

GUIDE FOR WORK SETTINGS IN YOUR CHURCH BUILDING

Version 1	10/07/2020	Simplification of previous guidance;
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1. Introduction

Managing Trustees will be aware that Government policy decisions affect parts of Methodist Church property in different ways and at different times. We have therefore adapted this guidance to work with the overarching **Guide to Reopening and Managing your Church Building**.

This Guide is part of STEP 5: Safety First in the process for reopening and managing your church building. It provides specific considerations in relation to reopening and managing church buildings which accommodate office space (both church related or third party).

This guidance is intended to provide Managing Trustees with a broad overview of the requirements on them or for other groups who may potentially want to reopen their business which is run from Church property. This guidance may not cover every eventuality, and therefore we would recommend that Managing Trustees contact the Connexional Property team for further guidance if they have specific matters they wish to discuss at – property@methodistchurch.org.uk

2. Government Policy Basis & Timescales for Implementation

The government's guidance continues to be updated, and is outlined here:

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance>

3. Work Settings

In the quote from government guidance there is encouragement to continue to work if possible. There is also clear guidance to continue to work from home where practical and possible, to reduce the transfer of the virus and reduce pressure on public transport services and road networks. Employers are being encouraged to enable workers to achieve this, but in some cases it is not possible or practical. In such cases, the government has produced updated guidance -

Working safely during coronavirus (COVID-19)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

If a church property provides such accommodation, then Managing Trustees should make reference to this guidance and discuss arrangements with directly employed staff, or tenants (if a third party lease etc. agreement). This communication needs to ascertain what risks are associated with allowing people to work again in the property and whether all the requirements for safe working can be achieved.

Managing Trustees should also make reference to the following Connexional guidance found on www.methodist.org.uk/for-churches/property/coronavirus-guidance-for-property/ –

- Risk assessment
- Action Plan
- Re-opening buildings
- Cleaning