



# Diocese of Westminster

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PROPERTY DEPARTMENT

## **COVID-19 Guidance for Sacramental Preparation.**

2<sup>nd</sup> September 2020

Diocese of Westminster, St Joseph's, St Joseph's Grove, London, NW4 4TY

Registered Charity No. 233699 – Website: [www.rcdow.org.uk](http://www.rcdow.org.uk)

COVID-19 is a viral illness from the Coronavirus Family.

Most cases are mild but the virus can lead to pneumonia of which the outcome can be one of fatality.

Symptoms are classed as flu-like but more predominantly persistent cough, fever, breathing difficulties and loss or change to taste or smell.

Viral transmission can happen in one of three ways:

- **Droplet transmission** – droplets generated by coughing, sneezing or even talking;
- **Direct contact transmission** – occurring during skin to skin contact or oral transmission;
- **Indirect contact transmission** – occurs when a susceptible person has contact with a contaminated object, such as bedding, furniture, toilets, hand basins, crockery etc. from the environment of an infected person.
- **Faecal-oral transmission:** as a result of poor hand hygiene, pathogens pass from one person to the mouth of another.

It must be remembered that until there is treatment and a vaccine, COVID-19 remains a viable infection and the risk of exposure increases with every activity done with people outside our home environment.

It is important to understand that even though we individually take sufficient precautions, these can become totally compromised by the ineffective actions of others. Once you are exposed to the virus you then risk transmission to others – even if you are asymptomatic.

As part of the Five Steps to Safer Working Together we have put in place strategies to ensure our environment is a COVID-19 Safe place to meet.

### **PRINCIPLES**

- To protect those who attend sacramental preparation and other religious education.
- To enhance cleaning of premises including regular cleaning of frequently touched areas on a rolling program throughout the day.
- To facilitate social distancing in line with government guidance including where possible making use of outdoor spaces.
- To facilitate effective hand hygiene through the provision of hand washing facilities and hand sanitising.
- To provide individual group areas and individual resources - no sharing of resources.

### **THE PROCESS**

- Volunteers and candidates must undertake a non-intrusive health check on arrival (Simple wellbeing questions and/or contactless temperature reading).
- Fixed teams/partnering where possible (so each person works with only a few others).
- Avoid redistributing candidates among other groups in the event of an absentee volunteer.
- Reduce session length to reduce time group is congregated together.
- Consider increasing number of sessions to reduce group sizes and so reduce the number of people mixing.
- Where possible work with the schools and maintain their bubbles as far as possible.
- Where there are cross-school groups you will need to take normal COVID-19 secure strategies in the following areas:
  - Social distancing,
  - Hand hygiene,
  - Seating arrangements – no face to face, (see seating arrangements below for suggestions)
  - Refrain from singing.
- Consider seating arrangements:
  - Individual chairs should be set at 2m (or 1m+) radius distance from each other.
  - Horseshow/circle configuration is ideal so long as the arrangement is large enough to allow 2m between opposites and side by side,

- You should try to create and maintain working partnerships within the groups where group work is necessary.
- Encourage candidates to supply their own stationery and other resources. Do not allow these to be shared between candidates.
- All resulting works should be stored safely where it is not accessible to other hall users or be removed from the hall at the end of the session.
- You will need to keep records of attendance to facilitate Test and Trace.
- Face coverings are required in enclosed spaces especially if social distancing is reduced to 1m+. You will need to give consideration to the following:
  - ESOL
  - SEN
  - Hearing impaired
  - Those who are exempt
- Remember to include arrangements for drop off and pick up of children in the risk assessment to ensure social distancing between parents/carers.
- For parent meetings you must ensure the current guidance for Church services is followed for:
  - Social distancing (1m+ radius for seating arrangements),
  - Mandatory wearing of face coverings (unless exempt)
  - Limiting length of meeting and
  - Advertising beforehand maximum numbers that can attend, encouraging only 1 adult attend per family. Depending on the size of your group and meeting place, meetings may need to be offered more than once.
- All personal items must be removed at the end of the session.
- Area will be well ventilated.
- Bins will be emptied at least daily.
- Cleaning materials and hand sanitiser available at each small group.
- Where corridors and stairways are not one-way there will be a 'one in/one out' style transition.
- The frequent touch surfaces must be cleaned at the end of your session. (See list below under Cleaning)

### **TOILETS**

- There will be clear guidance for use and cleaning of WCs.
- There will be provision for the cleaning of toilets before and after use by each person.
- There will be adequate supply of hand wash products and disposable paper towels.
- Access to toilets must be managed to maintain 2 m social distance rule.
- Contactless covered bins will be provided for safe disposal of paper towels and wipes.

### **PERSONAL SAFETY.**

- You should practise effective hand hygiene at all times. This involves washing your hands under hot running water with soap for a minimum of 20 seconds. Dry with paper towels and dispose of towels in the bin.
- If you wear a face covering you must wash your hands before and after use.
- Wash hands before and after eating.
- Do not touch your face especially the eyes, nose and mouth.
- Do not come to work if you are displaying symptoms of COVID-19

### **EMERGENCY ADVICE:**

If you do display symptoms of COVID-19, check 111 online coronavirus service or call 111 for advice and guidance.

- Self-isolate for 10 days.
- If you no longer have a temperature after 10 days, you do not need to continue self-isolation.
- You must immediately inform your line manager of your contact and the timescales involved.
- Your involvement with the team and beyond will be time lined to facilitate a risk assessment to identify the likelihood of the potential spread of infection.

In the event that you do come into contact with someone who has or is suspected to have COVID-19 the following actions should be taken.

- Self-isolate for two weeks.

### **FIRST AID GUIDANCE DURING COVID-19**

It is recognised that First Aid remains a crucial skill even during the COVID-19 pandemic. While you are advised to have no physical interaction with those outside your household, there may be a situation where you are required to assist in a medical emergency. You should only administer First Aid if you are trained to do so. The First Aid Kit should be easily accessible (see below for list of contents).

- **Cross-Contamination.**
  - Be aware of the risks of cross contamination to yourself and others. You will need to be within 2m of a casualty when administering First Aid.
  - Follow normal protocol for assessing the casualty.
- **Keep yourself safe.**
  - Wash or sanitise hands before and after treating a casualty.
  - Do not cough or sneeze over the casualty.
  - Ensure any cuts or grazes on your hands are covered with waterproof dressing.
  - Where possible, wear protective equipment i.e. gloves and face covering, especially if dealing with open wounds.
  - Do not touch an open wound on a casualty with your bare hand.
  - Dispose of all waste safely.
- **CPR**
  - Look for the absence of signs of life and absence of normal breathing.
  - **DO NOT** listen or feel for breathing by placing ear and cheek close to the casualty's mouth.
  - Ensure emergency services have been called.
  - It is advised to attempt compression only CPR until emergency services arrive.
  - If there is a perceived risk of COVID-19 place a damp cloth/towel over the casualty's mouth and nose before commencing compression CPR.
  - Use of a defibrillator will significantly increase survival if available.
  - After performing CPR, you must thoroughly wash hands as advised and seek advice from NHS 111.
  - It is strongly recommended to have a personal decontamination clean as soon as reasonably practicable.

### **CLEANING REGIME.**

Effective cleaning is a huge contributory factor to controlling the spread of COVID-19. To combat the spread of COVID-19 in our environment the following is required:

- Enhanced cleaning procedures, particularly in communal areas and all frequent touch surfaces including:
  - Toilet flush and seats;
  - Taps, sink and splash back in WC;
  - Taps, sink and surfaces in kitchens;
  - Door handles and push plates;
  - Hand rails on staircases and corridors;
  - Machinery and equipment controls;
  - Telephone equipment;
  - Key boards, mouse, screens and other desk resources;
  - Photocopiers and other communal office equipment.

### **PLEASE NOTE:**

We individually have a responsibility for our own health, safety and wellbeing and for the health, safety and wellbeing of others.

We must work collaboratively on this, as any failure on our part will undo all the good that has been done to make the environment COVID-19 Secure.

Louise Mahon  
2<sup>nd</sup> September 2020