

We are subject to government and Church of England regulations for places of public worship and Parish Churches Church of England. We are also subject to the university and college regulations.

The regulations specific to the chapel are updated regularly and users will be notified of any changes that might affect them.

The general college guidelines regarding washing hands, using hand sanitizer and wearing masks must be adhered to. Anyone with COVID symptoms must not enter chapel.

Do not wipe the keyboards or historic surfaces with alcohol or cleaning wipes- do wash your hands before and after touching keyboards.

### **General Points for all Chapel Users**

We need to keep a record for 21 days of everyone who enters chapel. Therefore, either scan the QR code in the poster inside chapel or on the notice board outside, or write your name in the book. If you are part of a large college group, your group organizer is responsible for knowing who is present and for keeping the record of the same for 21 days.

Anyone or any group wishing to use the chapel must book in advance via the Chaplain in the first instance. College events may also be booked via Catherine Whalley, the registrar, who will liaise with the Chaplain as appropriate. Once authorized, specific persons or groups may book further slots for the same people and activity through Anne Millard.

The Chapel must be kept locked at other times and the key should only be given out to authorized persons. Authorized chapel users must take appropriate steps to ensure that additional people do not enter the chapel when they are in it : individuals or small groups should either place a notice 'do not enter' on the table just inside the back door of chapel or they may lock the entry door behind them (my understanding is that the fire door by the pulpit and the door in the vestry will be unlocked during daylight hours for emergency access- the side vestry door is always open for emergency use); larger groups should have someone on the door (a bouncer!).

### **The leader of any group needs to decide on clear entry and exit points:**

**individuals and small groups** will normally be issued with the key for the main back door and they should enter and leave by the same door. Care must be taken to keep the door way areas clear of people so distancing is not compromised.

**for larger groups and main services:** entrance is best through the double doors: please try to stagger arrival times and have someone to oversee the queue if numbers make that necessary. Downloadable entrance and exit signs are available from the chaplain or college registrar.

No eating or drinking is permitted except drinking from personal water bottles.

No papers or rubbish should be left: it must be put into the bins provided.

## Seating arrangements

The chairs with wooden backs have been carefully set out to ensure two metres' distance. Please avoid moving them – you can use the metal frame chairs if you want to put out additional chairs. Do return the seats to how they should be before you leave.

Social distancing of two metres must be observed at all times and with the exception of chapel services no group can exceed six people, UNLESS they include people from the same social bubble. This extends to musicians and singers. It is possible to have more than one group of six in the chapel they must be spaced a minimum of two metres away from any other group (and preferably as far away as possible). They must not mingle- during or after an event. The absolute maximum number permitted is sixty-three: permission will not normally be given for student groups that exceed one group of six.

Ventilation must be appropriate to the number of people in chapel and the length of time any group is in there- its common sense to leave both sets of door open if there is a group inside. As a general principle please choose fresh air over warmth!

The area above the steps beyond the pulpit facing the altar should not normally be used save for services and choir rehearsals. \*The vestry (the room off the choir stalls) is now out of bounds to all except the chaplain and the chaplain's assistant, the Director of Music, the organ scholars, the chapel clerks, the choir librarian and people who have permission to play the organ. Only two people should be in there at any time and you are asked not to linger in this confined area.

Loud music should be avoided: you must be able to speak and hear without raising voices.

Please do not leave instruments or other possessions in the chapel. Permission will not normally be given to collect them outside your usual slot and if the chapel goes into quarantine or is shut by government regulation, you will not be able to collect them.

### Specific Chapel Use Scenarios

#### Services (see diagrams for seating for services involving choir members) and Choir rehearsals

All choir members have their own space in the choir stalls on the days when their group sings. Two groups of up to six singers are permitted provided the two groups do not mingle at all- either coming in and going out of chapel or during breaks. The six choristers who sing on the pulpit side of chapel should enter and exit via the pulpit/tower Door; the six singers who sing on the lectern 'eagle' side should exit via either the back or side doors.

Three minutes before the services begin all singers should be seated in the stalls in silence and without water bottles. Outdoor clothing and bags may be left behind the green screens at the back of chapel. Phones must not be used. At the end of the services, choir members should remain the stalls until they are dismissed. If you use alcohol hand sanitizer remember it is flammable so keep away of the candles!

Members of the choir may not use the vestry area (see above\*) so where practical gowns and music may need to be kept elsewhere. If choir members need to keep their gown/shoes in the vestry then they should label them clearly so the organ scholar or clerk can put them out for the services.

Each choir member must have their own music and place in the stalls where they keep it. Where possible the music should be put out seventy-two hours beforehand. No sharing of microphones or equipment.

Good practice suggests that conductors of singers must be a good two metres from the singers- preferably more if they are facing them.

Rehearsals and services should be shorter than normal. Thursday choir rehearsals should not exceed 40 minutes.

During the service: People should avoid moving round so readers should sit where they will read from. Organists should remain put as should conductors and clergy!

After the service: people must continue to socially distance.

Congregational singing is not allowed by law (humming along is not permitted either!).

### **Music rehearsal/practice/small groups**

Keys must be collected and returned to the lodge promptly.

Priority is to : organ scholars/those with permission to practice the organ/music students needing to practice the piano/small groups needing to practice for lunchtime concerts and choir members from St Peters who wish to use the chapel for their recordings.

Please note: **Woodwind and brass instruments and any instrument that can be blown may not be played in the chapel** (it is illegal).

When more than one person wishes to practice or rehearse in the chapel, **the names and instruments of everyone in any group** have to be submitted to the Chaplain by email. Any subsequent changes or substitutions must be approved in advance by either the Chaplain or Registrar. The group leader is responsible for collecting and returning the key. The group leader is responsible for ensuring that the regulations are adhered to and they must therefore remain present for the whole duration of the rehearsal time.

Practicalities: By the end of week 1, any individual slots must be pre booked for the rest of the term. Thereafter slots for those already authorized may be booked by Anne Millard or the Chaplain. New applicants or groups need to apply to the Chaplain.

### **Private prayer**

The chapel will be open for private prayer Fridays 12-12.30pm and at other times by prior arrangement with the Chaplain.

### **Other College Groups**

Please note that no food or drink may be brought into chapel and social events are limited to six.

**Students** wishing to use the chapel for a gathering of up to six people should contact the chaplain. Students will not normally be permitted to have more than one group of six

**Staff** wishing to use the chapel for groups should contact either the registrar or the Chaplain. They are responsible for supervising the event and ensuring it adheres to the particular social distancing guidelines set out above.