***Take time***

***Take the time required to assess risks, address them and only proceed once you’re sure that you have people, plans and resources needed to open up again.***

***Take care***

***Consider the needs of people who are vulnerable because of their age and health as you put in place your plans.***

***Anxiety about being in public spaces may be addressed as we demonstrate that we’ve worked out ways to keep people safe in this time.***

**As we start to gather again for worship and other activities, this document will help you ensure that you do so safely.**

**SECTION A: PREPARING A COVID-SAFE BUILDING**

This section should be completed before re-opening any building for worship or any other type of gathering.

This needs to be completed only once.

**SECTION B: KEEPING A BUILDING COVID-SAFE**

This section outlines the ongoing and recurring measures required to keep buildings safe in which to gather.

This needs to be completed and updated regularly.

**SECTION C: COVID-SAFE GATHERINGS**

This section outlines the specific measures required before/during/after every gathering for the safety of all attendees.

This needs to be completed before and after every gathering.

**SECTION D: COVID-SAFE KITCHENS and FOOD SHARING**

This section outlines specific requirements for morning/afternoon tea and any other activity where food/drinks are shared.

This needs to be completed before every such activity.

**The requirements shown in all sections are based on current Government directives. All requirements must be followed to ensure COVID-compliance.**

CONGREGATION NAME: \_\_\_Glen Waverley\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION A: PREPARING A COVID-SAFE BUILDING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **ITEM/TOPIC** | **DESCRIPTION** | **PERSON(S) RESPONSIBLE** | **Done**  **🗹** |
| Access to building | Physical Distancing | Measure the floorspace of every room to determine the maximum number of people each can accommodate under current state guidelines of 4 square metres per person (in Victoria) or 2 square metres per person (in Tasmania).  **This government direction must be followed at all times.** | Warren Greenwood |  |
| Display maximum occupancy poster in each room.  For further details and poster templates: <https://victas.uca.org.au/all-you-need-to-know-answers-to-your-frequently-asked-questions/> | Warren Greenwood |  |
| Posters | The following posters should be printed and displayed at the building entries:   * Maximum capacity for gathering: [download here](https://victas.uca.org.au/download/668/faq/8665/safechurch-poster-attendance-2) * Please observe at least 1.5 metres physical/social distancing: [download here](https://victas.uca.org.au/download/668/faq/8665/safechurch-poster-attendance-2) * Please stay home if you feel unwell: [download here](https://victas.uca.org.au/download/668/faq/8804/stay-at-home-poster-2) | Warren Greenwood |  |
| Hygiene | Have hand sanitiser at entry and exit points and around the building. Alcohol based hand sanitisers with greater than 60% alcohol is the recommended form of hand hygiene.  Consider installing touch free automatic dispensers.  If installing touch free dispensers, they should be installed at a height of 900mm to 1100mm above the floor level. | Property Committee |  |
| Physical distancing | Communicate building protocols through signage and floor markings.  Designate and signpost the direction of foot traffic in main circulation paths (e.g. use separate doors for entry and exit where possible). | Warren Greenwood |  |
| **CATEGORY** | **ITEM/TOPIC** | **DESCRIPTION** | **PERSON(S) RESPONSIBLE** | **Done**  **🗹** |
| Public areas | Physical distancing | Display signs about physical/social distancing | Warren Greenwood |  |
| Visitors | Hygiene | Post visual alerts for adhering to respiratory hygiene / cough etiquette in visitor areas: [download here](https://victas.uca.org.au/download/668/faq/8833/cover-your-cough-poster) | Warren Greenwood |  |
| Kitchens | **Consider the implications of opening a church kitchen, cleaning and sanitisation – See Section D.** | | Church Council |  |
| Physical distancing | Signs – Physical Distancing | Not applicable |  |
| Signs – Maximum Capacity | Not applicable |  |
| Hygiene | Consider installation of touchless faucets | Not applicable |  |
| Meeting rooms / halls | Physical distancing | Put up signs at the entrance to ensure the maximum safe capacity is not exceeded. | Not applicable |  |
| Reduce capacity of spaces – e.g. remove some chairs from large meeting rooms | Not applicable |  |
| Convert small rooms to single-occupant use only | Not applicable |  |
| Toilets and bathrooms | Physical distancing | Display signs at the entrance to inform about the maximum number of occupants | Warren Greenwood |  |
| Hygiene | Put up posters with instructions on how to hand wash and keep amenity clean to government standards: [download here](https://victas.uca.org.au/download/668/faq/8831/wash-your-hands-poster) | Warren Greenwood |  |
| Hand washing facilities need to include:   * both hot and cold water outlets or temperature mixing outlets * hand soap, such as by means of a dispenser * hygienic hand drying (e.g. disposable paper towels and disposal facilities or air dryers for hand drying) |  |  |
| Consider installation of touchless faucets |  |  |

**SECTION B: KEEPING A BUILDING COVID-SAFE**

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| --- | --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **ITEM/TOPIC** | **DESCRIPTION** | **FREQUENCY** | **PERSON(S) RESPONSIBLE** | **DATE**  **DONE** | **DATE NEXT DUE** |
| Cleaning Protocols | All areas | When building is being used, ensure all areas are cleaned with detergent and disinfectant | After each service | Warren Greenwood |  |  |
| If multiple services need to take place, leave at least one hour between services. Clean and sanitise, including all surfaces. | Between services | Not applicable |  |  |
| Frequently touched areas and surfaces | Clean with detergent or disinfectant solution or wipes. This includes, door knobs, handrails, tables, counter tops and all equipment | Several times a day | Not applicable |  |  |
| **FOLLOW GOV. GUIDELINES - HOW TO CLEAN AND DISINFECT – *link doc # 2*** | | | | | | |
|  | Suppliers | The following is a list of suppliers who can provide cleaning products, sanitiser, sanitiser dispensers, personal protective equipment (PPE), toilet and bathroom supplies.   |  |  |  | | --- | --- | --- | | **Supplier** | **Contact Phone** | **State** | | Central Cleaning Supplies | 1300 347 347 | Victoria and Tasmania | | TigerPak | 03 9580 6660 | Victoria and Tasmania | | Winc | 13 26 44 | Victoria and Tasmania | | Melbourne Cleaning Supplies | 03 9880 7333 | Victoria | | Local supermarkets and pharmacies | N/A | Victoria and Tasmania | | | | | |
| Contractors | Physical distancing | Maintain physical distancing with contractors | Not applicable |  |  |  |
| Visitor Log | Keep a log of all contractors | Not applicable |  |  |  |
| **CATEGORY** | **ITEM/TOPIC** | **DESCRIPTION** | **FREQUENCY** | **PERSON(S) RESPONSIBLE** | **DATE** | **Done**  **🗹** |
| Kitchens | Hygiene | Keep a log of who has been in the kitchen |  | Not applicable |  |  |
| Do not share crockery and utensils |  | Not applicable |  |  |
| Cleaning | Keep a log of cleaning and sanitisation |  | Not applicable |  |  |
| Meeting rooms / halls | Physical distancing | Instruct people to have meetings by phone or online instead of in person. If not possible, require that they meet in a large space and keep meetings short. |  | Not applicable |  |  |
| Toilets and bathrooms | Hygiene | Provide hand sanitiser.   * Alcohol based hand sanitisers with greater than 60% alcohol is the recommended form of hand hygiene. * Consider installing touch free automatic dispensers. * If installing touch free dispensers, they should be installed at a height of 900mm to 1100mm above the floor level. |  | Warren Greenwood |  |  |
| Monitoring |  | Continue to review the effectiveness of policies and procedures and continue all of the monitoring activity |  | Church Council |  |  |

|  |  |
| --- | --- |
| Chemical safety | Ensure any new chemicals purchased for Covid-19 cleaning are stored and handled appropriately.  Safety considerations for alcohol hand sanitisers  Actions required  1. Keep hand sanitisers out of reach of children.  2. Keep containers tightly closed when not in use.  3. Keep away from heat, sparks, open flames, hot surfaces etc. No smoking.  4. Use hand sanitisers in a ventilated space – do not use liquid sanitiser inside confined spaces without plenty of ventilation when applying (e.g. inside cars without windows down) |

**SECTION C: COVID-SAFE GATHERINGS**

GATHERING NAME/TYPE \_\_Streaming worship each Sunday\_\_\_\_\_\_ DATE: \_\_Each Sunday\_\_ TIME(S): \_\_\_10am\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **ITEM** | **DESCRIPTION** | **PERSON(S) RESPONSIBLE** | **Before/**  **During/ After** | **Done**  **🗹** |
| Access to building | Hygiene | Greet your visitors and ask them to perform hand hygiene using the provided hand sanitiser. | Not applicable |  |  |
| Avoid shaking hands, hugging or kissing when greeting people, including at the beginning and end of services. | Not applicable |  |  |
| Visitor Log | Record first name and phone number, date and time at which the person attended the premises. These records should be stored securely to ensure privacy and be kept for minimum 28 days before being securely destroyed. [Download here](https://victas.uca.org.au/download/668/faq/8832/visitor-contacts-log). | Ministry team and Broadcast team |  |  |
| Seating | Physical distancing | Ensure people are sitting the appropriate distances – at least 1.5 metres apart (1.5m distancing - both side to side and back to front). | Ministry team and Broadcast team |  |  |
| For multiple services, consider using alternate seating configuration, e.g. use left side and then right side | Ministry team and Broadcast team |  |  |
| Public areas | Physical distancing | Limit pooling in entrances, lobby areas | Not applicable |  |  |
| Encourage people to move in and out without stopping | Not applicable |  |  |
| Gatherings outside of the church building to be within current state guidelines. <https://victas.uca.org.au/all-you-need-to-know-answers-to-your-frequently-asked-questions/> | Not applicable |  |  |
| Visitors | Hygiene | Ensure visitors practice good hand hygiene by providing appropriate hand washing facilities and hand sanitisers | Not applicable |  |  |
| Physical distancing | Maintain physical distancing with visitors | Not applicable |  |  |
| **CATEGORY** | **ITEM** | **DESCRIPTION** | **PERSON(S) RESPONSIBLE** | **Before/ During/ After** | **Done**  **🗹** |
| Meeting rooms / halls | Physical distancing | Monitor space usage | Not applicable |  |  |
| HOW TO RESPOND TO A SUSPECTED COVID-19 CASE | If a person is found to be showing symptoms of a respiratory tract infection (e.g. shortness of breath, cough, sore throat, fever) | 1. Isolate the person from others and refer to a medical practitioner for medical assessment |  |  |  |
| 1. Apply mask to yourself if you are in close proximity to the person. |  |  |  |
| 1. Provide a disposable surgical mask, if available, for the person to wear as an interim measure before they leave and encourage the person to apply the mask themselves.   It is essential the mask is worn correctly and disposed of as soon as it becomes moist or after coughing or sneezing. [Download poster here](https://victas.uca.org.au/download/668/faq/8830/how-to-use-a-mask-poster). |  |  |  |
| 1. Make arrangements for safe transportation to either a doctor or home. Do not use public transport. |  |  |  |
| 1. Keep a record of people reporting to be ill and the people they have had contact with. |  |  |  |
| 1. When a person with suspected infection has left, you must:  * thoroughly clean and disinfect all areas of suspected contamination. * Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. * Close off the affected area before cleaning and disinfection. * Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection. |  |  |  |
| 1. The person should not return until they have been cleared of the suspected infection by their doctor or DHHS. |  |  |  |
| 1. Report this to your minister or lay preacher as appropriate |  |  |  |
| 1. Report any confirmed cases to the Synod Safety Officer –   Email: [Elnura.Dulakovic@victas.uca.org.au](mailto:Elnura.Dulakovic@victas.uca.org.au) or  Phone: 0416 319 162 |  |  |  |

**If the event includes Morning/Afternoon Tea or the sharing of any other food or drinks, SECTION D (following) must also be completed.**

**SECTION D: COVID-SAFE KITCHENS**

GATHERING NAME/TYPE \_\_\_Streaming service. No kitchen use\_\_\_\_\_ DATE: \_\_Sunday\_ TIME(S): \_\_\_10am\_\_

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| --- | --- | --- | --- | --- |
| **CATEGORY** | **ITEM/TOPIC** | **DESCRIPTION** | **PERSON(S) RESPONSIBLE** | **Done**  **🗹** |
| Provision of Food & Beverages as part of a gathering or event. | Hygiene | Check that no-one in the kitchen area has any COVID-like symptoms (sore throat, runny nose, cough or fever) or has been in contact with anyone with a confirmed/suspected case of COVID 19. | Not applicable |  |
| Keep a log of who has been in the kitchen | Not applicable |  |
| Determine how many people can be in the kitchen at once, taking into consideration physical distancing and room capacity. | Not applicable |  |
| Persons preparing food using single-use gloves at all times. | Not applicable |  |
| Hand hygiene should be performed before putting on gloves and after glove removal. |
| Separate the food preparation from the tea and coffee making areas to reduce congestion. | Not applicable |  |
| Do not share crockery and utensils | Not applicable |  |
| Consider the use of disposable plates, cutlery, glasses. Cups. | Not applicable |  |
| Persons serving tea, coffee or biscuits using gloves so that only one person with gloves is touching the cutlery / crockery etc. | Not applicable |  |
| No communal sharing of food.  Consider pre-packaged options and avoid buffet style meals. | Not applicable |  |
| Cleaning | Ensure there is adequate supplies of liquid soap and hand sanitiser, paper towel, open and touchless rubbish/recycling bins with disposable liner bags. | Not applicable |  |
| Maintain a record of cleaning and sanitisation | Not applicable |  |
| Washing up:   * The recommended method is to use a dishwasher at maximum temperature. * If a dishwasher is not available, reusable dishes and cutlery must be cleaned using hot water and appropriate dishwashing detergent. Care should be taken to ensure all items are thoroughly cleaned. | Not applicable |  |
| * Dishes and cutlery should be stored clean and dry in a cupboard or covered to prevent potential contamination from sneezes and coughs. |

**This record must also be kept for a minimum of 28 days after the date of the event/activity.**