Christ Church Cathedral

Christchurch Place, D08 TF98, Ireland



## COVID-19 RISK ASSESSMENT 2021

## CHRISTHCHURCH CATHEDRAL (CHURCH OF THE HOLY TRINITY) DUBLIN

**JULY 2021** 

Compiled By Daire Daly, Cathedral Health and Safety Officer.

Christ Church Cathedral Christchurch Place, D08 TF98, Ireland Tel +353 (01) 677 8099 welcome@christchurch.ie christchurchcathedral.ie

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## Weekly Update SATURDAY 18.07.2021

The Government has announced the ban on non-essential international travel shall be lifted from the 19.07.2021 as the EUS Digital Covid certificate comes into effect in Ireland. However, those who are not fully vaccinated are being advised not to travel abroad. Those coming from the UK, or the US will not have to self-isolate if they have been fully vaccinated and/or recovered. and children under 12 will not require a negative PCR test or self-quarantine if traveling here with fully vaccinated or recovered adults. Further information available on <a href="https://www.gov.ie">www.gov.ie</a>.

Vaccination programme is well and truly picking up pace with the landmark 5 million doses administered. At the time of writing 2,901.641 and 2,241,036 have been fully vaccinated. A further 153,707 have received a single dose vaccine and are considered fully vaccinated.

The Delta variant of covid-9 (first discovered in India) is causing increasing concern in Ireland with some reports suggesting it is accounting for 90% of all cases reported here. The Delta variant is causing considerable alarm with over 1,000 cases plus reported in the Republic of Ireland in the last three days at the time of writing 18<sup>th</sup> July.

Government also has made it clear it expects students to be able to return to college in September.

The HSE s clinical officer Dr Colum Henry has said 'the high uptake in Covid-19 vaccines has led to a collapse in the harm caused among the vaccinated population, way beyond what was expected in clinical trials.

Thankfully, community testing reduced today (18.07.21) from 8.4% to 6.7%

Vaccine passports have been distributed this week to the fully vaccinated.

Cathedral News:

Hugh Murphy re-joined our staff on the 16.07.2021.

At the time of writing nearly 50% of our staff have been fully vaccinated with most of the remainder having received their first dose.

Thankfully to our knowledge no member of staff has tested positive for Covid-19.

Choirs are on annual leave.

We await news of further reopening such as indoor dining and travel abroad, however because this is such a fluid situation with case numbers on the rise, it is best to stay up to date with the evolving situation regarding travel through the Government, HSE and National Broadcaster (RTE) for the latest information.

No further update on the proposed purchase of 1 million vaccines from Romania at present.

## The current Cathedral Status

The Cathedral is open to the public and worshippers alike.

Cathedral open to the Public from 10am Wednesday, Thursday and Friday 10am – 16.30 (last entry).

Cathedral Eucharist at 11am Sunday mornings.

Morning Prayer 10.00 (Monday-Friday)

Evening Prayer 17.00 (Monday- Friday)

Bell Ringing has been reinstated.

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## **Ireland reopening**

# The following is a list of activities that have resumed from the 19<sup>th</sup> of July subject to public health advice.

## religious services

Places of worship are open for religious services for congregations of up to 50 people. Where a place of worship is large enough, and where strict social distancing measures are followed, larger congregations may be allowed (but not for funerals and weddings).

- <u>International travel</u> can resume.
- Ireland will adopt the EU Digital COVID Certificate for travel within the EU and EEA.
- Nursing home residents can have 2 visitors at a time, with no restrictions on the duration or frequency of the visits.
- No limit to the number of fully vaccinated people who can visit together. This also applies to people who had a positive COVID-19 test in the past 9 months.
- Outdoor events can have up to 200 in attendance. Larger outdoor venues with capacity of 5000 or more can have up to 500 in attendance.

Wedding receptions can have up to 50 people attend. Religious ceremonies such as communions, confirmations and baptisms should not go ahead at this time.

## Meeting with people at your home

if your household is not <u>fully vaccinated</u>, you can have visitors indoors from one other unvaccinated household.

If you are fully vaccinated, you can meet indoors with people from one unvaccinated household if they are not at risk of severe illness and no more than 3 households are there.

Fully vaccinated people can visit together indoors with no limit on numbers. This also applies to people who had a positive COVID-19 test in the past 9 months. This is called the <u>vaccine bonus</u>.

#### Domestic travel

You can travel anywhere in Ireland. Public transport can operate at 50% capacity.

Hotels, bed and breakfasts, self-catering and hostels can reopen. Indoor services, such as bars and restaurants, are for overnight guests only.



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## International travel

From 19 July 2021, subject to public health advice:

- Ireland will adopt the <u>EU Digital COVID Certificate</u>
- <u>International travel</u> can resume.

## Nursing homes

Residents in nursing homes where at least 8 out of 10 residents have been fully vaccinated can have 4 routine visits per week. This applies where residents have been fully vaccinated for at least 2 weeks. Residents of all other nursing homes are allowed to have 2 visits per week.

#### **Shops and Services**

All shops and retail can reopen.

Cinemas and theatres can reopen.

Personal services (like hairdressers) can reopen by appointment.

Property viewings can take place by appointment only.

Driver Theory Test Services can partially re-open (25,000 tests per month with related opening of driver test centres)

## indoor dining

Indoor service in bars and restaurants will reopen for customers who are fully vaccinated or have recovered from COVID-19. New laws are needed before this can happen. You must show proof that you are fully vaccinated or have recovered from COVID-19.

This can be:

- Your <u>COVID-19 EU Digital Certificate (DCC)</u>
- Other medical evidence that you have been vaccinated or had COVID-19 in the past 6 months.

Details of the types of documents you can use as evidence and how to get these documents will be published soon.

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## Meeting people outside your home

Restaurants and bars are open for outdoor service for groups of up to 6 people.

Outdoor organised events can take place with up to 200 people in attendance. 500 people can attend events in venues with a capacity of 5,000 or more.

## weddings and funerals

Up to 50 people can attend a wedding service. Wedding receptions can have up to 50 in attendance.

Funerals can have up to 50 mourners regardless of the size of the venue.

Events after a funeral service should follow public health measures on household mixing, including visitors to your home and indoor and outdoor dining.

Indoor group activities including summer camps, group exercise and dance are not currently allowed.

## Outdoor sport facilities can open, including golf courses and tennis courts. indoor

Gyms, leisure centres and pools can open for individual training. Swimming lessons and classes can take place. Parents or guardians can attend their child's swimming lessons.

Indoor group activities including

Outdoor sports training can take place in pods of up to 15. Outdoor matches can take place.

High performance athletics approved by Sport Ireland and training for adult inter-county GAA can take place.

#### Laws and penalties

You can read about:

- COVID-19 laws
- Detentions and penalties

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## Vaccines 19.07.2021

2,901,641 first dose vaccines have been administered at the time of writing 18.07.2021 and 2,241,036 second doses have been administered wit 153,707 single dose vaccines have been administered to date in the Republic resulting in approximately 64% of the adult population fully vaccinated and 77% partially vaccinated. Take up of vaccinations remains extraordinarily high with 98% of the senior cohort of the population engaging with the vaccine programme.

Regarding vaccines the EMA (European Medicines Agency has given the green light to health authorities to resume administering the Oxford-AstraZeneca vaccine after use was suspended on concerns regarding four unexplained cases of thrombosis in Norway, it has not yet been established if the vaccine played a role in these cases of blood clotting however the evidence that does exist appears to suggest such risks are infantismaley small and should not cause any reason for concern.

#### **Schools**

Leaving cert students returned to school on Monday, 1 March. Primary school students from junior infants to second class have also. Returned.

All primary school students and fifth-year secondary school students returned on the 15 March.

All other secondary school students will go back to school on 12 April – after the Easter holidays.

## Childcare

The early childhood Care and Education (ECCE) scheme resumed on 8 March. The Taoiseach said that from 29 March, subject to public health advice, other restrictions would be lifted so that all children can return to early learning and childcare service.

## Working from home

The Taoiseach has advised that, that where possible, people should continue to work from home.

## Mental Health

20 million euros of new funding was agreed by Cabinet for mental health supports and community investment.

## **Economic supports**

The Employment Wage Subsidy Scheme, the Pandemic unemployment Payment and the Covid-19 Enhanced Illness Benefit have all been extended.

The current commercial rates waiver will also be extended for a further three months.

## **Face Coverings**



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It remains compulsory for face masks/coverings to be worn in crowded workplaces, places of worship and in busy or crowded outdoor spaces where there is significant congregation.

## **Businesses Support**

Addition seasonal support through CRSS will be provided to qualifying businesses that will remain closed due to public health restrictions introduced by the government to combat the effects of the Covid-19 pandemic.

#### **Test and Trace**

Work on the development of the Testing and Tracing capability has been intensive. Recruitment of test and tracing staff has been a priority and performance in test and tracing turn-around times continues to improve. Testing capacity is now 200,000 plus.

## **Christ Church Cathedral Health and Safety Statement**

Christchurch Cathedral is committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring so far as is reasonably partible, that:

The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees.

Identified proactive and preventative are implemented and maintained.

Improper conduct likely to put an employee's health and safety at risk is prevented.

Safe plant and equipment are provided.

Risks to health from any article or substance are prevented.

Appropriate information, instruction, training and supervision are provided.

Where hazards cannot be eliminated. Adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury.

Emergency plans are prepared and revised.

Welfare facilities are provided and adequately maintained.

Competent personnel to advise and assist in securing the safety, health and welfare of our employees are employed when required.



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## **Christchurch Cathedral COVID-19 Policy Statement**

Christ Church Cathedral is committed to providing a safe and healthy workplace for all our workers and visitors. To ensure that, we have developed the following COVID-19 response plan. All managers, supervisors and workers are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

Continue to monitor out COVID-19 response and amend this plan in consultation with our workers.

Provide up to date information to our workers on the Public Health advice issued by the HSE and Gov.ie.

Display information on the signs and symptoms of COVID-19 and correct hand washing techniques.

Provide an adequate number of trained Worker Representative(s), who are easily identifiable and put in place a reporting system.

Inform all workers of essential hygiene and respiratory etiquette and physical distancing requirements.

Adapt the workplace to facilitate physical distancing.

Keep a log of contact / group work to help with contact tracing.

Have all workers attended an induction / Familiarisation briefing?

Develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace.

Provide instructions for workers to follow if they develop signs and symptoms of COVID-19 during work.

Intensify cleaning in line with Government advice.

All managers, supervisors and workers will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the worker representative(s) and / or Daire Daly, Health and Safety Officer.

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## **PART TWO**

# RISK ASSESSMENT MEASURES AND PROTOCOLS

Last updated 18.07.2021.



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#### Introduction

As a result of the Covid-19 global pandemic in 2020, Christ Church Cathedrals Safety Statement, Risk Assessments and Emergency Operating Procedures and Protocol's, have been revised and updated, considering the need for social distancing, wearing of masks and other measures designed to prevent the spread of the virus. The following emergency protocols outlined in this document are not designed to be a definitive list rather a living document evolving in conjunction with what is considered best practice and guidelines laid down by the Department of Health, Health and Safety Executive (HSE), Health and Safety Authority (HSA) and the World Health Organization (WHO). Reference is also made to Board Failte and IBEC (employers' group) protocols and best practices for a post lockdown return to work.

At the time of writing (24.02.2021) the Republic of Ireland remains at level 5 of the nationwide restrictions implemented by the Government to combat Covid-19. Face coverings are mandatory in shops and shopping centres across the country since the  $10^{th}$  of August It 2020. Wearing a face covering is also recommended in situations where it is difficult to practice social distancing.

The Church of Ireland return to In-Church Worship Protocols for ROI and NI was issued by the House of Bishops and the Representative Church Body on the 4<sup>th</sup> of June 2020 and includes the following:

Communicating with workers and parishioners prior to opening on a specific date.

Preparing Church for worship.

Arrival at church.

Entering Church.

Contact Tracing.

During service.

Leaving Church.



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After service.

Cleaning of Churches.

Remote services.

Return to work planning and preparation.

Control measures.

Covid-19 Induction / Familiarization.

Dealing with a suspected case of Covid-19.

Cleaning and disinfection in the workplace.

#### **Risk Management Assessment**

The intention of this Risk Management Assessment is to provide our Cathedral with a structured system for the following as a result of the Covid-19 global pandemic.

- 1. Identifying the hazards in relation to Covid-19,
- 2. Assessing risks associated with those hazards,
- 3. Putting in place measures to control the unacceptable risks,
- 4. To review the control measures to ensure they are effective and have not introduced new hazards.

#### The Benefits of Risk Management:

Reduction in illness, serious injuries and fatalities,

The reduction in material and property damage,

Effective job completion,

Prevents accidents/incidents,

Legislative requirements (2005 SHWW Act)

Framework against which to audit,

Identify steps to reduce risk to ALARP (as low as reasonably possible).

## **HSE Guidelines for Religious Services**

The HSE issued further guidance for religious services on Wednesday 08.07.2020. All applicable recommendations have been incorporated into this document and shall be revised as the HSE guidelines evolve. The Taoiseach announced on Wednesday the 15<sup>th</sup> of June 2020 that the country would not be moving to stage four of the proposed reopening of the country as was originally envisaged. Rather stage four had been 'paused' for a period of three weeks. The religious services guidance document gives general advice about preventing the spread of Covid-19 during religious services. Some aspects of the guidance are specific to certain denominations but the guidance in general is intended for all religious groups. Future versions of this guidance are envisaged as the situation evolves.

The Failte Ireland Covid-19 Safety Charter



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The Covid-19 Safety Charter is a Failte Ireland and Government of Ireland initiative to assure customers those participating businesses in the tourism and hospitality sector are Covid-19 aware and meet the standards and protocols considered best practice. The scheme involves all staff sitting an online presentation regarding the nature of Covid-19 and how best to combat it. This presentation involves a test to ensure comprehension.

The charter stipulates the following:

Participants agree to follow the recommended cleaning and safety guidelines. All staff have completed hygiene and safety control training. The Cathedral agrees to be spot checked. All staff based in the Cathedral have participated in and successfully completed the Covid-19 Safety Charter. The Safety Charter Certificate was issued to the Cathedral in the second week of July 2020. The Cathedral underwent its first spot check on Friday 10<sup>th</sup> July and the Fáilte Ireland representative was satisfied the Cathedral had meet its obligations and commitments with regard to preventing the spread of Covid19 and that the procedures and protocols in place at the time of inspection were indeed sufficient.

**Note**: The Board Failte guidelines for reopening have been revised and published on the Covid-19 hub of the Board Failte Website on the 24.08.2020. At present these guidelines are advisory however the expectation is they shall be signed into law shortly. Most notable is the stipulation of a maximum of six people from no more than three households constitutes a POD. It has been decided by management that this stipulation shall be posted on the Christchurch Cathedral Website once legislated.

Christ Church Cathedral Has Been Accredited with The Fáilte Ireland 'GREEN BADGE'.

## What Is Covid-19?

Covid-19 is an illness, identified in late 2019, caused by a new coronavirus SARS-CoV-2. The virus is spread mainly through tiny droplets scattered from the nose and mouth of a person with an infection. The droplets can be scattered when the infected person coughs, sneezes, talks, laughs or sings. As Covid-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep up to date. This document incorporates the most up to date information and shall be revised and updated appropriately. We must take all possible action to prevent the spread of Covid-19 in the community. It can take up to fourteen days for symptoms of Covid-19 to present. Infection can spread from people who are pre symptomatic or asymptomatic, as some people with the infection have no symptoms or such mild symptoms that they take little notice, but they can still spread the infection. One can also become infected through physical contact with a surface contaminated with the virus and then proceed to touch one's mouth, nose or eyes.

## **Mortality Rate**

It is a matter of conjecture what indeed the final mortality rate shall be globally when this pandemic is over. Johns Hopkins University one of the most respected authorities of epidemiology believes the final mortality rate shall be around 1% of all cases and seemingly the majority of the global epidemiology community agree at this point in the pandemic.

Considerable progress has been made in treating patients with Covid-19 through the use of both old and new drugs and steroids. At the time of writing several vaccine candidates are entering or approaching the third and final phase of trials.

It is believed that in Ireland up to 90% of fatalities (Ref: HSE) had endured underlying comorbidities, Covid-19 having exacerbated their condition and subsequently accelerated death. It is not the purpose of this

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document to speculate but merely to stipulate Covid-19 remains a very real and present danger to public health both in Ireland and Globally.

## **Immunity**

Research has found that people who have recovered from coronavirus infection have immunity only for up to six months. The study of the experience worldwide, found that after infection, immunity is sustained for at least two months and for some up to six months. People who have recovered from Covid-19 infection must continue to follow all public health advice, including hygiene and physical distancing, according to a study by the health information and Quality Authority. HIQUA conducted the review of the potential for reinfection following a Covid-19 infection at the request of the National Public Health Emergency Team. The study says that reinfection cases are rare events and to date 14 patients worldwide have reputedly been infected twice. Genetic evidence shows that the first and second infections were cause by different strains. However, it is most probable that there are many more cases that have not been recorded.

#### Masks

The wearing of masks by those availing of public transport has been made compulsory in the Republic of Ireland and the appropriate legislation has be enacted. It was announced on Wednesday the 15<sup>th</sup> of June that masks shall be made compulsory in shops and retail outlets where social distancing is unenforceable. The appropriate legislation is expected to pass through the Dáil (parliament) unhindered in the coming weeks. This measure does not apply to those interfacing with the general public from behind a suitably protective screen.

## **Contact Tracing**

In accordance with government guidelines Christ Church requires a contact name and number of one person in each couple or group visiting the Cathedral. This information is kept on record for a period of fourteen days and then destroyed by the Cathedrals Health and Safety Officer. Such information is to be used solely for the purpose of contact tracing in line with data protection laws. In the event those wishing to visit the Cathedral refuse to forward contact tracing details they cannot be allowed entry.

Staff are required to keep a log of ALL CONTACTS encountered through the course of their work daily.

## **Self-Isolation**

If those visiting for private prayer do give tracing details however one is concerned that they may have travelled from overseas. The question must be asked have they followed government guidelines regarding self-isolation. If they are non-compliant with the guidelines they cannot be given access to the Cathedral at this time under the current guidelines. As soon as government guidelines change regarding contract tracing, all staff shall be made aware of the fact and any forthcoming changes to the guidelines shall be recorded here. A sign has been placed at the point of entry to the Cathedral reminding visitors to please respect government guidelines regarding self-isolation when visiting from abroad.

#### **Dealing With a Suspected Case of Cvid-19**

In the event of someone (a member of staff, a visitor or vender) presenting with symptoms of Covd-19, respecting social distancing the person should be escorted to the Sick Bay/Isolation area immediately (isolation area located in the Cathedral Baptistery). The affected person should be requested to wear a mask (masks, tissues



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etc. available in the isolation area) if not already wearing one and advised to cough or sneeze into tissues to be binned in the Isolation area. The Health and Safety Officer or his/her deputy should be informed immediately and proceed to don the required personnel protective equipment and proceed immediately to the Isolation area to take charge of the situation. The Health and Safety Officer (HSO) completed a First Aid recertification on the week ending 31.07.2020. The course made specific mention to the protocols and procedures in administering first aid in the Covid-19 era.

Required First Aider PPE consists of the following -

Biohazard suit.

Face Mask,

Face Shield,

Gloves.

Alternative footwear (preferred).

On arrival the member of staff attending to the person shall close the gates and pull the curtains behind him/she, thereafter nobody is to enter the isolation area. Physical distancing protocols should be adhered to where possible, however it is acknowledged where first aid may need to be applied (for instance if the person has fallen) this is not always possible. At present the ambulance service do not facilitate people retuning home or to lodgings to self-isolate, the affected person should be advised not to avail of public transport. While every effort should be made to assist the person in obtaining transport by contacting a member of their household, exchanging mobile telephones, pens and so forth cannot be tolerated in order to reduce the risk of transmission. If the affected person is feeling so unwell and reluctant to travel home the person must remain in situ with the designated member of staff and contact established with the person's general practitioner.

The current HSE advice to those experiencing the onset of symptoms is as follows:

If you develop symptoms of Covid-19 (Coronavirus) you will need to self-isolate and phone your GP. Do not go to a GP surgery, pharmacy or hospital. The GP will assess you over the phone. If they think you need to be tested for Covid-19 (coronavirus), they will arrange a test. Ensure the affected person continues to wear a mask on leaving the building, advised to practice social distancing and avoid contacting surfaces.

Contents of Sick Bay / Isolation room shall be checked daily (including contents of first aid kit).

Contents include the following:

Hand sanitizer

Face masks

Face shield

Body suit

Box of gloves

Roll of bin bags.

Two bins – Double lined.

First aid Kit

Suitable cushioned surface appropriate to enable person to comfortably lie down.

Protocol's sheet (including task checklist and all relevant telephone numbers and contact tracing form)

Pen and paper

Cleaning equipment including mop and floor detergent, Blech and cleaning cloths.

Radio (to be charged every night)

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#### **Symptoms**:

A fever (high temperature – 38 degrees Celsius or above)

A cough – This can be any kind of cough, not just dry.

Shortness of breath or breathing difficulties.

Loss or change to your sense of smell or taste – This means you cannot smell of taste anything or thinks smell or taste different to normal.

Contact details.

For reasons of follow up the details recorded should include,

Name, Telephone number, Mobile Telephone number, Address, Symptoms.

#### **After The Event**

A deep clean of the isolation area should be undertaken, each individual item should be disinfected and the floor likewise disinfected. Items such as masks, face coverings and tissues etc. should be double bagged and disposed of properly in the container outside the building ensuring great care is given to eliminating After the risk of cross contamination through frequently touched surfaces such as container handles. On completion of the deep clean the gates to the isolation unit should be disinfected and locked and nobody may enter the isolation area until a period of seventy-two hours has elapsed. If an employee has been in close contact with a person who has contracted Covid-19 or is suspected of having contracted Covid-19, he/she should wear a mask, avoid touching services and leave the building immediately. On leaving the building that person should call their GP and go into self- isolation, until such time as they are cleared to return to work (either cleared by GP or a period of fourteen days have elapsed since exposure). The person is to make themselves available to provide any assistance the Health Service Executive may require.

## First Aid (General)

The above precautions shall be deployed in all cases where first aid is being administered. The first aider shall assume the patient he /she is treating is Covid-19 positive and consequently wear appropriate PPE. A first aid refresher course for Cathedral first aiders had been scheduled for the week beginning the 30<sup>th</sup> of March 2020. However, our staff could not attend the course as a result of the Covid-19 lockdown. The Cathedral was closed by on the 20<sup>th</sup> of March and the relevant staff were temporarily laid off. The Cathedral's Health and Safety Officer, Daire Daly has attended a First Aid Recertification course on July 30<sup>th</sup> and 31<sup>st</sup> of July 2020. It is envisaged that Shawn Talbot, Cathedral's Senior Tourism and Event Coordinator shall attend a similar course after the level five restrictions have been reduced and it is safe to engage in such practices.

Course conducted by Olive Safety Ltd. And has been updated to include best practices and protocols regarding Covid-19.

## **Communicating With Employees Prior To Their Return to Work**

A Covid-19 re-induction is mandatory for all employees on return to Cathedral employment. Re-induction shall be coordinated by the Cathedrals Human Resources Manager, Michelle Carton.

Topics covered include:

Communication system

Return to work form.



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Signs and symptoms of Covid-19

Information on how the virus is spread.

Control measures to help prevent infection.

Covid-19 contact log

Worker representative

Changes to risk assessment and safety statement

On completion employees shall be requested to sign a form stipulating their involvement and comprehension of the Cathedrals back to work re-induction.

## Steps Taken to Safeguard Employees Upon Return Include:

The Cathedral water system was flushed to safeguard against conditions such as legionnaires disease.

The remote-control fire alarm system received a quarterly check on the 30.06.2020 and no issues were reported.

Emergency lighting system quarterly check to be completed by July 2020.

Staff arrival and departure times have been staggered to reduce threat of Covid-19 transmission at entry points and locker area etc.

Employees and Clergy's break times have been staggered.

The designated smoking area can only be availed of by one individual at a time.

Hand sanitizer stations positioned at all access / egress points and the Cathedral Shop. Stations also to be positioned where high footfall and touchpoints exist.

Official HSE Covid-19 signage is displayed strategically throughout the building.

A distinction has been drawn between 'routine cleaning and COVID cleaning'. A robust regime is in place whereby fomites (touchpoints) are cleaned several times a day (reference COVID surface/touchpoints checklist).

Separate cleaning storage stations have been set up for each individual worker to reduce the threat of cross contamination.

Staff have been advised to use personal utensils such as plates, cups and cutlery etc. (to be stored separately).

The communal use of milk, sugar, coffee and tea bags has ceased.

The Cathedral Choir are nor performing at present however this measure is being held under review.

A system is in place whereby all office employees are expected to sanitize their own desks and empty their own personal waste bins. Sanitizing materials have been issued to staff.

Staff have been instructed to view WHO video regarding proper hand washing.

Staff have been made aware that social distancing guidelines are enforced, the administrative office has been rearranged to accommodate social distancing.

A hand sanitizer station is no more than 10 meters away from any employee's desk.

Staff have been made aware of the behaviours and etiquette that can prevent the spread of the virus.

Sneeze guards are installed in both welcome desk and shop till stations. Sneeze guards are deployed in the administration office at present.

Staff at Welcome Desk and Shop have been issued with face shields (optional)

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Face masks are available for staff where and when required.

Foot pedal bins distributed thru-out the Cathedral.

## **Competence and Training Requirements**

Competence of employees, managers and employees is critical to the effective safe management and operation of business activities. Competence is determined by knowledge, training and experience, and, as employers Christ Church Cathedral shall access the training each employee requires, to keep up to date with legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, Christ Church Cathedral employees will be capable of completing a job safely, efficiently and to a high standard.

Training carried out on an ongoing basis include the following:

Fire warden training

First Aid training

Manual handling training

Training in the use of firefighting equipment.

Training carried out where applicable include:

Health and Safety Induction training (including Covid-19 awareness)

Machine-specific training.

Christ Church Cathedral shall record details of training in relation to specific tasks and keep all relevant certification on file.

#### **Health and Safety Induction Training:**

Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they arrive at our workplace.

Induction training will include the following information:

Specific hazards associated with the workplace and the controls that are in place.

Workplace rules

Roles and responsibilities

Emergency procedures and first aid arrangements.

Covid-19 arrangements, protocols and best practices.

All new employees either employed on a full-time basis or a part time basis shall be taken on a tour of the building and made aware of the above by the Health and Safety Officer. All employees shall sign a Health and Safety Induction Register upon completion.

## **Consultation and Participation**

Christ Church Cathedral recognises that employee participation in health and safety is an integral part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety. The Health and Safety Officer shall keep in constant contact with employees encouraging them to come forward with any recommendations or complaints they may have in this regard.



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The Health and Safety Officer shall consult with all relevant employees regarding the following:

When new risk assessments are being carried out or revised

When there is a change, update or modification to a particular work process.

When new machines or processes are introduced

When new substances or materials are introduced

When any changes to Cathedral Covid-19 policy, procedures and protocols are introduced.

When any changes to Covid-19 national or regional policy are introduced.

Furthermore, should any of our employees raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavour to take any action that we consider necessary to deal with the matters raised.

#### **Contact Tracing (Sunday Eucharist)**

A contact tracing card and pencil will be left on each worshipper's seat before service. The card shall be numbered with the corresponding seat number to enable authorities to ascertain the proximity of worshippers to a confirmed or suspected case of Covid-19 and allow a more accurate picture regarding any potential exposure. The congregation shall be requested to leave contact tracing cards and pencils directly under their seats, thus alleviating the possibility of bottlenecks forming around drop boxes for example.

Contact tracing details should include the following:

Name

Home telephone number

Mobile telephone

It must be clearly stated on the tracing cards that such a questioner is required by the Department of Health to combat the spread of Covid-19 and any information supplied shall be used for such purposes only and destroyed after a period of fourteen days. For reasons of confidentiality, the contact tracing cards shall be immediately gathered upon completion of Service on Sunday mornings and kept under lock and key until destroyed by the Health and Safety Officer. All seats in the Cathedral to be sanitized upon removal of contact tracing cards.

## General

The number attending Cathedral Eucharist on Sundays the 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> of July shall be limited to seventy people in the congregation in keeping with government guidelines. It is envisaged capacity shall not increase from the 20.07.2020 as was originally planned due to phase 4 of the governments reopening plan being deferred. Parishioners are being advised in the event of experiencing symptoms associated with Covid-19 to stay at home. The congregation shall be marshalled by the Health and Safety Officer who shall conduct the meet and greet at the main entrance and ensure social distancing is maintained and ensure our capacity limit is not breeched. The Health and Safety Officer shall wear a face mask/shield for the duration of Sunday Eucharist.

Capacity limit includes all clergy, servers, lay readers and staff/volunteers. Toilets shall be out of bounds for the general public however it should be noted, if a worshipper requests use of a toilet, we shall oblige if possible (staff permitting). If a member of the congregation requests a restroom, he/she should be directed to the door of entry and the HSO who shall arrange for the person to be escorted to the Crypt restrooms from outside the building (to prevent crossing) via the lean-to door (beside Bell Tower). Two of the toilets in the Crypt are for Choir use only and are not to be used by the general public. The general public shall avail of one of the remaining two toilets which is to be unlocked by a staff member and sanitized after use before being relocked.



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Separate toilets shall be made available for Clergy (Chapter House) and Choir (Crypt). Kitchen area shall be out of bounds. The Chapterhouse area of the building must only be used by those participating in service. Signage stating such to be posted on Chapter House Door every Sunday morning. No access to the Administration office and / or the Deans office.

All who enter chapter house area

must avail of the hand sanitizer station located at the door. Those robing must always remain mindful of social distancing. Sanitizing wipes shall be available in the Chapter room for those handling such items as candles and cross. After robing participants are to proceed to the Lady Chapple where mindful of social distancing, they are to take a seat. The procession shall be organized in the North Ambulatory, to aid social distancing. Communion vessels shall only be handled by the Dean or the Deans Vicar to reduce the risk of cross contamination. Anyone feeling unwell shall be requested to return home and contact their doctor however in the event someone is so sick that this is not possible one should be (maintaining social distancing) escorted to the Baptistery by the Verger and proceed to don a mask and await a designated member of staff (see below). On placing robes back after service, one must observe social distancing and exit the Chapter House promptly. Robes shall not be reused until a period of not less than seventy-two hours have elapsed. Anyone who wishes to speak with a member of the clergy shall be asked to forward contact details and clergy shall oblige by Phone, email etc. Anyone who wishes to speak with a member of the congregation should do so outside the building, however loitering on the grounds is to be discouraged.

## **Seating**

Seventy seats have been strategically placed throughout the Nave to ensure social distancing guidelines are adhered to. Cushions have been removed from both the congregation's chairs and pews. All seats shall be sanitized by the health and Safety officer (or a designated member of staff) after service and twice daily when the Cathedral is open to the general public for visiting, Wednesday to Saturday at present.

## **Congregation Guidance**

Members of the congregation are being advised to attend early as capacity is limited. The Health and Safety Officer (wearing a face shield) shall conduct the meet and greet at the Southwest Door. Floor markings have been laid in the Southwest Hall to aid social distancing. On arrival attendees they shall be directed to the hand sanitizer station located at the door where both hand sanitizer and tissues are freely available. Service sheets shall be placed directly on the seats to reduce the risk of cross contamination. A contract tracing slip and a pencil shall be placed on each seat, requiring worshipers to write both name and telephone number. The Dean shall make a safety announcement before service (and where applicable during service). There will be no congregational singing at present. As stated elsewhere in this document if the need arises whereby a member of the congregation require a rest room the Health and Safety Officer shall facilitate such a request ensuring rest room is sanitized after use.

## **During Service**

Social distancing rules must always apply. This requires officiating ministers to avoid unnecessary moving around among the congregation during the service. As physical contact should be avoided no physical exchange of peace can take place. Readers shall be allocated a seat near the front and should be careful to avoid touching the fixed mic, lectern etc. The smaller lectern shall be deployed going forward (to avoid the need to touch the lectern when mounting wooden mobile steps). The number of readers should be minimized whilst allowing participation. The Church of Ireland In-Church Worship Protocols has stipulated a preference for shorter services as transmission of Covid-19 relates to duration of contact as well as proximity. Collections should not be taken by passing a plate. A basket shall be placed at the Southwest door to allow worshippers drop offertory envelopes in. This basket shall be placed under lock and key after service for a period of no less than seventy-two hours before being counted.

If a member of the congregation leaves the service before the finish, a sign is to be placed on the seat vacated reading 'please do not use this seat', in order to avoid cross-contamination. Signs are provided at the Southwest door for staff to avail of in such a situation.

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#### Communion

Communicants shall be given clear and decisive instructions by the celebrant regarding how communion shall be conducted. It is stated in the service sheet that all who wish to receive are to remain in their seats until such time as they are invited forward to receive by the Verger. The Verger shall ensure social distancing is adhered to.

Two hand sanitizer points are to be stationed at the top of the centre aisle with both permanent stations in the North and South Ambulatory remaining in place. Communion bread shall be dispensed using tongs in a contactless fashion. Forty-four shot glasses shall be placed on tables at either side of the aisle in front of the screen. Communion wine shall be poured as part of the service whereupon communicants shall be invited forward to take an individual glass and having consumed the consecrated wine shall place empty glass on one of two designated tables positioned in the North and South Ambulatory's. Communicants having approached the celebrants via the centre aisle shall return to their seats via the ambulatories to ensure no crossing occurs. For reasons of hygiene, communion shall be of one kind only, dispensed by the celebrant using a silver tong. Worshippers shall remain seated during communion until ushered forward by a Verger. Those who wish to receive shall come forward as directed by the Verger to ensure no crossing of paths occurs.

## **After Service**

Officiating minister or incumbent may need to announce procedures for leaving the building. The congregation are asked upon completion of the service to depart the Cathedral with their service sheet and leave completed contract tracing slip and pencil under their seat for collection. The use of a single exit to ensure one way traffic and promote social distancing is deployed. People are expected to always observe social distancing and to avail of the hand sanitizer station on leaving the building. A member of staff shall be on hand to ensure a smooth departure where no bottle necks or issues may ensue. The customary practice of tea and coffee in the Crypt after services has been dispensed with until further notice. To reiterate, toilets are not available to the general public and our congregation at present, however we shall accommodate worshippers upon request when and where we can. Toilets are to be sanitized after service. Pedal bins are located at exit so congregation can properly dispose of masks/face coverings, tissues etc.

Upon completion of Sunday Eucharist the Health and Safety Officer is tasked with collecting the contact tracing cards and pencils which shall be kept under lock and key for a period not less than seventy-two hours. Pedal bins to be emptied. All chairs and pews shall be sanitized after service including stools used by the choir.

## **Cathedral Choir (On annual leave at present)**

## Guidance for the Cathedral Choir on Returning to Christ Church.

During this unusual and challenging time, we are greatly looking forward to resumption of in-church worship on Sundays, however circumstances are such that we must be diligent in observing necessary precautions in line with public health guidelines. This will necessarily mean that we must curtail some aspects of the normal relaxed and familiar feeling that we enjoy as part of our Sunday morning celebration. We are putting the following guidance into place not to make things purposely difficult and uncomfortable, but in order to safeguard the health and well-being of our worshipping community and our staff team.

The return of live choral music has been eagerly awaited by members of the clergy and congregation alike. Thanks to generous donations, we can offer a Sung Eucharist each week, despite the financial constraints of the

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Cathedral. The following guidance is particular to members of the Cathedral Choir (and Organists), but forms part of a greater assessment drawn up by staff, based on the current literature from HSE and CoI.

## **Before Returning:**

- All members are required to fill in the "Return to Work" form prior to coming into the Cathedral. This must be dated no less than three days before entry.
- All members are required to attend re-induction training. This will be arranged for the week beginning 29th June via Zoom.

#### General

- We are all aware of this message at this point, but we will repeat: if you have a fever, cough or altered sense of taste/smell, please stay at home.
- Following discussion, face masks will not be used in general. Singers may wish to use one for medical reasons.
  - No congregation
  - A rail for cassocks will be in place to ease HR room congestion.
- We must ask that you refrain from using the kitchen facilities or entering the main office or Dean's office. We suggest that you bring your own water bottle with you, to minimise any need to access the kitchen. Please be mindful that the Chapter House is the regular place of work for our staff during the week and we need to minimise numbers of people accessing shared spaces.
- Hand sanitizing units will be available, but I would ask that you bring a small bottle of your own to leave in your cassock.
  - It would be sensible to bring your own pencil and tissues.
  - Each week, there will be two 'Covid marshals. Director of Music and Sue/Leanne.
- We are required to maintain a register of attendees for the purpose of contact tracing. The Director of Music will keep a record. This information will be retained confidentially for 14 days and then will be destroyed.
- If you feel unwell during the rehearsal/service and begin to display symptoms of Covid-19, please go to the baptistery, which is our isolation area. A verger will then come to give you further direction and assistance.
  - The new fire assembly point is outside the Bull and Castle.
  - Hand sanitizer will be made available in the nave.

## When You Arrive

- Starting from 1/11/20, 6 people will be admitted to robe at a time. Further timings tbc
- Arrival will be via the Dean's door.
- Masks to be always worn.
- Upon entering the Chapter House, please use the hand sanitiser provided.
- A one-way system to and from the Henry Roe Room will minimise congestion on stairs/landings.



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- You are asked to access the HR room via the back stairs. Promptly robe, collect music and then proceed to the Cathedral via the stone staircase.
  - Bring everything you will need for the rehearsal/service.
  - The choir is now located at the far east-end of the nave.
  - A minimum of two metres has been measured between singers.
  - Stands and chairs will not be moved by anyone except the singer to which it has been assigned.

#### **During The Service**

- For the time being, there will be no congregational singing.
- We will process for Evensongs but not the Eucharist.
- Introit to replace first hymn.
- Please refrain from shaking hands at the sign of the peace. Smiles and verbal greetings at that point of the service are welcome!
  - Please make it known in advance if you wish to receive communion. This can do arranged safely.
- After the dismissal, with folders and all belongings, make way to the HR room via the Lady chapel/north aisle and stone steps.
  - Once again, this will be staggered to minimise gathering in HR room.
  - Do not hand in music, put folders back in pigeonholes.
  - Exit the Cathedral immediately, via back stairs and the Dean's door, remembering to use hand sanitiser.
- We will be unable to extend hospitality following the service for the time being. This includes coffee in the crypt and choir lunch.
  - If you wish to socialise in the Cathedral grounds, please do with social distancing in mind.

#### **Between Sunday Services**

• The nave is available for eating lunch.

#### **Toilets**

- Cantoris will have sole access to the toilets in the Crypt. Access via nave door.
- Decani will use the toilets in the Chapter House. Usual access
- One person will be allowed in at a time.
- Spray is available to wipe down what you have touched.
- Blue roll and bin provided for drying of hands.
- These toilets will not be in use during the week, as such there is no danger of contamination from Thursday to Sunday to Sunday.
  - Access to the toilets in the Crypt. Access via nave door.



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- Decani will use the toilets in the Chapter House. Usual access
- One person will be allowed in at a time.
- Spray is available to wipe down what you have touched.
- Blue roll and bin provided for drying of hands.
- These toilets will not be in use during the week, as such there is no danger of contamination from Thursday to Sunday to Sunday.

#### **Before Service**

The Cathedrals Director of Music shall be on hand to greet the choir members at the Deans Door located at the Northeast of the building and ensured all members are adhering to Cathedral protocols and best practices in combating Covid-19. Upon availing of the hand sanitizer station opposite the Deans door. Choir members shall proceed in single file, mindful of social distancing up the stairwell to the Henry Roe Room. Doors and windows in the Henry Roe room are to be left open to aid ventilation. Individual member's cassocks shall be distributed for collection availing of coat rails to avoid multi contact points. Choir members are requested to bring their own water bottles, tissues and pencils to minimize threat of infection.

The Cathedral Choir members should enter the Cathedral through the Deans door (facing Dame Street on the East side of the building) and proceed to sanitize their hands at the sanitizing station opposite the door, all the while observing social distancing guidelines, take the East stairwell to the Henry Roe room. The doors and windows to the Henry Roe room are to be left open in order to avoid contact points and aid ventilation. Individual member's cassocks shall be distributed for collection on coat rails to avoid the need to open wardrobe doors etc. upon gowning the choir member is to proceed immediately to the Lady Chapel. The Cathedral Choir shall neither process in us out during Sunday Eucharist until further notice. The Cathedral shall no longer be performing from the Choir Stalls rather the South Transept in order to aid social distancing guidelines. The seating arrangements for our Cathedral Choirs participation in Cathedral Eucharist on Sundays shall be conducted on a Saturday evening by the Cathedrals floor staff. Each individual choir member shall be tasked with bringing his/her designated music stand both down to the Nave and back to the Henry Roe Room before and after service. Choir members are being asked to refrain from using the kitchen facilities rather bring their own bottle of water instead. Choir are also being asked to be mindful of shared spaces such as the Chapter Room. Choir members are also being encouraged to bring their own pocket hand sanitizer (and pencils/tissues) as an extra precaution. The Director of Music shall keep a register for contract tracing purposes. Such confidential information shall be destroyed after fourteen days.

#### Girls' Choir

## Before arriving:

Nobody is to return to the Cathedral if they are presenting with the symptoms of the virus.

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- Masks are to be worn if traveling on public transport.
- Refreshment is not available at present and so choristers are to bring their own water bottle.
- Arrival times strictly between 16.45 and 17.00.
- All contact details to be confirmed.

#### At the Cathedral:

- On entering avail of hand sanitiser station.
- Move swiftly to music room, no gatherings in the hall.
- Use designated toilets, one at a time system deployed. Antibacterial wipes provided and to be used to sanitise after use.
- All shall adhere to social distancing protocols while on Cathedral property.
- Parents/Guardians to be prompt collecting girls to avoid unnecessary gatherings.

#### **General recommendations:**

- Girls to avoid hugging/touching friends,
- Avoid touching face (eyes, nose, and mouth) where possible.
- Make use of tissues if coughing or sneezing. In the absence of a tissue, the inside of one's elbow.
- Regular sanitise one's hands.
- No sharing of food or drink.

In the event of a child presenting with symptoms the same location and procedures shall be deployed as stated in this document under the heading dealing with a suspected case of Covid-19.

## **Church Of Ireland Safeguarding Trust**

The Church of Ireland Safeguarding Trust was established to ensure best practices are adopted and monitored to ensure the health, safety and welfare of minors.

The Dean, Chapter and Board, Staff and volunteers are committed to uphold good practice in the parish's ministry with children and young people.

Any concerns, suspicions or allegations regarding child welfare in the parish a member of the safeguarding trust must be informed.

Members of the safeguarding panel:

The Very Revd Dermot Dunne - Mobile number 087-9865073

Jean Finch - Telephone number 01-2888237

Victor Coe - Mobile number 086-8102965

The duty social worker or local area manager may be contacted at:

Name Tusla Child and Family Agency Office.

Address: Duty Social Work Department,

Carnegie Centre,



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21-25 Lord Edward Street, Dublin 2.

Telephone 01 – 6486500

Name Inspector Karen Baker/Brendan Costello

Address: Kevin Street Garda Station,

 $Kevin\ Street,$ 

Dublin 8.

Telephone 01 666 9400

#### **Past Choristers Choir**

The Past Choristers Choir or indeed any visiting choir shall not be performing in the Cathedral at this time. This is a fluid situation and staff shall be made aware of any changes as Government advice and guidelines evolve.

## Organ

The Cathedral's Organist and Junior Organ Scholar have been made aware of Cathedral procedures and protocols. The organs keyboards are to be sanitised both before and after use. Furthermore, the rope at the bottom of the organ stairwell, stairwell rail and both the key and organ door latch are to be sanitised before and after use by those using the instrument. Hand sanitiser, sanitising wipes, disinfectant and cloths have been placed in the Organ to this end and shall be replaced by the Health and Safety Officer upon request.

## Weekday Eucharist

Weekday Eucharist has been suspended until further notice.

## **Altar Frontals**

Altar frontals shall be changed by the on-duty Verger in order to avoid cross contamination. The handles to the frontal cupboard shall be desensitized before and after use.

#### **Fonts**

Because Covid-19 appears to spread easily between people, water founts should not be used. The water fount at the west door of the Cathedral has been removed so that members of the congregation do not attempt to avail of it.

Touching or Kissing of Objects/Icons or Symbols



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The touching or kissing of objects/icons or symbols does not present a challenge to Christ Church Cathedral however care should be taken that the heart of Saint Laurence O Tool's display case is cleaned regularly and free of smudges.

#### **Public Visitation**

Cathedral is only open to visitors for private prayer between the hours of 1300 to 1500 Monday to Saturday as a result of level 5 restrictions subsequently all Covid-19 protocols stipulated elsewhere in this document remain in place. The Southwest door shall be used as an entrance to facilitate private prayer where a member of stall shall be located at the welcome desk behind a Perspex glass. A member of the floor staff shall be on hand in the vicinity to assist with any issues.

#### **Entrance**

The traditional entrance to the building has been changed from the Southwest door to the South Door to facilitate social distancing. The door shall be left in the open position during hours of entry to avoid repeated handling of contact points (door handles) and to aid ventilation. The South Ambulatory encompasses a space of 9.2 meters X 6.6 meters opening out to the cathedral proper with a high ceiling and therefore ventilation is good. The hand sanitizer station shall be clearly visible upon entering the building and contents checked daily. Signage and floor markings shall be in evidence to prevent bottle necks and help ensure that social distancing is adhered to. On entering the building, a contactless system of payment is in place at the entry point (note a sneeze guard has been inserted at the Welcome Desk to safeguard visitors and staff). Visitors shall be required to register both name and contact number with staff at the Welcome Desk (in a contactless fashion), to enable contact tracing should the need arise. Visitors should be made aware that such details are purely for reasons of contact tracing shall be in the possession of the Health and Safety Officer under lock and key and shall be destroyed after a period of fourteen days have elapsed. A one-way system of movement is also in place to avoid unnecessary crossing, one shall be directed by Welcome Desk staff to manoeuvre around the cathedral in an anti-clockwise fashion. Floor staff shall avail of the public address system where appropriate as an aid to ensure good adherence to public guidelines. The wearing of face masks in shops and shopping centres and other indoor venues where social distancing cannot be adhered to, was made mandatory by the government at the beginning of August and came into effect on Monday August 10th. A sign requesting visitors wear a mask has been placed at the main entrance.

#### **GROUP BOOKINGS**

As we look forward to the easing of restrictions and the establishment of 'air bridges' between Ireland and other countries, we should hopefully be in a position to welcome groups from outside Ireland. Groups shall be welcomed by a member of staff outside on the Cathedral grounds and informed of the measures and protocols we have in place for their safety and protection. Groups should enter the building on a staggered basis to ensure the social distancing protocols of the time are met. The group leader should engage in the ticketing arrangements to avoid congestion in the South Ambulatory.

Note: As specified elsewhere in this document only pods of six comprised of three separate households may enter as specified by Board Failte in the updated guidelines published in August

## **DURING VISITATION**

Where issues regarding social distancing and etiquette arise, such issues shall be immediately addressed and marshalled by the Health and Safety Officer and/or Cathedral Manager and/or Cathedral Verger.

The Crypt Kitchen remains closed however until further notice.

It is not possible to continue with the Cathedrals Belfry Tours at present as social distancing cannot be satisfactorily guaranteed and due to the interactive nature of the tours.



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The Cathedral draws a clear distinction between general cleaning and disinfecting. Contact points such as credit card machines, drop boxes, handrails and display cases shall be disinfected on a frequent basis daily and supervised by the health and Safety Officer. Hand sanitizer stations with tissues and pedal bins (for the disposal of tissues, masks and gloves etc.) have been placed strategically throughout the building. Smudge marks on cleaned display glass to be and disinfected as the situation Audio Visual feature activates automatically upon approach and is therefore contactless. The chairs in the Nave shall be sanitized twice a day, before and after 12.00.

## **FOMITES (High Contact Points)**

The following is a list (though not exhaustive) of fomites to be cleaned at least twice daily:

Cathedral keys (opening / closing procedures, safe).

Light switches.

Door handles / Push Plates.

Handrails (Crypt stairwell, Dubliner, Chapter House stairwells, Photo copying room, and external rail by Entrance)

Hand sanitizer / soap/ wipes dispensers.

Combination pads.

Radios (Radio holder).

Water taps.

Laverty flush levers.

Paper dispensers.

Candle money boxes.

Handles too safe.

Kettle / Coffee Pot / Toaster / Microwave / Dishwasher / Fridge.

Gas heater.

Photo copiers.

Display cases.



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Shop merchandising stands.

Chapter Room telephone/ cup board/ press and drawer handles / knobs.

Tea & Coffee jars

Compost Bin.

Donation Boxes.

Pens (prayer book).

## **Prayer Candles**

Candles are located at the Chapel of Saint Laud and the walkway on the North side of the building, candles can also be found both inside and at the entrance to the Trinity Chapel. Candles are used in order to offer up a prayer. Tapers have been dispensed with as they constitute a fomite (contact point). The Health and Safety Officer Daire Daly shall solely be responsible for the distribution of new and collection and discarding of used candles, having washed his hands before wearing and sanitizing gloves. A Sanctuary Stand Candle shall be light and placed alongside the candle stand every morning, allowing visitors to take an individual candle and light it in a contactless fashion. Candles shall be blown out as part of the closing procedure.

#### **Crypt Stairwell**

Signage has been put in place at the Crypt Stairwell to ensure social distancing those approaching from the Cathedral Nave should yield right of way.

## **SHOP**

At present the Cathedral Shop is closed to the public. Several display stands are located at the public entrance where merchandise is available for sale. Members of the public not to handle such merchandise unless they intend to buy, as a measure to prevent cross contamination. Signage and floor markings shall be in place to ensure social distancing once the Cathedral Shop is opened to the public. A hand sanitizer station is located at the entrance. A one-way system is to be deployed entering and leaving shop via separate gates. Members of the public are urged to refrain from handling merchandise unless prepared to buy to avoid the risk of cross contamination. If an item of merchandise is handled by a browsing customer than item is to be removed for a period of not less than seventy-two hours. Payment for merchandise bought in the shop shall be on a contactless basis. A Perspex screen has been erected at the shop check out desk to prevent transmission.

## **Treasury**

Items the public were hereto invited to touch, and hold are no longer presented as such to avoid cross contamination. Drawers the public were hereto invited to open are likewise no longer presented as such. The Audio-Visual presentation is activated automatically and therefore does not present a fomite risk.

#### Staff

As stipulated elsewhere in this document all staff have completed a Covid-19 awareness participation form ensuring they are fit to return to work and are symptom free, have not been diagnosed with Covid-19 or suspected-19 in the previous fourteen days. Staff are required to disclose if they have been in close contact with someone



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who is a confirmed or suspected case of Covid-19 in the previous fourteen days and if they have been advised to cocoon by a doctor, before returning to work. All staff have received a return-to-work Covid-19 specific induction. Naturally, staff are required to sanitize hands on a regular basis throughout the day and to adhere to proper cough and sneeze etiquette. Face shields have been made available for floor staff. Any staff member who becomes symptomatic with Covid-19 like symptoms or has been in close contact with a confirmed/suspected case shall self-isolate for a period of fourteen days unless cleared by the medical authorities to return to work.

Please note the arrangements in place in the event of somebody presenting with Covid-19 like symptoms stipulated earlier in this document. All staff working in the Cathedral have successfully completed a Board Fáilte online Covid-19 awareness course.

#### **Bell Ringing**

A review of the Cathedral Bell ringing practices has been completed to safeguard against the spread of Covid-19. The ringing team has been reduced to six bell ringers and the Ringing Master, in accordance with social distancing guidelines. They shall arrive at 10.30 and depart at 11.00.

As the bells lay idle for a prolonged period an engineering check was performed on Saturday the third of May to ensure the bells were structurally safe.

Cathedral Bell's ringers Covid-19 response plan has been enacted by the Daire Daly (HSO) and Sorcha Duggan (Cathedral Bell Ringers Representative).

## **Bell Ringing Chamber**

The Bell Ringing Chamber consists of a room accessed through a spiral stairwell comprising eighty-six steps.

Ringing Chamber dimensions

Length/width 7.48 meters X 7.23 meters.

Height 4.60 meters.

Upper stairwell width 64cm.

Lower stairwell width 72cm.

External walkway (between stairwells) width 64cm.

## **Bell Chamber Contents**

Automated clock in corner protruding from corner wall 183cm and 256cm in length and at a height of 4.60 meters. A bench 282 cm long and 90cm wide. A circular table 173cm across. Remaining contents consist of both foldable and wooden chairs, portable radiators, a press and portable radiators. All of which when stacked appropriately should occupy no more than 160cm X 110cm.

#### **Protocols**

Considering the spatial constraints, it is therefore envisaged no more than six bell ringers plus the Ringing Master could reasonably be expected to comply with social distancing guidelines.



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Each bell ringer shall perform on one designated bell for the duration of the session, to avoid the risk of cross contamination. Sessions must be scheduled no less than seventy-two hours apart. Session shall last no longer than thirty minutes at present, 10.30am -11.00am. Arrival and departure times must be staggered to promote social distancing. A hand sanitizer station has been located at the bottom of the lower stairwell and in the ringing chamber. Gloves, disinfectant fluid and wipes are freely available at the bottom of the lower stairwell as one enters the Ringing Tower. Ringers have been requested to bring their own masks as the new guidelines specify that one should wear a mask in open spaces here social distancing may be difficult to inforce or monitor. Face shields are available in the Ringing Chamber however the latest scientific evidence suggests that masks are more effective in preventing the spread of Covid-19. Fans must be activated to aid air circulation and ideally door to Ringing Chamber left open to aid air circulation. Fans have been PAD tested by the HSO. In the event of a suspected case a full body suit has also been provided. Bell's ringers are to be made aware of the risks of cross contamination from frequently touched surfaces (e.g., kettle, coffee jars and milk cartons etc.).

## All Bell Ringers Must Adhere with Cathedral Protocols Regarding the Following

Bell's ringers must complete a signed and dated form that they are free of symptoms and that they have not knowingly been in contact with a confirmed or suspected case of Covid-19 in the past fourteen days.

(I.e., less than two meters for more than fifteen minutes accumulative in one day). To follow guidelines and protocols if they develop symptoms of Covid-19.

Agree to record contacts for reasons of tracing.

Hygiene etiquette.

Social distancing.

Have they been advised by a doctor to self-isolate at this time?

Have they been advised by a doctor to cocoon/shield at this time?

Any circumstances relating to Covid-19, not included in the above, which may need to be considered to allow their safe return to bell ringing.

#### Procedures If Bell Ringer Displays Symptoms of Covid-19

A suitably authorized member of the bell ringer's team shall be designated to ensure the monitoring and compliance with the protocols and procedures designed to combat the spread of Covid-19 as laid out in this document. The team leader shall take command in the event someone is feeling unwell (see below). The team leader shall have a designated deputy familiar with responsibilities and protocols, who shall assume control in the absence of the team leader.

Covid-19 Team Leader: Sorcha Duggan.

Deputy Covid-19 Team Leader: David Hogan.

If a member of the team becomes unwell and Covid-19 is suspected or indeed cannot be ruled out the Ringing Chamber must be vacated by all other than the person who is unwell and the designated leader (or in her absence deputy leader). As a result, the ringing chamber shall serve as the isolation area and has been equipped as such. The Cathedral isolation room is not to be deployed for Bell Ringers displaying symptoms as this would involve the risk of crossing with the congregation on Sunday mornings.in the Baptistery. The designated leader shall adhere to the procedures and protocols outlined in this document regarding a person presenting with possible



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Covid-19 symptoms. Once the person feeling unwell has been suitably cared for and transport has been arranged (where possible). The Team Leader should vacate and lock the Bell Tower. The Cathedrals Health and Safety Officer shall be informed immediately and shall take responsibility for sanitizing the Ringing Chamber once vacant (after a period not less than seventy-two hours). An incident report and contact tracing details of those present is to be written up and sent via email to the Cathedral Health and Safety Officer as soon as possible. As stated earlier in this document all parties near a suspected case of Covid-19 should self -isolate in line with State guidelines until cleared for a return to work by the medical authorities.

#### **Deliveries**

The Health and Safety Officer or Cathedral Manager should be made aware of the arrival of any deliveries on site, in order to co-ordinate the delivery. Preferably any small delivery should be conducted outside the building. Larger deliveries should be set down appropriately in the Chapter House Hall (or Crypt where applicable) where delivery does not present a trip hazard or an impediment to the walkway. Ideally any delivery of hard plastics, glass and/or steel should be left in situ for a period of seventy-two hours, deliveries consisting of cardboard, paper etc. for a period of twenty-four hours. Receipt of delivery should be signed in a contactless fashion. The Health and Safety Officer / Cathedral Manager should be made aware if a delivery is required urgently, so any such delivery can be sanitized.

Note: Staff toilets must be cleaned immediately after use by delivery personnel, contractor etc.

## **Emergency Procedures**

Here follows a brief overview of the Cathedrals emergency evacuation procedures. Some aspects of which have been changed as a result of the Covid-19 pandemic. Fire wardens have been made aware of these changes and fire drill was conducted 23<sup>rd</sup> of July to assess the viability of such changes before any such amendments were made official.

## **Emergency Telephone Procedures and Numbers**

You will be asked which service you require and be forwarded to the appropriate emergency dispatcher. Speak clearly, if there are any casualties ask for the ambulance service, they shall dispatch all appropriate emergency services. State your name clearly and capacity in Christchurch. If the person of concern is displaying symptoms of Covid-19 the relevant authorities must be informed so the necessary precautions can be taken.

The following details are essential:

Christchurch telephone number

Your mobile telephone numbers.

Report exact location in the building / grounds and the address,

Christchurch Cathedral,

Christchurch Place,

Dublin 8.

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Post Code D08TF98

The type and gravity of the emergency.

Number, sex and approximate ages of the casualties and anything you may know about their condition and details of any hazards that may impede the emergency services.

## Do Not Hang Up Until Instructed to Do So by The Dispatcher.

Emergency telephone numbers:

Fire Department / Dmbulance 999 / 112

Garda 999 / 112

Dublinia 01 6794611

Gas emergency 1850 205050

Carbon monoxide 1850 797979

Saint James' hospital, 01 410 3000

James' street, Dublin 8.

Inform the Health and Safety Officer and the Fire Wardens of the situation.

## **Emergency Evacuation**

As a result of the Covid-19 pandemic, changes have also been made to the Emergency Evacuation Plan. These changes primarily relate to the Fire Wardens evacuation procedures except for the Fire Assembly Point (now located at the Bull and Castle at the top of Dame Street.

In the event of the Remote-Control Fire Alarm System Activating the Cathedrals Emergency Activation Plan (Ref: Risk Assessment 2020) shall be activated. If for any reason one suspects the Emergency activation plan needs to be activated in the absence of the fire alarm sounding, one should immediately inform the Fire Warden.

#### **Fire Wardens**

Fire Warden No1 - Daire

Fire Warden No2 - Andy o Hare

Fire Warden No 3 - Roberto Bruxel

In order to enhance social distancing, the Cathedrals emergency evacuation assembly point has been relocated to outside of the public house known as the Bull and Castle at present, to the right of the entrance stands a bicycle rack to facilitate the Civic bicycle scheme. In the event of an alarm activation, one should evacuate immediately (to facilitate social distancing). In the event of a false alarm the Fire Warden shall inform staff immediately on becoming aware of the false status and staff can safely return to work. As a result of Covid-19 Cathedral and Belfry tours have been cancelled until further notice, therefore except for Sunday Eucharist there is no need to check the Bell tower. The only person permitted to enter the Bell tower unaccompanied during the week is the Health and Safety Officer, who shall do so in order to check and replenish where necessary the Covid-19 supplies such as face masks, sanitizer, gloves and disinfectant etc. after the Bell Ringers have performed for Sunday Eucharist. As stated elsewhere in this document in the event of a Bell Ringer becoming unwell and



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presenting with possible Covid-19 symptoms the Ringing Chamber shall be utilized as the isolation area and therefore in such an occurrence the Chamber shall be sanitized after a period of seventy-two hours. With these two exceptions the Bell Tower is not to be entered (without permission) during the week.

The Crypt toilets shall remain locked until further notice during the week however shall be made available to the Cathedral Choir on a Sunday morning. Otherwise, the Cathedral Emergency Evacuation Procedure remains intact and as stipulated in the CCC Risk Assessment 2020 and the CCC Emergency Procedures and Protocols. Both these documents are being revised in line with best practices and protocols about preventing the spread of Covid-19.

Mondays to Wednesdays the Cathedral is closed to the general public at present, as a result of the Covid-19 pandemic and subsequent lockdown and travel restrictions. However, a small number of staff are working from the Cathedral, Monday through to Wednesday on a weekly basis. In the event of a fire alarm activation the office staff have been made aware that they are expected to leave the building ensuring everybody is accounted for and to ring in order the emergency services, the Dean and the Health and Safety Officer/Cathedral Manager. It is imperative that staff err on the side of caution and treat all remote-control fire alarm activations as bona fide activations and evacuate. The master control centre has a list of Cathedral staff names whom they shall also contact to verify the status of any activation after the emergency services have been dispatched, however it may take some time for those on the emergency roster list to arrive on site.

## **Emergency Drills**

Considering the Covid-19 pandemic restrictions the Cathedrals Emergency evacuation procedures need to be revised to accommodate the need for social distancing and acknowledge the much-reduced staffing levels at present. Obviously, these procedural appraisals equally apply to conducting our fire drills.

The following is not applicable as no Bell Ringing shall take place under Level Five restrictions.

The bell ringer's access to the Bell Tower has been reduced a to a Sunday morning for Eucharist and potentially Wednesday evening for practice going forward (however any confirmation of such shall be included in this document) There is no need to check the Ringing Chamber outside of these times as part of our evacuation procedure until further notice.

Please note it is imperative that all Cathedral staff sign in and out and furthermore all visitors, vendors and contractors also sign in and out in the visitor's logbook situated on the windowsill beside the Chapter House door. In order to aid social distancing a new fire assembly point has been designated opposite the Deans gate (pedestrian gate to the southeast of the building). One must immediately evacuate the building on hearing a fire alarm system activation and proceed to the space behind the bicycle rack outside the Bull and Castle Public house at the corner of Dame Street and Christ Church Place. In the case of a fire staff are instructed to close (but not lock) all doors behind them, however in the event of a gas alarm staff are instructed to leave all doors open. The Fire Wardens shall rendezvous with staff at the fire assembly point having completed their sweep of the building. The fire warden shall be in procession of both the staff and visitors sign in books and shall perform a roll call immediately on arrival at the fire assembly point. On leaving the building no one is to return until the Fire warden indicates that it is safe to do so. At present we have three designated Fire Wardens working in the Cathedral (see above) in the wake of the Covid-19 restrictions and on occasion rostered on separate days, the situation is fluid at present. To ensure there is regular contact with the Fire Warden has he/she completes the emergency evacuation protocol, a member of staff shall be nominated to liaise via handheld two-way radio with the Fire Warden from the fire assembly point. Next Fire Drill to be performed in August.

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#### Waste Disposal/Refuse Collection

In order to avoid the threat of cross contamination staff have been directed to empty their personal desk bin into the open communal bins provided throughout the building at the end of each day. Communal bins shall be disposed of properly by the Health and Safety Officer and/or Cathedral Manager wearing gloves and adhering to hand hygiene etiquette as outlined elsewhere in this document. Disinfectant and suitable wipes shall be in the container to the East of the building (alongside where refuse bins are located). Refuse bin handles must, like all contact points must be sanitized after use. At present as a result of much reduced footfall, refuse bins shall be collected twice a month. Considering the reduced staffing levels and depending on rostering, collection dates and times, either the HSO or CM shall take responsibility for moving the refuse bins into place by the Deans gate for collection by the contracted agency (City Bins).

**Note:** refuse bins to be collected every Friday evening and shall be placed on the grounds for collection by Daire Daly and Andrew o' hare (both manual handling certified).

### **Cathedral Security**

As a result of the Covid-19 pandemic and the subsequent temporary layoffs, Christ Church has at present one person with a valid security license. Face shields should be utilized as a spit guard on approaching unruly or suspicious person/persons. A Face shield is available at the Southwest door in case of such an occurrence. In the event of a possible confrontation the Gardaí at Kevin Street Garda Station should be informed immediately, and staff member should retreat to a safe distance from the situation and await the arrival of the Gardaí.

\*A hard copy of this document (amended as the situation dictates) shall be placed alongside the health and safety book outside the ladies' rest room in the chapter house hall.

## References

National public health emergency team's advice to government

(Public health framework approach to reducing restrictive measures into two final phases) 18 June 2020.

HSE covid-19 guidance for religious services v2 08.07.2020

HIQA health information and quality authority

Citizens Information Board (update 13.07.2021)

Church of Ireland return to in-church worship protocols for ROI and NI 04.06.2020

IBEC return to workplace safety protocol 11.05.2020.

Christ church cathedral covid-19 response plan June 2020

Health and safety authority guidelines on best practices regarding combatting covid-19.

Board Failte guidelines for reopening the tourism and hospitality.

This assessment has been compiled by,

Daire Daly,

Health and Safety officer.

Last updated 18.07.2021.



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