

[Name] Deanery

CORONAVIRUS CONTINUITY PLAN

The Emergency Planning Team of the Diocese of Oxford is requesting that each deanery now puts in place a continuity plan in preparedness for the developing Coronavirus situation.

The list below is not exhaustive, neither is this a 'one size to fit all' plan. Please use this plan to put together a bespoke plan for your situation. There is also guidance available from the National Church [here](#). There are many unknowns about the development of this virus over the coming weeks and months; your plan will need to be revisited at various times as circumstances change.

Please do give this task urgent attention, and when completed, share a copy with your Archdeacon.

1. The aim of this plan is to ensure as far as possible the continued staffing of parishes in the deanery, the pastoral care of the clergy and their families, and the maintenance of critical ongoing business of the deanery.
2. The Area Dean, with the support of the Lay Chair, is requested to now take steps to prepare for the possibility of Coronavirus becoming a pandemic.
3. The Area Dean, or his/her nominated deputy, will provide a channel for daily communication, by email or phone, between the Archdeacon and the parishes/benefices of the deanery.
4. The Area Dean's nominated deputy is the Reverend [1st Name]. The [2nd Name] will fulfil this role should the Area Dean and [1st name] become unwell. Where feasible, both are members of the Deanery Standing Committee.
5. The Area Dean and deputies will have emergency contact details for the Archdeacon and the Archdeacon's deputy.
6. Area Dean to ensure that Area Dean and deputies contact details are shared with Deanery clergy.
7. The Area Dean will maintain a list of contact details for
 - a. clergy and their deputies/backups
 - b. parish and / or benefice secretaries and administrators
 - c. churchwardens
 - d. clergy with Permission to OfficiateThe complete list will be held by all members of the Deanery Standing Committee. (With due regard for GDPR, committee members are asked to shred this list at the end of this epidemic / pandemic.)

8. The Deanery Lay Chair, with the Deanery Treasurer, will manage the financial situation as required by the Archdeacon.

9. The Area Dean and the Lay Chair will monitor the situation with a view to cancelling deanery meetings and activities as and when necessary.

The Reverend [Name]
Area Dean

[Name]
Lay Chair

[Date] 2020