

**Practical Guidance & Checklist for Sikh Gurdwaras**

***This is Scotland-specific Guidance based on the Scottish Government’s “[Routemap through and out of the crisis”](https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/) which was published on 21st May 2020.***

The Scottish Government is operating a Four Phase Approach. This Guidance has summarised the relevant parts related to Places of Worship as follows.

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| Phase 1 | * This phase completes on Friday 19th June.
* For Places of Worship, it will remain until Monday 22nd June.
* No gatherings, programmes or events can take place during Phase 1 except for funeral arrangements, live-streaming services and providing limited essential services such as hot meals.
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| Phase 2(MONDAY 22ND JUNE) | * **Places of worship would be able to open for individual prayer with physical distancing and hygiene safeguards.**
* **Marriages can only take place in an outdoor seating not indoors.**
* **Gatherings are not permitted and individuals should be encouraged to visit throughout the appropriate opening times in a staggered way.**
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| Phase 3(no date set, will be reviewed on 09/07/20) | * People can meet in extended groups subject to physical distancing.
* Places of worship can open to extended groups subject to physical distancing and hygiene safeguards.
* Scottish Government will relax restrictions on funeral attendance, marriages, civil partnership and other services to beyond close family.
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| Phase 4(no date set, will be reviewed on 30/07/20) | * Mass gatherings resume in line with public health advice.
* All ceremonies can take place, with improved hygiene and other precautions.
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**Note**:

* ***if you are in the Shielding category, you should continue to stay at home and utilise live-streaming options. You should not visit the Gurdwara in Phase 2. The Scottish Government has advised you to continue shielding until 31st July 2020.***
* ***Gurdwaras can open if they wish to open during Phase 2 following the Government guidelines.***



**Checklist for Sikh Gurdwaras**

This Checklist is designed to help Gurdwaras prepare for the phased re-opening of Sikh Gurdwaras, in line with Scottish Government guidance and regulations. Please refer to the Summary Phases on Page 1 to ensure the Gurdwara adheres to the Scottish-specific regulations.

All Gurdwaras should begin to prepare for phased re-opening by making sure the building is risk assessed, safe and hygienic. In addition, the Management Committee of each Gurdwara should adopt a robust communications plan to ensure the congregation is fully aware of the phased re-opening plans and what to expect in a Covid-environment Gurdwara.

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| **CHECKLIST FOR PREPARING GURDWARA FOR RE-OPENING** | Y, N, N/A |
| Appoint a Health & Safety Officer or Sub-Committee to implement this Checklist and any other associated precautionary measures. |  |
| Communicate & inform the Gurdwara’s Approach to the public through email, social media, text message and maintain transparency throughout. |  |
| **HYGIENE & HAND WASHING**  |  |
| Display bi-lingual hand washing poster at all hand-washing areas on all floors including Entrance, Kitchen, Washrooms, Darbar Hall |  |
| Replace all towels and replace with disposable hand towels  |  |
| Soap available at all hand-washing areas  |  |
| Switch to non-touch motion sensor tapsIf non-touch motion sensor taps are in place, ensure all are working |  |
| **MAIN ENTRANCE** |  |
| Covid Entrance Poster should be displayed clearly in English and Panjabi  |  |
| Appoint a Sevadaar to manage/monitor in/out flow of Gurdwara and ensure all rules communicated to visitors |  |
| Establish hands-free entrance where possible to reduce surface touching by using doorstops or other mechanisms  |  |
| Reduce entrance/exit points where possible to help manage number of visitors |  |
| Display opening hours outside, inside and online |  |
| **LANGAR HALL (community kitchen area)** |  |
| All health, safety and hygiene standards should continue to be maintained by Kitchen Manager(s) such as cleaning all areas, disinfecting floors, wearing aprons and gloves.  |  |
| 2-metre distance to be clearly marked across all seating areas |  |
| Langar provision should continue for vulnerable but is not available for the public during Phase 2 where only Private Prayer is permitted. |  |
| **DARBAR SAHIB (main congregational area)** |  |
| Display hand-washing and 2-metre distance posters at entrance doors. |  |
| Mark 2-metres in Darbar Hall with appropriate floor markings to ensure social distancing and reduced physical contact. |  |
| A nominated volunteer eg Committee member to manage/monitor in/out flow of individuals in Darbar Hall ensuring full compliance to social distancing.  |  |
| During Phase 1, only nominated individuals to carry out Services eg Scriptural readings & musical singing – limit to 3 – 5 individuals.  |  |
| During Phase 2, nominated individuals to continues with main service duties. An additional rota system to be created for community members to volunteer on specific duties.  |  |
| A sheet/covering should be placed on the floor for Matha Tek & changed regularly |  |
| **KARAH PARSHAD (sweet offering given to all visitors/worshippers)** |  |
| Volunteer should wear gloves & face coverings. |  |
| Where possible, serve Dry Parshad. This should be distributed in small plastic bags.  |  |
| If serving Degh Prashad, this should also be served with social distancing maintained. |  |
| **TEST, TRACE, ISOLATE & SUPPORT** |  |
| In case a visitor/worshipper is suspected of having the symptoms of Covid-19, they must leave and self-isolate for 7 days. The Gurdwara should keep a log of all visitors/worshippers including name, address, phone number to provide support and/or share relevant updates/information.  |  |
| **LIVE STREAMING FACILITIES**  |  |
| Ensure live streaming continues through social media to ensure those that are unable to visit remain connected with services and updates |  |



**Checklist for Visitors & Worshippers**

This Checklist is designed to help Visitors/Worshippers prepare for the phased re-opening of Sikh Gurdwaras, in line with Scottish Government guidance and regulations. For Phase 2, Individual Prayer will be allowed with strict health guidelines and social distancing.

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| **CHECKLIST FOR VISITORS/WORSHIPPERS** Remember, individual prayer is only allowed in Phase 2 | Y, N, N/A |
| **Before you leave the house, do the following:**  |  |
| Make sure you do not have any suspected symptoms of Covid-19. Visit NHS Inform if you are unsure and check their list of symptoms. |  |
| Are you in the Shielding Category? **If yes, then Stay At Home.**  |  |
| Confirm the Gurdwara’s social media/website for details of opening days/times. If you are unsure, call the Gurdwara or contact a trusted community source. |  |
| Take your hand gel and face covering.  |  |
| **In Phase 2, you will be asked to:** |  |
| Wash your hands regularly  |  |
| Always maintain a 2-metre distance  |  |
| Complete a Visitor Log with your details  |  |
| Only stay in the Gurdwara for private prayer |  |
| **In Phase 2, you will not be allowed to:** |  |
| Gather in large crowds or participate in social interactions that are not in line with Scottish Government guidance |  |
| Visit the Gurdwara with your family, friends or in groups  |  |
| Book any programmes or services that would involve large groups or gatherings. However, virtual programmes can continue to be booked & broadcasted online |  |
| Sit near someone from outside of your household in the Gurdwara  |  |