

Duffus, Spynie & Hopeman Church
Guidance for re-opening for communal prayer

April 2021

- We will have doors open from 15 minutes before start time (e.g. 9.45am, for a shared time of prayer and reflection 10-10.30am). Please try and arrive in plenty of time. You may have to queue at 2m distancing.
- The doors of the buildings will be left open throughout the gathering for ventilation, so please wrap up well.
- The pew cushions will all be removed to reduce infection risk.
- You will be welcomed and guided to a marked seat. 2 metre distancing will have to be observed with everyone, except those with whom you are in a household.
- There will be one-way systems in place for arrival and departure. You will be asked to follow instructions from volunteer stewards.
- Toilets will be available for emergencies only, and will be accessed via a signed one-way system.
- **Public health advice applies**, so please do not come if you are unwell, showing symptoms, self-isolating, in extremely vulnerable groups, or living with someone in those categories.
- If you are in a vulnerable group (over 70, entitled to the flu jab, or pregnant) please consider carefully whether to attend.
- While in the building, we will all have to wear face coverings, unless exempt.
- If a face covering is not used, if coughing or sneezing, please cover your mouth & nose with a tissue - catch it & bin it.
- We must regularly wash our hands with soap & water for at least 20 seconds. We will be asked to sanitise our hands at the entrance and exit of the church building. We should avoid touching our face.
- We will have limited numbers for each gathering, and **you MUST pre-book**. Please do not come if you have not booked in advance.
- To book a place at any of the gatherings, please contact Rev Jenny Adams by telephone (01343) 830276 or email jadams@churchofscotland.org.uk Please be ready to leave your name and phone number on the voicemail if you don't get an answer. Jenny will reply and confirm your booking.
- **When you book, we will collect your name, and either a telephone number or email address**. We will record that in a notebook, and we will register your attendance when you arrive. We will retain that information (securely stored) for 21 days for the **NHS Test & Protect strategy**, to protect your own interests and public health.

- Your personal data will not be used for any other purpose, and will be dealt with under the privacy policy of the Church of Scotland. After 21 days that information will be securely shredded. The full privacy notice will be available on arrival in the building, but if you wish to see/hear the full privacy notice before booking/attending, please contact Rev Jenny Adams.
- If any individual is identified as being infected with Covid-19, the NHS Scotland Test & Protect teams will work with the Church of Scotland and our local register. You will not be contacted by anyone from the local church about Test & Protect. Anyone contacting you should introduce themselves as from the NHS Test & Protect team. They should not ask you for any personal information, payment, login details, or to download anything. If you are at all unsure about a contact tracing phone call, you can end the call and then phone 01224 558795 to speak to NHS Grampian.
- Our gathering will not look or feel like a “normal” Sunday worship service. We cannot sing, though we will have music for reflection. We can share in spoken responses and the Lord’s prayer, if we all do so quietly.
- There will be no Bibles, hymnbooks or service sheets. In Hopeman and Duffus Kirks we may use a screen to share words and images.
- There will be the opportunity to give an offering, but we continue to encourage people to give through cheques, standing orders and bank transfers. We would remind people who have given in those ways that they are not expected to give cash in person as well.

There is a lot of information on this, as we follow the best guidance to keep us all as safe as possible. That guidance is likely to change in the weeks to come. We will also learn and adapt as we go through this trial period. We will keep you all informed as much as we can.

Rev Jenny Adams

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