 x Severity)

(this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

In this risk assessment we have simply accepted the BU's recommendations in regard to severity and likelihood. However, a few additional points may be noted.

3.1 Age profile of the church

Many who attend RPBC are elderly. That is significant. Imperial College estimated that across the population as a whole, the likelihood of death from catching the virus is 0.5-1%. However, among people over 80, the likelihood rises to almost 10%.

3.2 Bournemouth, Christchurch and Poole

The Bournemouth, Christchurch and Poole area (BCP) has not been one of the areas where there has been a high incidence of Covid-19.

3.3 Change over time

The likelihood of Covid-19 in BCP has substantially reduced since its peak in late April. RPBC had its last service in the church on March 15th. Lockdown was introduced on March 25th. On that day, there were 5 cases in BCP, and the following day there were 9 cases. The number of cases in BCP peaked at 38 cases on 26 April. *For the past month (14/7-17/8) the average has been about 10 new cases a week.* So, in BCP, the risk of catching Covid-19 is now less than it was when lockdown was introduced.

3.4 Risk of death from coronavirus compared to risk of death from other diseases

The risk of death from Covid-19, once someone has contracted the virus, remains the same, with some groups being more vulnerable than others – such as those who are 70+ and those who have been asked to 'shield'. However, as the number of new infections in the BCP area has dropped, so has the number of deaths, to such an extent that in mid-July the risk of dying from Covid-19 compares with that posed by other causes of death, such as heart disease and dementia, and may actually be less.

3.5 Risk of a second spike

Covid-19 differs from dementia and heart disease in that it is infectious. Measures are needed not only to guard against the possibility of infection and, potentially, death, but also of allowing a 'second spike' to occur.

3.6 Cost of the church not operating in the building

Because of coronavirus there are risks connected with operating as a church. There are legal requirements the church must comply with, and recommendations we will follow.

But we are conscious of the cost of not operating in a normal way. While we are not operating the church's ministry is greatly diminished. Not all members / attenders can access services via WebEx. Our interaction with the community around the church through the coffee morning, mums and toddlers' group, sewing group, Brownies, AA, Prospects, and so on, has stopped. So, there is a cost in not meeting, and within the parameters of the regulations and recommendations, we wish to return to our normal activity as soon as possible. There is also a financial cost in not meeting.

4. Risk Assessment of reopening the church

Risk 1: Covid-19 entering the premises and potentially infecting users of the building			
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners	
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity	5	
	Overall Risk	35	
	Likelihood		
	Severity		
	Overall Risk		

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend. PLACE POSTER (App. 1) on the door and SEND LETTERS to members / congregation.			
2. All attendees asked if they have symptoms, or have tested positive, or have been in contact with someone with symptoms, or have returned from foreign travel. PERSON 1/WELCOMER to ASK people who are coming in and GIVE ADVICE as appropriate. FOLLOW Emergency Action Plan (EAP) if necessary. Note that we do not intend to use non-contact temperature checking on entry.			
3. Suggest to all church members / attenders that if they are vulnerable seriously consider not attending in person. Prior to reopening, SEND letters, or EMAIL or PHONE. At the door, advise obviously-vulnerable people.			
4. Ask people who are shielding not to attend. As #3.			
5. Everyone to use hand sanitiser on entry to the building. PERSON 2/WELCOMER to ASK people to do this. PROCURE 6 hand sanitisers. 3 at entrance, 3 in toilets.			
6. Communicate EAP to 'leaders.' This covers action in the event of a Covid-19 case known to enter premises. The EAP is included later in this document. 'Leaders' could be anyone given a responsibility in this matter, not necessarily deacons.			
7. Undertake the 'Pre-Event Checklist.' This is later in this document.			
8. Social distancing measures to be maintained where possible, including the arrival and departure from the venue. SET UP a one-way system. For the church's outside doors, the side doors will be open and the centre doors locked. PERSONS 3 AND 4 are by the doors into the sanctuary (clipped back), guide people through the one-way system. STICK arrows on the floor, and strips on carpet or tiger tape. Use the side entrance for any disabled people attending the service.			
9. All contractors to complete the 'Contractor Checklist'.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
This applies e.g. to cleaners, contractors doing electrical work etc. at the church. Adrian will provide this checklist when needed.			

Risk 2: Transmission of Covid-19 to an individual direct from infected person

Persons at risk Ministers, leaders, members, attendees, contractors, cleaners

Risk Rating before control measures	Likelihood	5	Risk Rating after control measures	Likelihood	
	Severity	5		Severity	
	Overall Risk	35		Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. Suitable social distancing policy in place (2m or “1m plus mitigations”). MARK every other row of chairs as not to be used.			
11. No physical contact between persons from different households/bubbles. ‘Leaders’ REQUEST people maintain distance if necessary.			
12. All attendees required to wear a face covering. INFORM people to bring face coverings. HAVE a small supply at church. PLACE a notice regarding use of face covering in the foyer.			
13. One-way system of flow through building to avoid pinch points. STICK arrows on the floor.			
14. Areas marked out of bounds where appropriate. MARK the halls and vestry as out of bounds. (The disabled toilet and the two toilets in the foyer only may be used.)			
15. Seating arrangements adapted for social distancing. Covered by #10.			
16. Capacity monitored and entry stopped when capacity reached. ‘Leaders’ to MONITOR. Assume maximum capacity with social distancing is 50. See #22.			
17. No singing during services. SERVICE LEADER / MINISTER responsible.			
18. Signage in place to remind people of safe practices. PLACE notices on front door (‘Please don’t enter if...’ and face mask notice) and on toilet doors.			
19. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
If a wheelchair user comes OPEN side door, but not otherwise.			
20. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building. MENTION this in the letter. GIVE OUT notice at the start of the service.			
21. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. ASK people in the 'extremely vulnerable' (i.e. shielded) category not to come. People in the vulnerable category may come at their discretion but ADVISE against.			
22. Determine an upper limit of those who can attend. The church has a capacity of about 200 under normal circumstances. Therefore, it can accommodate at least 50 people with social distancing (i.e. every other row and people spaced one seat apart). Families in bubbles would allow more people to attend. This is unlikely to be exceeded.			

Risk 3: Transmission of Covid-19 to an individual via a contaminated surface / item (excluding toilet facilities)

Persons at risk Ministers, leaders, members, attendees, contractors, cleaners

Risk Rating before control measures	Likelihood	5	Risk Rating after control measures	Likelihood	
	Severity	5		Severity	
	Overall Risk	35		Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
23. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature) LEAVE doors from the foyer to the sanctuary on their catches and front doors latched open until the start of the service. ASK people coming not to use hand rails if possible, otherwise wipe with spray sanitiser. (PERSON ONE or TWO/WELCOMER to do this.)			
24. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray. Covered under cleaning section.			
25. No passing of collection plate/bag and collection not counted for 72 hours after service. PLACE plate at the back of the church for offerings. A steward places the collection in the safe (having used sanitiser) until the money is counted.			
26. Toilets supplied with disposable hand towels (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit apart from children under 11 who are to be accompanied, posters etc. PROCURE single-use hand towel, place in toilets.			
27. Only use the foyer and sanctuary, not the halls at the rear of the building, the kitchen or the vestry. SEAL these doors, mark, 'NO ENTRY.'			
28. Do not use the building for 72 hours between meetings. If not, the building must be deep cleaned between meetings.			
29. Do not serve food or drink.			
30. Do not distribute Bibles or other books, e.g. hymn books.			
31. Each microphone to be used by a single individual			
32. Undertake the Pre-Event Checklist and Cleaning Checklist.			
33. Keep a register of attendees (Appendices 5 and 6)			

Risk 4: Transmission of Covid-19 to an individual via toilet facilities			
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners	
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity	5	
	Overall Risk	35	
	Likelihood		
	Severity		
	Overall Risk		

Control Measures	Control in place (Y/N)	Person Responsible	Comments
34. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray. People using the bathroom are asked to spray clean and wipe surfaces after using the bathroom. This is included in the notice.			
35. Toilets supplied with disposable hand towels (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit, posters etc.			
36. Undertake the 'Pre-Event Checklist' and Cleaning Checklist.			
37. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. (Appendix 2)			
38. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections. Note: we expect the bathroom / toilet to be very lightly used therefore this is covered by #34.			
39. Ask people to spray clean toilet after use (Appendix 2). Covered by the notice.			
40. Children under 11 to be accompanied to the toilet (Appendix 2) Covered by the notice.			

Risk 5: Transmission of Covid-19 to an individual via contaminated waste			
Persons at risk		Cleaners and anyone else handling waste	
Risk Rating before control measures	Likelihood	5	
	Severity	5	
	Overall Risk	35	
Risk Rating after control measures	Likelihood		
	Severity		
	Overall Risk		

Control Measures	Control in place (Y/N)	Person Responsible	Comments
41. Everyone asked to take waste home with them if possible. Include with letter.			
42. All waste to be assumed contaminated and handled appropriately			
43. Anyone handling waste to be trained in suitable working practices. Waste double-bagged; bins lined with disposable liners.			
44. All waste handled with suitable PPE (see cleaning guidance for details). PROCURE and USE disposable gloves and aprons.			
45. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures. CHECK that we're doing this.			
46. Lidded bins operated by foot-pedal to be provided PROCURE SIX PEDAL-BINS, ONE INSIDE AND ONE OUTSIDE EACH TOILET			
47. Keep register of attendees and those who undertake cleaning duties			

Risk 6: Transmission of Covid-19 to an individual via working in the church building

This section is largely inapplicable to our situation. It applies to a church with a number of staff members who would normally work in the church. Simon is presently not working in the church. Deacons meetings are now via WebEx; ditto church members meetings. However, this section should be looked at again when we think about Little Roseberies, Wednesday Welcome and other groups.

Persons at risk Ministers, leaders, members, attendees, contractors, cleaners

Risk Rating before control measures	Likelihood	5	Risk Rating after control measures	Likelihood	
	Severity	5		Severity	
	Overall Risk	35		Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
48. Use remote working tools to avoid in-person meetings.			
49. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.			
50. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.			
51. Provide hand sanitiser in rooms used for meetings.			
52. Hold meetings outdoors or in well-ventilated rooms whenever possible.			
53. For areas where regular meetings take place, use floor signage to help people maintain social distancing.			
54. Implement cleaning procedures for goods and items entering the premises.			

5. Working at Church Risk Assessment

The 'Working at Church Risk Assessment' document is produced by the Baptist Union. We have reviewed this document and produced our own version, (Risk Assessment of Staff and Volunteers returning to work in buildings). We consider that people working at church include the minister, as a paid employee, and volunteers. Those working at church, paid or voluntary, need to be risk assessed. This will be carried out under the supervision of the H&S convenor.

6. RPBC policy for the clinically vulnerable and those who are shielding

Those who are shielding will be asked not to attend. Those who are clinically vulnerable (those over 70 or with certain medical conditions) will be encouraged to consider if it is appropriate for them to attend, as they are advised to stay at home as much as possible. However, RPBC recognizes that the government guidance makes clear that these decisions are for the individual, because the risk is to them and they do not present any higher risk for other attendees.

7. Contractor Checklist

There are special regulations in respect of Covid-19 regarding contractors working at the church. However, since we do not have many contractors working at church, and in the interests of keeping this document short, we do not include this checklist here. In the event that a contractor will work at the church, Adrian Thomas should be contacted for the checklist.

8. Procedure for regular cleaning

The infection risk from Covid-19 following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours. Therefore, if the church is not used midweek but only on Sundays, then a deep / sanitizing clean is not needed.

There is further, more detailed guidance on cleaning procedures available for specific aspects of cleaning, if needed.

The church will inform people carrying out the cleaning of these instructions:

- Wear disposable gloves and aprons.
- Clean hard surfaces with warm soapy water using a disposable cloth.
- Clean frequently touched areas and surfaces, e.g. doors, toilets, stair rails and phones with sanitiser.
- Use additional PPE for the eyes, mouth and nose, as well as gloves and apron for any heavily-contaminated area.
- All bins to be lined with disposable liners.
- All waste to be double-bagged and stored securely for 72 hours before disposal. This applies particularly to PPE.
- Wash hands using warm water after cleaning and regularly throughout the day.
- People bringing items from home to church should wipe or sanitise them before bringing them onto the premises.

9. Cleaning of toilets

People using the toilets should clean them themselves after use. This is covered in a notice placed on all toilet doors. Church leaders should be observant as to whether this is being done. The rules are provided in Appendix 2, 'Use of Toilets' notice.

10. Pre-Event Check List

The following checks will be carried out prior to reopening either by Adrian Thomas, or he will ensure that they have been checked. The church cannot be reopened until he has given approval.

- Have any members of the team reported any symptoms of Covid-19?
- Has the Cleaning Checklist been completed and cleaning materials put in place?
- Is there adequate hand soap, paper towels and running water in place?
- Has hand washing facility or sanitiser been provided in all locations needed?
- Are bins available for disposal of any rubbish?
- Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place?
- Are stewards briefed on agreed procedures for arrivals, departures and emergencies?
- Have chairs been laid out and marked in line with social distancing requirements?
- Are procedures in place to record names and contact details of attendees?
- Are doors and windows opened in such a way as to maximise air flow, (given the weather)?

11. Reoccupation Check List

Given that the church may have been unoccupied for many months, it is appropriate to review the church's normal checks to ensure that they are current. These include:

- EICR
- Five-yearly fixed wiring check
- Gas safety certificate
- PAT-testing (annual)
- Fire Risk Assessment (FRA)
- Boiler rooms and electrical cupboards free from combustible storage
- Boiler check
- Fire doors
- Fire extinguishers checks
- Legionella risk
- First Aid kit
- Insurance is current

12. Emergency Action Plan

If someone attending Rosebery Park Baptist Church displays symptoms of Covid-19 the following steps will be taken:

1. The person will be asked to leave as soon as possible, return home and seek guidance from NHS111 as to self-isolation and testing.
2. Anyone known to have been in close contact with the case will be advised to wash their hands as soon as possible.

3. Any surfaces likely to have been contaminated will be cleaned in line with cleansing guidance.
4. It may be appropriate to conclude the service early.
5. The Health & Safety Executive website will be consulted as to whether or not the event should be reported through RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Please see <https://www.hse.gov.uk/Covid-19/riddor/>.

13. Approval

We, the trustees of Rosebery Park Baptist Church approve this Risk Assessment and the control measures set out in it.

Rev Simon Bartlett Date

Miss Jo Harmsworth Date

Mr Stewart Green Date

Mrs Val Green Date

Mrs Valerie Stupple Date

I undertake to conduct regular monitoring, or to establish that it has been done, during the period when Covid-19 is considered a significant risk.

Rev Adrian Thomas, RPBC H&S rep

..... Date

APPENDIX 1 Notice for Front Door

IMPORTANT NOTICE

We are glad to see you.

However, if you have tested positive for **Covid-19** or have any of the symptoms we ask you please **do not enter** the church buildings, at present.

Once you have recovered from **Covid-19** or its symptoms you will, of course, be most warmly welcomed back.

TRUSTEES ROSEBERY PARK BAPTIST CHURCH

APPENDIX 2 Use of Toilets notice

USE OF TOILETS

During the Covid-19 Pandemic it is important that we use the toilets with great care to ensure that they are safe for others to use. Below are a set rules for their use which we please ask you to observe.

- **Only one person** to use the toilet at any one time. However, **Children under 11 years of age should be accompanied by an adult**
- Use the **Hand Sanitiser** before entering the toilet and **Flush the toilet** after use
- Use the **anti-bac wipes** to clean the toilet seat and toilet flush handle after use
- Use **the sink** to wash your hands and the **Paper Towels** to dry them
- Use the **anti-bac wipes** to clean the sink and taps
- Put used **paper towels** and **anti-bac wipes** in the **pedal bin** provided
- Before you leave the toilet clean the **inside door handle** with the **anti-bac wipes**
- As you leave the toilet please use the **anti-bac wipes** to clean the outside handle of the toilet and dispose of them in the pedal bin provided outside.
- Use the **hand sanitiser to clean your hands once more**

If we all follows these rules, then we all should remain safe and well.

TRUSTEES OF ROSEBERY PARK BAPTIST CHURCH

APPENDIX 3 Wearing a Face Mask notice

ROSEBERY PARK BAPTIST CHURCH

Wearing a face covering

A cloth face covering should cover your mouth and nose while allowing you to breathe comfortably. It can be as simple as a scarf or bandana that ties behind the head.

Wash your hands or use hand sanitiser before putting it on and after taking it off. Avoid touching your eyes, nose, or mouth at all times and store used face coverings in a plastic bag until you have an opportunity to wash them.

Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. Once removed, make sure you clean any surfaces the face covering has touched.

You should wash a face covering regularly if it is not disposable. It can go in with other laundry, using your normal detergent.

When wearing a face covering, take care to tuck away any loose ends.

APPENDIX 4 Attendance Sheet – details previously recorded

This is indicative of the table we would use. It will be on a clipboard. The welcomer will complete it.

ROSEBERY PARK BAPTIST CHURCH

ATTENDANCE SHEET

TO BE USED WITH PEOPLE WHOSE DETAILS ARE ALREADY RECORDED THROUGH THE GDPR PROCESS

NAME	DATE	IN	OUT

APPENDIX 5 Attendance Sheet – details not previously recorded

This is an individual sheet. A person who is not a regular attender (or who has not completed a GDPR statement) will complete it and sign it, and also take a privacy statement home.

ROSEBERY PARK BAPTIST CHURCH						
ATTENDANCE SHEET FOR THOSE WHOSE CONTACT DETAILS HAVE NOT BEEN RECORDED THROUGH THE GDPR						
(To be used in conjunction with the Rosebery Park Privacy Statement)						
NAME	ADDRESS	EMAIL	TEL	DATE	IN	OUT

I agree to Rosebery Park Baptist Church holding my details as above for one month.

Name:

Signature:

Date:

APPENDIX 6 Privacy Statement

A person who comes who is not a regular attender should provide their names and other details as in Appendix 5. They should also take the privacy statement below so they have contact details if they later feel unwell.

ROSEBERY PARK BAPTIST CHURCH

PRIVACY STATEMENT

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment for those attending Rosebery Park Baptist Church.

We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of Covid-19 at the church. Your name and contact details will be kept secure. They will be retained for 21 days and then disposed of within the following 7 days.

Please inform Simon Bartlett (0748 423 9212 / 01202 429870 / simon.bartlett@virtuality.co) as soon as possible if you test positive for Covid-19 or develop any of the following symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

We will then contact anyone you may have come into contact with at the church.



Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see www.ico.org.uk/Covid-19.

APPENDIX 7 Press Release Following a case of COVID-19

The safeguarding and welfare of everyone associated with Rosebery Park Baptist Church, Pokesdown, Bournemouth is extremely important to us. During this time of COVID-19 Pandemic we have been meticulous in following the guidelines and legal requirements given to us by the Government and the Baptist Union of Great Britain. We are aware that a recent attendee of our church has tested positive for the virus. We are following all the required procedures and protocols in response to this. We pray for those affected by the situation and our community as a whole at this time.