

Guidance for Recommencement of Sunday Services at Belfast Cathedral, from 2nd August, 2020

1. On arrival, worshippers will park in the car parks in the usual way and enter by the **main West Doors**. While wearing of face coverings is encouraged, they are not required. Gloves may be worn if desired. There will be temporary marks on the steps to indicate 2m social distancing. There will be a large sign on the footpath and further signs on the glass doors with instructions.
2. One "Greeter" will stand outside the glass doors and, wearing gloves, will open the door for each worshipper or family group, one at a time, when the sanitising station becomes free.
3. Until shortly before the service commences a member of the clergy may greet worshippers on the footpath.
4. A second "Greeter" will welcome each worshipper or family group, and tell them:
 - (i) That Orders of Service are already placed on the seats
 - (ii) Ask them to complete their name and contact phone number on the service sheet (to meet the Government's Trace & Track Requirements). Service sheet to be left on seat at the end of the service
 - (iii) Make use of sanitising station which will contain an automatic dispenser, paper towel roll and bin
 - (iv) Encourage them to place their envelope / collection on collection plate OR use CONTACTLESS GIVING MACHINE at the end of the service. (There will be no collection taken during the service) (These options also available at the end of the service)
5. The Dean will make these arrangements with the coordinator of the Greeters' Rota and the Meters and Greeters will be trained in advance.
6. When a worshipper using a wheelchair or Zimmer arrives, the outside Greeter will indicate to the inside Greeter that the **North Door** needs to be opened for that individual.
7. Chairs will be placed in the Nave at 2m distancing. Only those who live in the same house-hold are permitted to sit together. Otherwise seating must be at 2m distance. Orders of Service will have been placed on the seat in advance of the service. Cushions and kneelers will have been removed. Each chair will also have a pen and card on which the worshipper will be asked to enter their name and contact details and to place on the seat when they leave. This is so that a seating plan can be reconstructed if it were required by Public Health for contact and trace purposes.
8. Worshippers will be requested to fill up the seats from the front.
9. There will be no congregational singing.
10. The Sound System operator will be asked to sanitise the amplifier desk using sanitising wipes, to wear gloves for the duration of the service and to dispose of them immediately afterwards. The sound system operator will make an audio recording of the service on the "Roland SD/CD" recording machine, which will be used for the Telephone Audio Service facility.

11. In August a Facebook Livestream of the service will be made from the cathedral for those yet unable to attend.
12. Two separate wooden lecterns with individual microphones will be placed at the top of the Quire Steps (North & South) for use by the Lector (South side) and Intercessor (North side). There will be a central wooden lectern at the Quire Steps to be used by clergy conducting the service (Radio Mics).
13. There will be no processions at the start or end of the service, other than by a Verger who will lead the Dean from the Treasury to the Dean's Stall.
14. Cushions will be removed from the choir and clergy stalls.
15. Any choir members present will be seated at 2m distance from one another. There will be no choir processions, and any movement by the Director of Music (or ADoM) will be kept to a minimum and maintain 2m distance. At the end of the service the choir will process out of the choir stalls at the East End, maintaining a 2m distance from one another & disrobe in the ambulatory. They will be followed by the Clergy. A member of the clergy will then make their way down the South Aisle, to the West Door and then to the foot of the steps (weather permitting). Any conversations will be out of doors and at a social distance.
16. At the conclusion of the service, the congregation will remain seated for the final organ voluntary.
17. At the end of the voluntary (or after 5 minutes), worshippers will be asked to leave from the main West Doors. Cathedral Wardens will direct the back row to leave first, working forward to the front rows. The doors will remain open until all have left. They will be asked not to remain in conversation at the West End. Coffee will not be served. Cathedral attendees are reminded to maintain social distancing if in conversation in the car park.
18. When leaving worshippers will have a further opportunity to place their offering on a collection plate, or to use the contactless card machine. There will be a pile of blank Standing Order forms at the collection box with a request that parishioners switch to this method for their regular donations.
19. Any person taken ill during a service will be taken to the Chapel of the Holy Spirit, using the wheelchair if necessary, except in the case of a collapse which requires attention in situ. The Chapel will just have a few wooden chairs in it. First Aid kit and protective equipment will be kept at the Welcome Desk. If the Chapel is used for this purpose it will be closed and locked for the next 72 hours.
20. The Dean intends to ask a parishioner trained in First Aid to supervise and coordinate these arrangements [16].
21. After the service, the cathedral will be closed, and the Nave Chairs roped off of 72 hours (unless there is a following service that day, in which case all chairs used must be disinfected or washed with soap & water after the 11am service and before the next service)
22. There will be no flowers in the Cathedral during August. The Dean intends to contact those who have undertaken to donate flowers in August using Chris's list.

23. A protocol will be drawn up with the flower arrangers about how they can carry out flower arranging from September in light of the restrictions due to Covid-19.