

## Siri Guru Singh Sabha Croydon

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### **COVID-19 RISK ASSESSMENT FOR GURDWARA RE-OPENING – Review 1<sup>st</sup> Sep 2020**

Following the easing of restrictions and the UK Government's announcement that private prayer may take place in places of worship, the interim managing trustees and committee has reviewed the risk assessment of 14th June 2020 as updated 4th July 2020 and 5<sup>th</sup> August 2020.

Opening was initially limited and restricted to access for individual prayer, darshan, matha tek.

The premises were deep-cleaned on the weekend of 1<sup>st</sup> August 2020. This included Sachkhand, accommodation areas, disinfection of all darbar surfaces including all ceilings and walls, degreasing and disinfection of kitchen, common parts and toilets.

In Phase Two, there was some relaxation on the food or drink ('consumables') that could be shared. As of 5<sup>th</sup> August 2020, these were items essential to the act of worship i.e. Guru Ka Parshaad (either Degh or Sukaa Parshaad, both served pre-packed in bags) and pre-prepared snacks with tea. This is being monitored and reviewed to ascertain compliance and general conduct.

Specific consideration has been given to the demographic, location, building layout, usual processes and behaviours and the potential increased risks of cross-contamination to Croydon's Sangat. This risk assessment has been made with utmost regard for the health, safety and wellbeing of the Granthis, Sangat and any other member of the public who visits Croydon Gurdwara.

In conclusion, the re-opening of this place of worship will continue to be undertaken in stages, in compliance with the law and with extreme caution. Covid-19 not only affects a disproportionate number of ethnic minorities but there are also known vulnerabilities such as age and pre-existing medical conditions.

Phase One re-opening of Croydon Gurdwara took place on Monday 15<sup>th</sup> June 2020 limited to private individual prayer (no congregational or communal prayer), and limiting the use of the Gurdwara facilities. Phase Two as of 5<sup>th</sup> August 2020 allows for lifecycle events and diwans attended by up to 30 people in the upper darbar and 30 people in the langar hall with the serving of pre-prepared light snacks. That remains the status as at today.

The overriding advice to the elderly and the vulnerable is to view the daily streamed services via YouTube and to remain in the safety of their own homes as a second wave of the virus is predicted.

**ALL EVENTS MUST BE PRE-BOOKED IN ADVANCE AND ARE LIMITED TO THE RESTRICTIONS CONTAINED HEREIN.**

CHECKLIST			
PHASE 1 – FROM MONDAY 15 JUNE 2020 OPEN FOR PRIVATE PRAYER / DARSHAN / MATHA TEK FOR MAXIMUM OF 15 MINUTES AND WITH A MAXIMUM OF 30 PEOPLE IN THE DARBAR			
PHASE 2 – FROM WEDNESDAY 5 AUGUST 2020 OPEN FOR LIFECYCLE EVENTS AND DIWANS WITH A MAXIMUM OF 30 PEOPLE IN THE DARBAR AND A MAXIMUM OF 30 PEOPLE IN THE LANGAR HALL WHERE LIGHT SNACKS MAY BE SERVED			
Area of Focus	Risk	Mitigation / Action	Action Completed (by whom and when)
<b>1. ARRIVAL</b>			
Car Park & Queuing	Any parked vehicles will reduce queuing space outside Gurdwara and make the social distance difficult to maintain. Any parked vehicle (even blue/disabled badge holders) will encourage others to park.	Car park gates to remain closed until further notice.	14 June 2020 - Closure of car park has been communicated to Sangat. However, it is accepted there may be a need for Sevadars to park inside the gates due to the afternoon opening and local parking restrictions. 5 Aug 2020 – car park is open to Sangat.
	<p>The number of people that can enter the Gurdwara at any time to be limited to ensure social distancing.</p> <p>Car park to be kept free for queuing Sangat during the limited opening times.</p>	<p>Sangat to enter via wooden double doors and if there is a queue, to queue by maintaining a 2-metre distance.</p> <p>Following Phase Two reopening on 5<sup>th</sup> August it has been agreed that whenever possible, at least one Sevadar to be positioned in front lobby during diwans to ensure queuing / shoes / hygiene procedures / track and trace are all properly and safely undertaken.</p>	<p>2 metre spaces have been marked on the approach to main Gurdwara door and along the perimeter edges of the car park in case of long queues</p> <p>Update 1<sup>st</sup> Sep 2020 – car park closed due to essential water mains repair works.</p> <p>Also, we have had difficulty in gaining support of volunteers to guide attendees. Messages have been posted on social media and notice boards repeatedly.</p>
Entry Door	If kept unlocked and unmanned, there is no control as to how many people enter the Gurdwara at any given time, whether	A rota of Sevadars who are wearing PPE is required to ensure number of entrants is restricted to 30.	14 June 2020 – Sevadars will be provided with gloves and face masks. Sevadar to stand at doorway and guide

	<p>they are family members and include children etc. Risk of too many people entering.</p>		<p>Sangat to shoe rack, disinfection and confirm the 15-minute limit. 5 Aug 2020 – It is compulsory to wear a face covering in a place of worship as of 8 August 2020</p>
	<p>Without volunteers at the outside entrance, there is a risk that temperature control checks may be missed, hygiene processes may not be followed and the register may not be completed to facilitate 'Trace and Search' in case of symptoms.</p>	<p>Risks to be mitigated by rota of Sevadars who count in number of attendees, complete register of attendees, carry out temperature checks and ensure hygiene is maintained</p>	<p>14 June 2020 – A no-touch thermometer and a register of attendees are not yet available. Hand gel has been provided. The Dyson hand dryer has been sealed off and the paper towel dispenser is to be used.</p> <p>Update 4<sup>th</sup> July 2020 - Given that not all people wash hands thoroughly for 20 seconds or dry hands properly, additional diagrammatic signage in English and Punjabi has been placed at the sink.</p> <p>Alcohol gel is also a quick and effective method of ensuring hands are clean of all entrants and signs in Punjabi have been added requesting visitors to sanitise their hands upon entry.</p> <p>5 Aug 2020 – Thermometer readings not taken due to a lack of Sevadars.</p>

Shoe Rack / Jorey	The shoe rack is situated in the lobby which is a very confined space. Risk of cross-contamination if someone is A-symptomatic.	The shoe rack is to be re-sited under the outside canopy to the approach of the main doors. This will reduce loitering / chatting and ensure that people move through the lobby as efficiently and safely as possible once they have sanitised / washed their hands and covered their heads, as necessary.	14 June 2020 – A shoe rack has been placed outside  Update 4 <sup>th</sup> July 2020 – this system appears to be working well and has kept the entrance hallway free for those sanitising / washing hands and completing the register.
Queuing	If there are more than the allowed number of Sangat in the Darbar, there may be a queue of people on the stairs in the approach or people passing one another as they come up / get up to leave. This passing of people poses a risk of infection.	There is an obvious risk in that the staircase is narrow and cannot provide the 2-metre distance to separate those going up from those coming down.  It is envisaged that when it is not raining, the Sevadars will stand outside the main door and the lobby area will be kept as free as possible and limited to hand-washing and walking through to go up / come down from the Darbar.	14 June 2020 Not possible to implement a one-way system only although this would have been preferable. Instead, Sevadars will manage flow of Sangat arriving, queuing etc and ensuring number of entrants is no more than 30 at any time and that Sangat do not stay in Darbar for longer than 15 minutes.  Update 4 <sup>th</sup> July 2020 – we have not had sufficient attendees to require crowd management in this way and are not aware of anyone staying in the premises for long periods of time.  5 Aug 2020 – to be carefully monitored and reviewed.
The Elderly, The Vulnerable, Physically	There may be Sangat who need physical support upon arrival	Risk to elderly and vulnerable mitigated with clear	14 June 2020 Sevadars wearing PPE will be on hand to support the

Disabled and Pregnant Women	i.e. through the car park, whilst waiting for entry, removal of shoes, ensuring hand hygiene etc which may require Sevadars to assist.	communication asking them not to attend if at all possible.	elderly and vulnerable Sangat with Darshan.  If children attend with parents, we expect those parents to ensure their children maintain the hand hygiene, observe the social distancing measures and refrain from using the toilets.
<b>2. ENTRY</b>			
Temperature Checks	<p>Temperature checks are necessary to confirm that Sangat are not symptomatic upon arrival.</p> <p>The thermometer must be non-touch to reduce the risk of cross-contamination from person to person.</p>	<p>Risk mitigation will be with the use of an infra-red no-touch thermometer to check temperatures.</p> <p>A Sangat member who presents with a high temperature or Covid-like symptoms (persistent cough, cold, sore throat, loss of taste/smell or breathing difficulties) or who has entered the UK in the preceding 2 weeks may be refused entry.</p>	<p>14 June A non-touch thermometer to be obtained and to provide Sevadars with the necessary training on the use and logging of temperature checks.</p> <p>To train Sevadars on protocol in the case of a Sangat presenting with a temperature above 38 degrees centigrade.</p> <p>Update 4<sup>th</sup> July 2020 – this requirement to be met</p> <p>5 Aug 2020 – no longer implementing due to a lack of sevadars</p>
Register	<p>In order to facilitate 'Trace and Search' all visitors to sign a register on entry providing name, address, telephone number and time of arrival / departure.</p> <p>Following the reopening under Phase Two on 5<sup>th</sup></p>	<p>A register is available at front entrance desk for completion by attendees.</p> <p>Following Phase Two reopening on 5<sup>th</sup> August it has been</p>	<p>Update 4<sup>th</sup> July 2020 – Management to ensure pens are handy and that completed sheets are securely held for upload to Track &amp; Trace.</p>

	August 2020, it was noted that some Sangat members struggled with completion of the register	agreed that whenever possible, at least one Sevadars to be positioned in front lobby during diwans to ensure queuing / shoes / hygiene procedures / track and trace are all properly and safely undertaken.	
PPE Sevadars & Granthis	There is a risk of infection spreading from Sangat to Sevadars and the Granthis from human contact.	<p>Risk to Sevadars and Granthis mitigated by the use of face coverings / masks and gloves where appropriate.</p> <p>Risk further mitigated by social distancing measure that cordons off Bir Sahib and kirtan stage so that Sangat are prevented from doing parkarma and are obliged to maintain a 2 metre distance from the Granthis.</p>	<p>14 June 2020 Granthis begin evening divan at 6.30pm allowing sufficient time between end of Gurdwara opening time (4pm) and divan for disinfection of touch hot-spots and wiping down of surfaces.</p> <p>Update 4<sup>th</sup> July 2020 – Management to obtain Perspex screening to enable small diwans / weddings / funerals to be held safely</p> <p>Details distributed to committee of possible suppliers.</p> <p>5 Aug 2020 – screen was installed 1<sup>st</sup> August 2020.</p>
PPE Sangat	There is a risk of infection spreading from Sevadars and the Granthis to Sangat from human contact.	<p>Risk to Sangat mitigated by requesting Sangat to bring and use face coverings / masks and gloves where appropriate.</p> <p>Following Phase Two reopening on 5<sup>th</sup> August it has been</p>	<p>14 June 2020 The need to bring a face covering / mask and gloves has been communicated to Sangat.</p> <p>Update 4<sup>th</sup> July 2020 – signage in Punjabi requesting the wearing of face masks</p>

		<p>agreed that whenever possible, at least one Sevadar to be positioned in front lobby during diwans to ensure PPE can be provided wherever necessary.</p>	<p>added a various locations (entrance and in the Darbar)</p> <p>5 Aug 2020 – It is compulsory to wear a face covering in places of worship as of 8<sup>th</sup> August 2020.</p> <p>Tie-back face masks for turbaned gents are available for Sangat.</p>
<p>Lift</p>	<p>The lift is located in the dining hall.</p> <p>The lift is a confined space and the social distance of 2 metres cannot be maintained if an elderly or physically disabled Sangat member requires assistance.</p> <p>There is also a risk of contamination in repeated use of the lift operating buttons by different individuals, even where they have taken hygiene precautions beforehand.</p>	<p>Mitigation of the risk of any cross-contamination is best achieved by designating the lift out of action until further notice.</p> <p>It is located in the dining hall which is to be cordoned off so not easily accessible.</p>	<p>14 June 2020 Communication to Sangat reiterates the request for those who are elderly, vulnerable, with limited or restricted mobility to stay home.</p> <p>The lack of lift facility has been communicated to Sangat however it is likely nevertheless that we will have Sangat arriving who rely on the use of the lift.</p> <p>Update 4<sup>th</sup> July 2020 –</p> <p>Lift has been sealed off and not accessible as dining area has also been cordoned off to prevent Sangat from spending longer periods than the recommended 15 minutes within Gurdwara.</p> <p>5 Aug 2020 – Lift made available and to be frequently wiped down as part of hygiene and</p>

			disinfection of touch spot procedures.
<b>3. FACILITIES</b>			
Hygiene	There is a risk of contaminating frequently touched surfaces or being contaminated by such surfaces that are already contaminated.	<p>Risk is mitigated by providing hand sanitising gel at the door upon entry.</p> <p>Risk is mitigated by the provision of hand-washing soap and paper towels at the lobby sink.</p> <p>Risk is mitigated by NOT using electric hand dryers at all.</p> <p>Risk is mitigated by frequent daily disinfection of common touch points and by asking all to wear PPE where possible.</p> <p>Risk is further mitigated by cordoning off / taping off / restricting access to frequently touched objects such as the Golak.</p> <p>Following Phase Two reopening on 5<sup>th</sup> August it has been agreed that whenever possible, at least one Sevadar to be positioned in the Darbar during diwans to ensure hygiene procedures are frequently, properly and safely undertaken. This is addition to wiping of all Darbar touch</p>	<p>Alcoholic gel has been cited as a potential issue, however, the larger Gurdwaras have taken a pragmatic view. Similarly, Croydon Gurdwara accepts the need for safety and hygiene outweighs the fact that the gel contains alcohol (such gel is used externally on the hands only and not ingested internally).</p> <p>Hand washing facilities and disposable paper towels have been supplied. Hand dryers will NOT be used.</p> <p>Update 4<sup>th</sup> July 2020 – Installation of white foam / wipeable mats within Darbar (2m x 1m each) for Sangat to sit individually or as bubbles.</p> <p>Diagrammatic signage also put up asking for Sangat to sit only on the white mats so that these surfaces can be properly and efficiently disinfected.</p>



		surfaces and mats after each diwan.	
Toilets	The limited number of toilets present a contamination risk to Sangat. In particular, urinals have been found to be more problematic.	<p>Risk is mitigated by closing off all toilet facilities until further notice.</p> <p>In emergency where a Sangat member is unable to wait, the toilet must be wiped down by them or a Sevadhar before re-use.</p>	<p>14 June 2020 Lack of toilet facilities has been communicated to Sangat.</p> <p>However, it is envisaged that there will be a need for toilet facilities in case of urgency. The men's and ladies loos closed off and only the single ground floor disabled toilet will be kept in use.</p> <p>Update 4<sup>th</sup> July 2020 – Paper towel dispenser reloaded, toilet thoroughly cleaned/disinfected and additional signage in Punjabi placed near sink to advise of thorough handwashing.</p> <p>5 Aug 2020 – toilets have been deep cleaned.</p> <ol style="list-style-type: none"> <li>1. Ground floor disabled toilet faulty tap has been replaced.</li> <li>2. A large bin has been installed for touch-free disposal of paper towels.</li> </ol>
Rumaals / Chunnis	There is a risk, albeit limited, of transfer of Covid-19 via cloth.	<p>Risk is mitigated by the removal of shared rumaals and chunnis in the Gurdwara premises.</p> <p>Sangat will be asked to bring their own</p>	<p>14 June 2020 All head coverings removed from lobby.</p> <p>The need to bring a rumala / chunni together with a face covering has been</p>

		head-covering as appropriate.	communicated to Sangat.
<b>4. BUILDING ACCESS</b>			
Lobby	<p>There is a risk of contamination of common parts, floor surfaces and frequently touched points.</p> <p>The area is also of concern as it is small, confined and not well-ventilated.</p>	<p>Risk is mitigated by relocating shoe rack. There will be frequent and daily disinfection of common parts, floor surfaces and frequently touched points including the lobby area.</p> <p>Following Phase Two reopening on 5<sup>th</sup> August it has been agreed that all shoe racks to be positioned outside front door in covered area to ensure that the front lobby remains clear for access / hygiene procedures / track and trace register completion.</p>	<p>14 June 2020 With shoe rack being re-located outside main doors, dining area cordoned off and closure of men's toilet, the lobby will only be a pass-through and Sevadars will ensure Sangat do not stay in this area for any longer than absolutely necessary.</p>
Staircase	<p>There is a risk of infection when using the staircase as this is narrow and cannot provide the 2-metre distance to separate those going up from those coming down.</p>	<p>Risk is mitigated by frequent and daily disinfection of the handrails, the middle doorway.</p> <p>Risk can also be partly mitigated if arrangements are made for Granthis and Sevadars to access the staircase at the rear of Maharaj, however this area will be cordoned off for the safety of the Granthis to maintain social distance.</p> <p>It is not possible to have one-way traffic going up and down the single staircase as</p>	<p>14 June 2020 Sevadars will manage the flow of Sangat going in and up to Darbar via the staircase. Similarly, Sevadars will manage Sangat coming out of Darbar and down the staircase.</p> <p>Update 4<sup>th</sup> July 2020 – Access to the dining area is cordoned off and clear signage indicating no entry placed in front.</p> <p>Sangat remove / collect shoes from outside entrance and the only attendees in the lobby reception are those using the</p>

		<p>it is of an insufficient width.</p> <p>Risk can therefore only be further mitigated by strictly restricting the number of people inside the Gurdwara at any given time. This will minimise/ avoid the need for Sangat / Granthis / Sevadars to pass one another as they go up / come down via the stairs.</p> <p>Following Phase Two reopening on 5<sup>th</sup> August it has been agreed that whenever possible, at least one Sevadar to be positioned in front lobby during diwans to ensure flow of traffic is limited.</p>	<p>loo, disinfecting/washing hands or completing register. As a result, the staircase remains relatively free and for attendees to wait at top / bottom to allow each other to use staircase one at a time.</p> <p>5 Aug 2020 – Access from lobby to langar has been re-opened. Traffic flow to be monitored and reviewed.</p>
Staircase Carpet	There is a risk of contamination as carpet cannot be easily disinfected.	Staircase cannot be covered with sheets as this would be a trip hazard.	14 June 2020 Contamination on feet assessed to be low as it would require touching of contaminated hands to contaminate feet and then contaminate carpet.
Darbar Carpet	There is a risk of contamination. The risk is especially high at the front near Maharaj if a rug or additional carpets are placed for Matha Tek.	<p>Risk is mitigated by removing all rugs, loose carpets and covering the Darbar with washable sheets.</p> <p>Sheets to be removed and changed daily especially in 'hot spot' areas such as Infront of Golak where Sangat bows to Matha Tek</p>	<p>14 June 2020 - Consideration given to use of plastic / wipeable mats within Darbar where Matha Tek and Sangat sit so that these surfaces can be properly and efficiently disinfected.</p> <p>Update 4<sup>th</sup> July 2020 – existing plastic sheet to be replaced with</p>

		<p>Following Phase Two reopening on 5<sup>th</sup> August it has been agreed that whenever possible, at least one Sevadara to be positioned in the Darbar during diwans (on a separate mat) to ensure hygiene procedures are frequently, properly and safely undertaken. This includes disinfecting matha tek area and mats after each use and wiping of all Darbar touch surfaces and mats after each diwan.</p>	<p>white foam sheet cut to size and therefore more easily wiped down / disinfected.</p>
<p>Darbar</p>	<p>There is a risk of infection if Sangat do not maintain the social distance by standing 2 metres apart when waiting to Matha Tek or if they do not sit 2 metres apart when performing individual prayer.</p> <p>There is a risk of contamination from too many people being in the Darbar at one time.</p> <p>There is added of any Sangat ho spends an extended period of time in the Darbar.</p>	<p>Risk is mitigated with ventilation and keeping some windows open to maintain fresh moving air during Gurdwara opening times.</p> <p>Risk is further mitigated if all Sangat follow the markings along the central carpet for Matha Tek.</p> <p>Risk is also mitigated if Sangat sit 2 metres apart in the Darbar.</p> <p>Risk is mitigated if Sangat depart quickly and do not stay in the Darbar for extended periods of time. A limit of 15 minutes has been agreed.</p> <p>Following Phase Two reopening on 5<sup>th</sup> August it has been</p>	<p>14 June 2020 Confirmation of 15-minute limit.</p> <p>Background prayers will be Chaupai Sahib.</p> <p>Sangat will not be in Darbar when Granthis perform evening kirtan.</p> <p>Where a family attends together and resides in the same household, allowances made for them to be seated close together.</p> <p>Update 4<sup>th</sup> July 2020 – Updated signage placed on entrance confirming 15-minute time limit.</p> <p>5 Aug 2020 – Time limit not enforced where worshippers</p>

		<p>agreed that whenever possible, at least one Sevadar to be positioned in the Darbar during diwans to ensure hygiene procedures are frequently, properly and safely undertaken. This is to ensure disinfection of all frequently touched points in the Darbar.</p>	<p>attend for individual prayer.</p> <p>Worshippers to be seated on white mats which will be wiped down / disinfected in between events.</p> <p>Lifecycle events and diwans are subject to individual times / periods.</p> <p>Screens have been erected in front of Giani Jis to enable safe kirtan during diwans.</p>
Parshad	<p>There is a risk of contamination in serving karah parshad to Sangat</p>	<p>Risk is mitigated by not serving parshad person to person.</p> <p>Instead parshad will be pre-bagged and available to collect at the door upon exit.</p>	<p>14 June 2020 Parshad table set up in Darbar by the staircase.</p> <p>Update 4<sup>th</sup> July 2020 – removed white sheet previously laid down on this table. This action will enable the surface to be more frequently wiped down / disinfected.</p> <p>Pre-bagged Parshaad may be Degh or alternatively, Sukaa Parshaad.</p> <p>5 Aug 2020 – to be reviewed. Giani Ji to wear PPE for serving of Parshaad.</p>
Golak	<p>There is a risk of contamination of the frequently-touched edges of the Golak where Sangat bow or lean for support as they rise.</p>	<p>Risk is mitigated by disinfection of all such frequently-touched surfaces using mild disinfectant on a daily basis by Sevadars.</p>	<p>14 June 2020 Consideration given to removal of golak and switching to the Kirtan Bhatta box to avoid bowing down / head touching or touching of golak.</p>

			<p>Eventually, it was decided to leave golak in place and to maintain frequent wiping with disinfectant before, during and after daily opening sessions.</p> <p>Update 4<sup>th</sup> July 2020 – Golak remains in place and Kirtan Bheta donation box placed alongside to maintain safe distance between Sangat and stage.</p>
Microphones	There is a risk of contamination in using microphone and other stage / music equipment	Risk is mitigated by disinfecting all surfaces using mild disinfectant on a daily basis	<p>14 June 2020 Microphones and equipment included in daily cleaning schedules</p> <p>Update 4<sup>th</sup> July 2020 – to remind all Sevadaars of this requirement.</p>
<b>5. DINING / FOOD</b>			
Donations of Food	There is a risk of contamination from food produce / rations brought into Gurdwara	<p>Risk is mitigated by asking Sangat not to bring in rations or donations of food but instead, donate to the charity via card or online payment.</p> <p>Any rations or donations that are brought by Sangat are quarantined where possible or washed / wiped down with mild disinfectant to reduce risk of contamination.</p>	<p>14 June 2020 Reiterated that Langar will not be served, tea will not be made and that access to dining hall will be closed off altogether. Gurdwara opening is for darshan/matha tek and for brief visits only.</p> <p>Update 4<sup>th</sup> July 2020 – Food and drink ('consumables') will remain limited to only those items essential to the act of worship itself i.e. Parshaad.</p> <p>The dining area has been cordoned off</p>

			<p>and clear signage in Punjabi and English placed in-front on blue screens.</p> <p>Similarly, kitchen is restricted to use by Giani Jis and signage requesting no-entry has been placed in front of kitchen entrance for the avoidance of doubt.</p> <p>5 Aug 2020 – Following deep clean of premises 1<sup>st</sup> August 2020, kitchen and dining areas have been reopened. Rear storage areas have been cleaned and Sangat may donate provisions.</p> <p>All outer packaging to be wiped down with disinfectant before storing.</p>
Dining Hall	<p>There is a risk that Sangat may congregate in the dining hall area or use dining hall seating as they arrive / depart for longer than the allowable 15 minutes. However, this is an enclosed space and cross-contamination may occur by an individual who is A-symptomatic.</p>	<p>Risk could be mitigated by ventilating the dining area during Gurdwara opening to enable cross-ventilation to occur in the lobby area as the doors are open/closed.</p> <p>Risk is better mitigated by cordoning off the dining area altogether as no food or drink is to be prepared by or served to Sangat during or outside of these limited openings.</p>	<p>14 June 2020 Blue screens used for blocking access from lobby to dining area.</p> <p>Update 4<sup>th</sup> July 2020 – Updated signage added. This is because food and drink ('consumables') at Gurdwara remain limited to only those items essential to the act of worship itself i.e. Parshaad.</p> <p>5 Aug 2020 – Following an incident on 12<sup>th</sup> July 2020 where an unauthorised event</p>

			<p>took place in breach of the Charity's risk assessment, it is necessary for all events to be booked in advance.</p> <p>Under Phase Two, a limit of 30 persons in the dining hall at any time to be implemented and reviewed.</p>
Kitchen	<p>Due to the size of the kitchen, there a risk of contamination by individuals attending the Gurdwara.</p>	<p>Risk is mitigated by restricting use of the kitchen to the Granthis only.</p> <p>The Giani Jis will prepare Karah Parshad and pre-bag this for Sangat. Alternatively, they will pre-bag Suka Parshad as blessed food.</p>	<p>14 June 2020 Kitchen is only used by Granthis and was found to be clean and tidy.</p> <p>Update 4<sup>th</sup> July 2020 – Additional signage placed outside kitchen to confirm no entry and that no langar is to be prepared or served.</p> <p>5 Aug 2020 – Deep clean 1<sup>st</sup> August 2020 allowed kitchen reopening. To be used for preparation of tea and reheating of pre-prepared food for Sangat events.</p>
Langar	<p>Due to the risk of infection, Langar is not being prepared in the Gurdwara Kitchen.</p>	<p>Risk is mitigated by continued reliance upon Sangat members who have provided Langar Seva to elderly and vulnerable persons in the community in a safe and responsible manner from their own homes.</p>	<p>14 June 2020 Agreed that Langar will not be prepared or served during this phase of re-opening.</p> <p>Sevadars to maintain a record of any elderly or vulnerable attendees who are in need of Langar Seva as this can be arranged / organised.</p>



			5 Aug 2020 – Installation of serving screen in dining hall on 1 <sup>st</sup> August 2020 allowed safe serving of langar. To limit langar to tea and light snacks / pre-prepared food.
Parshad	There is a risk of contamination in the preparation and serving of parshad to Sangat.	<p>Risk is mitigated by restricting preparation of parshad to Granthis who will do this with sucham and using PPE where appropriate.</p> <p>Risk is further mitigated by Granthis pre-bagging parshad for distribution to Sangat as they depart from the Gurdwara.</p>	<p>14 June 2020 Parshad table set up in Darbar near staircase.</p> <p>Update 4<sup>th</sup> July 2020 – White tablecloth removed to enable more frequent and efficient disinfection of surface.</p> <p>5 Aug 2020 – Giani Jis and Sangat to wear PPE when undertaking Parshaad seva.</p>
<b>6. DEMOGRAPHIC</b>			
Increased Risks of Covid-19	<p>The risk of COVID-19 is higher amongst the Asian communities and a high proportion of our Sangat are elderly and/or vulnerable.</p> <p>Medical evidence suggests Covid-19 affects a disproportionate number of ethnic minorities. In addition, our Sangat is more exposed from known health vulnerabilities such as hypertension, diabetes and obesity.</p>	<p>Risk is mitigated by streaming daily prayers via YouTube.</p> <p>We shall continue to reiterate the message to our elderly and vulnerable Sangat to remain at home and not to attend Gurdwara at this time.</p>	<p>14 June 2020 The advice to elderly and vulnerable Sangat members not to attend has been communicated.</p> <p>For possible discussion in further phased opening -when/if the Gurdwara re-opens more fully and serves langar / tea etc, in order to reduce the risk, to consider separating programmes or days just for the elderly (aged &gt; 65 years) and those in the vulnerable groups, diabetes, severe asthma, cancer,</p>

			hypertension or other known vulnerability.  Update 4 <sup>th</sup> July 2020 – no change made.
<b>7. EXIT</b>			
Lobby	The lobby which a very confined space. Risk of cross-contamination if someone is A-symptomatic.	A one-way system of entry/exit is preferable.	14 June 2020 Risk considered but due to the space limitations, we have placed reliance on Sevadars to manage flow of Sangat in the lobby area and avoidance of incoming/outgoing Sangat passing one another  Update 4 <sup>th</sup> July 2020 – no congestion has been seen to date and flow of Sangat is respectful, allowing one person to use staircase at a time.  5 Aug 2020 – reviewed but no changes made. All areas have been deep-cleaned 1 <sup>st</sup> August 2020
<b>8. TEST, TRACK &amp; TRACE</b>			
Protocol	There is a risk that Sangat members attending may be A-Symptomatic when they attend and not display any outward or obvious signs of infection.  Sangat members may then go on to display symptoms some days after attending Gurdwara.	Risk is mitigated by requiring all attendees to register / log each visit.  Details will be held on file securely in accordance with GDPR regulation and used in case of enquiry by officials administering the 'Test, Track and Trace' scheme.	14 June 2020 The charity has not yet obtained an infra-red no-touch thermometer.  Agreed that anyone displaying any Covid-19 symptoms will be advised to undertake a test and to self-isolate immediately and for a minimum of 14 days.

	If attendees are not logged, it may prove difficult to warn others or adhere to the Government's 'Test, Track and Trace' Protocol		Anyone displaying obvious symptoms of Covid-19 may be refused entry to the Gurdwara at the discretion of Sevadars.
<b>9. INFECTION CONTROL</b>			
General cleaning and deep cleaning	<p>The key risk is the spread and resurgence of Covid-19</p> <p>There is a risk of contamination and cross-contamination in all areas of the building.</p> <p>There is particular risk with door handles, light/electric switches and frequently touched surfaces such as swing doors, stair rails and taps – all of which require special and frequent attention to minimise risk of spreading any infection.</p>	<p>Infection control is being managed by deep cleaning undertaken by specialist external companies for kitchen and washroom facilities.</p> <p>Sevadars will undertake additional frequent (minimum on a daily basis) disinfection of all common parts and frequent touch points. All areas of the premises will be thoroughly cleaned and decontaminated each day after Sangat has left.</p> <p>A dedicated team of Sevadars wearing PPE are needed for this daily task and they must be supplied with adequate cleaning detergents and materials.</p>	<p>14 June 2020 Messaged Ragnath Singh Kooner to ask for agency/contact details of previous individuals/companies</p> <p>Have obtained quotations for deep cleaning and will instruct this shortly.</p> <p>In the mean-time reliance placed on Sevadars for daily cleaning and disinfection routines.</p> <p>Update 4<sup>th</sup> July 2020 – Sevadars undertaking cleaning, disinfection of all common parts and kitchen / storage areas.</p> <p>5 Aug 2020 – Deep cleaning of entire premises undertaken 1<sup>st</sup> August 2020. Outside areas also renovated, cleaned and disinfected wherever possible.</p>
<b>10. FUNERALS</b>			
	Coffins and funeral caskets may not be brought onto the Gurdwara premises.	Funeral risks are mitigated by Giani Ji attending with PPE to carry out the funeral service in accordance with Sikh Maryada.	14 June 2020 Funeral requests to be dealt with as programme bookings on a case by case basis and strictly limited to small

	Due to the risk of infection, Giani Ji can attend to read the last rites and prayers to a small group of close family at the cremation.		numbers of immediate close family.
<b>11. WEDDINGS</b>			
	Allowed and limited to 30 attendees.	Risks as identified throughout this document.	Update 4 <sup>th</sup> July 2020 – Wedding requests to be dealt with as programme bookings on a case by case basis.  See document entitled Anand Karaj prepared by Surinder Kaur Sahota, Covid-19 Officer
<b>12. 4<sup>th</sup> July 2020</b>			
	<p>The date proposed officially for re-opening of places of worship.</p> <p>There is a definite risk of overcrowding and infection if programmes resume to pre-Covid-19 schedules as the Kirtan and serving of Langar are likely to bring in crowds that make social distancing difficult to maintain.</p>	<p>All risks identified in this document need to have been dealt with / signed off before this date.</p> <p>Social distancing measures ought to be continued for the foreseeable future for the protection and safety of the Sikh community.</p> <p>It is suggested that a staged re-opening be considered and that full services only resume when safe to do so.</p>	<p>14 June 2020 Gurdwara re-opening took place on Monday 15<sup>th</sup> June.</p> <p>This is subject to monitoring and review.</p> <p>Update 4<sup>th</sup> July 2020 – no substantial change in use of premises other than weddings.</p> <p>5 Aug 2020 – Phase Two reopening allowing for diwans and serving of light snacks as langar.</p>

<b>DOCUMENT CONTROL</b>		
<b>DATE</b>	<b>AMENDMENTS</b>	<b>NAME OF REVIEWER</b>
14 June 2020	Document created as a first draft based on meetings at Gurdwara on Wednesday 11 <sup>th</sup> June and Sunday 14 <sup>th</sup> June 2020.  Phase 1 - opening 7 days from 12pm until 4pm	Guneet Rekhi (Renu) Sawaraj Cheema Sundeep Sokhi Surinder Sahota
4 July 2020	Document updated	Guneet Rekhi
5 August 2020	Document updated	Guneet Rekhi
1 September 2020	Document updated	Guneet Rekhi

