

GURU MANEYO GRANTH GURDWARA SLOUGH, UK

Risk Checklist: Gurdwara Re-opening

Introduction

This document provides a checklist for the Gurdwara to assess measures to be put in place to reduce the risk from COVID-19 to both members of the Sangat (congregation) and Gurdwara Sevadaars (volunteers).

How COVID-19 is spread

The spread of COVID-19 is most likely to happen when there is close contact (**2 metres or less**) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs, sneezes or speaks, containing the virus are the main means of transmission.

There are two main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres) such that droplets could be inhaled.
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face).

How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, including, what surface the virus is on and exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to **decrease significantly over 72 hours**.

Gurdwara Entrance

Requirement	Completed Yes/No		Comment
Is there signage at the entrance door highlighting COVID-19 guidance?	Yes	No	
Are the entrance doors permanently open during opening hours to ensure that Sangat (congregation) does not touch the handles?	Yes	No	
Is there a 2m marked queueing system outside the Gurdwara with clear one-way entrance and exit routes?	Yes	No	
Is there a Sevadaar (volunteer) monitoring the numbers of Sangat coming into the Gurdwara at any one time to be mindful of overcrowding?	Yes	No	
Is hand sanitiser available at the entrance?	Yes	No	
Is there guidance on the screens/notice boards in the reception area?	Yes	No	
Are there freshly-washed rumals (male head covering) and chuniya (female head scarves) available each day and is there a Sevadaar to hand these out?	Yes	No	
Is there a laundry box available for Sangat to return used rumals and chuniya for them to be washed?	Yes	No	

Gurdwara Entrance



Gurdwara Entrance



**Sanitise
your hands**



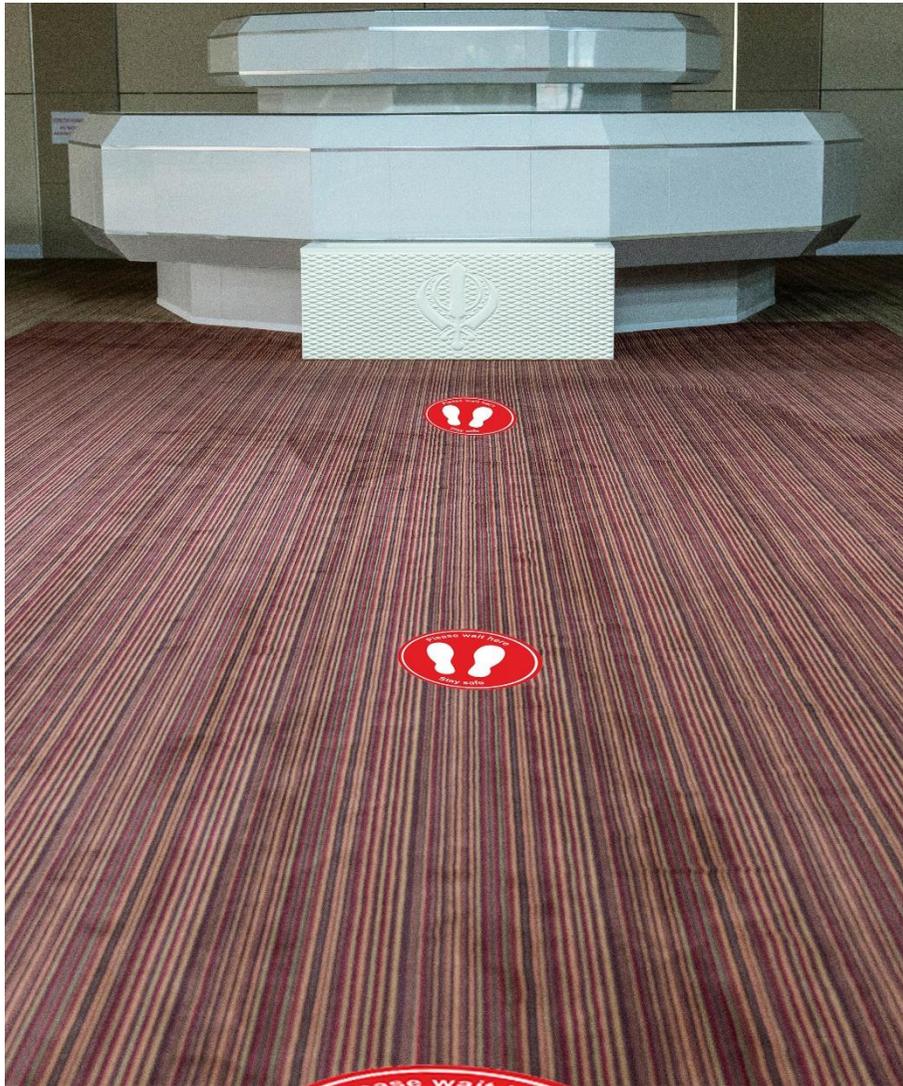
Darbar Sahib (Congregation Hall)

Requirement	Completed Yes/No		Comment
Is there signage guiding Sangat to wash their hands before entering the Darbar Sahib?	Yes	No	
Are the entrance doors to the Darbar Sahib permanently open during opening times to ensure that Sangat does not touch the handles?	Yes	No	
Are there 2m markings to queue for Matha Tekh (bowing to Sri Guru Granth Sahib Ji)?	Yes	No	
If the queue extends beyond the outside of the Darbar Sahib, is there a continuous 2m marking system for Sangat to follow?	Yes	No	
Is there a Sevadaar monitoring the number of Sangat coming into the Darbar Sahib at any one time?	Yes	No	
For any seating outside the darbaar (e.g. elderly/disabled Sangat) is there a 2m distance between each seat?	Yes	No	
Are there chadras (white cloth sheets) for Sangat to sit on and are these changed daily (at a minimum)?	Yes	No	
Is Parshaad (post-prayer/ceremony sweet) being given to Sangat in ready-made plastic bags?	Yes	No	
Is the Sevadaar who is serving/preparing the bags of Parshaad wearing gloves and a face covering?	Yes	No	

Darbar Sahib



Darbar Sahib



Darbar Sahib



Kitchen

Requirement	Completed Yes/No		Comment
Is the kitchen cleaned and sanitised on a daily basis (including all utensils, surfaces and floor)?	Yes	No	
Are all Kitchen Sevadaars wearing appropriate PPE (including Sevadaars in washing and cooking areas)?	Yes	No	
Has the Lead Kitchen Sevadaar confirmed each day that all Sevadaars are free from COVID-19 symptoms and taken action if required?	Yes	No	
Is the number of Sevadaars in the kitchen and washing areas the minimum required to fulfil the Seva (selfless service)?	Yes	No	

Langar (Free Food) Hall

Requirement	Completed Yes/No		Comment
Is there signage guiding Sangat to wash their hands before and after having langar?	Yes	No	
Are the entrance doors permanently open during opening times to ensure that Sangat does not touch the handles?	Yes	No	
Is there a 2m marked queueing system for langar with clear one-way entrance and exit routes?	Yes	No	
Is there a Sevadaar monitoring the number of Sangat coming into the Langar Hall in order to be mindful of overcrowding?	Yes	No	
Are the Sevadaars who are serving langar wearing the relevant PPE (gloves, facemasks and aprons)?	Yes	No	
Is there a protective shield at the langar counter? <i>(optional)</i>	Yes	No	
Is the number of Sevadaars serving langar the minimum required to fulfil the Seva (volunteer service)?	Yes	No	
Do Sevadaars in the kitchen and washing areas have the relevant PPE (gloves, facemasks and aprons)?	Yes	No	

Langar Hall



Toilets

Requirement	Completed Yes/No		Comment
Is there a 2m marked queueing system for toilets with clear one-way entrance and exit routes	Yes	No	
At busier times, is there a Sevadaar monitoring the number of Sangat coming into the toilets at any one time to be mindful of overcrowding?	Yes	No	
Have communal footwear been removed from the toilet area and Sangat encouraged to instead wear their own shoes?	Yes	No	
Are alternate cubicles and urinals closed off to ensure a 2m gap?	Yes	No	
Have you ensured there are no shared towels for Sangat to dry their hands and instead ideally use sensor hand-dryers?	Yes	No	
If these are not available, are there paper towels for Sangat to safely access and dispose of easily?	Yes	No	
Are the toilets (including cubicle door handles/locks) cleaned daily (at the minimum) and is the soap refilled?	Yes	No	
Are the toilet Sevadaars wearing the correct PPE (e.g. gloves, facemasks, aprons)?	Yes	No	

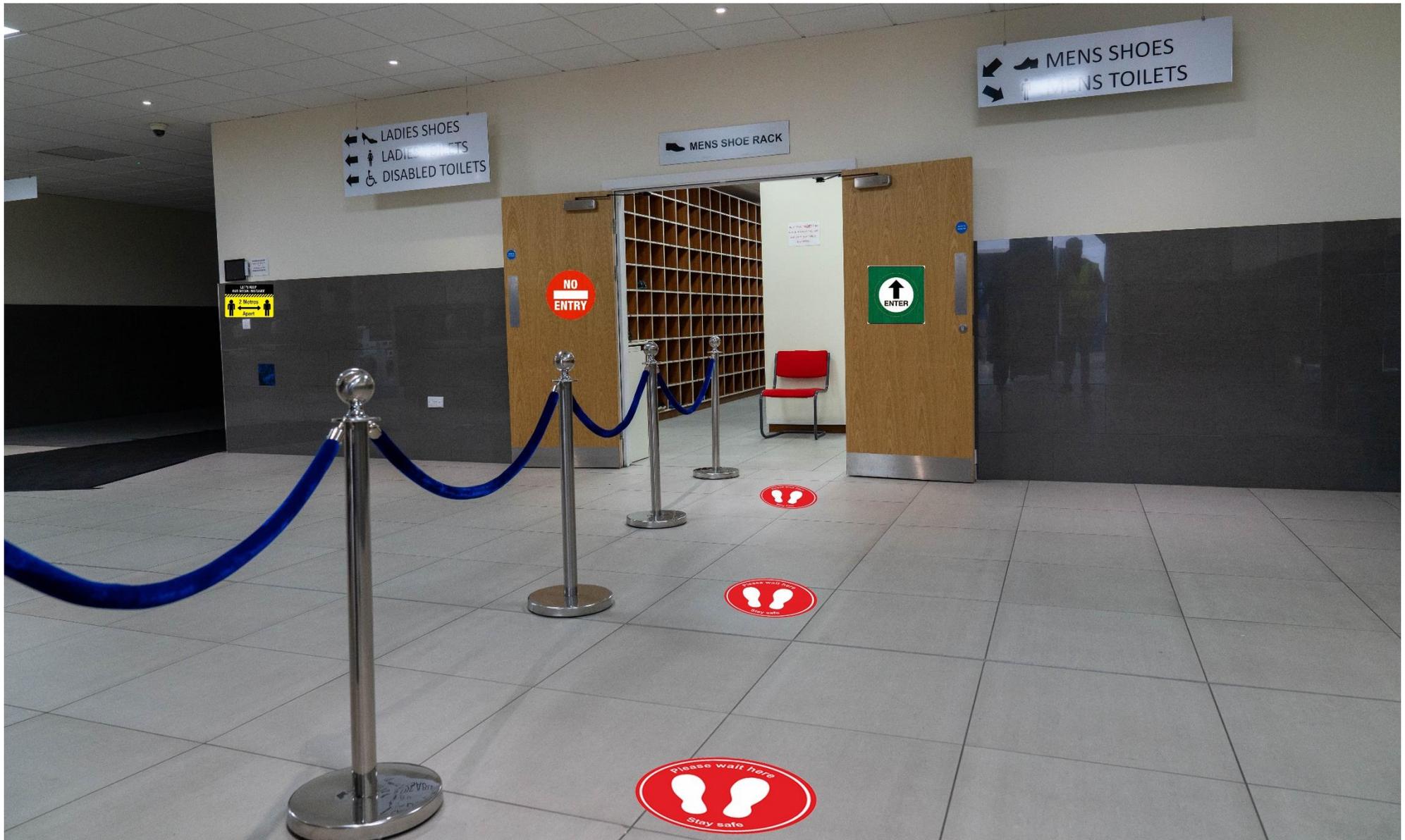
Toilets



Johra Ghar (Shoe Storage Area)

Requirement	Completed Yes/No		Comment
Is there a 2m marked queuing system for Sangat to give/take off their shoes?	Yes	No	
At busier times, is there a Sevadaar monitoring the number of Sangat coming into the Johra Ghar at any one time to be mindful of overcrowding?	Yes	No	
Are Johra Ghar Sevadaars wearing gloves, facemasks?	Yes	No	

Johra Ghar



Governance

Requirement	Completed Yes/No		Comment
Is there a lead individual responsible for implementing, monitoring, reviewing and updating measures in line with this document and ongoing government advice?	Yes	No	
Are the names of responsible on-duty individuals with contact details clearly displayed?	Yes	No	
Is there a clear and transparent procedure for the expression of questions or concerns about the enforcement of these measures?	Yes	No	
Is the Gurdwara limiting the number of Sangat attending programmes (e.g. weddings and funerals) so that social distancing requirements are upheld?	Yes	No	
Have all Sevadaars been informed of the COVID-19 guidance?	Yes	No	
Is there enough PPE for all Sevadaars?	Yes	No	
Is there at least daily cleaning of the Gurdwara Sahib building, with key tasks recorded, and focus on high risk areas (e.g. door handles, taps and handrails)?	Yes	No	
Are windows, doors and/or air conditioning units open/on to ensure continuous air ventilation within the Gurdwara Sahib building?	Yes	No	

Signed

The person(s) signing below should comprise two of the following: Trustee, Managing Committee Member/Office Bearer and Lead Sevadaar/Volunteer.

Completed by:

Reviewed by:

SIGN HERE

SIGN HERE

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Full Name:

Full Name:

Position:

Position:

Date:/...../.....

Date:/...../.....

Gurdwara Name:

GURDWARA STAMP

Next Review Date:/...../.....