

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.

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



IMPORTANT!

This document contains references to Covid safety in Kitchens.

The Synod Covid Management Team is still trying to obtain clear guidelines for conducting morning and/or afternoon teas and other types of meal sharing.

Until such time as the weekly FAQs can provide that guidance these activities should not occur.

Please regard all references in this document to kitchen and food safety only as an opportunity to prepare for when these activities can recommence.

CONGREGATION NAME:

SECTION A: PREPARING A COVID-SAFE BUILDING

CATEGORY	ITEM/TOPIC	DESCRIPTION	PERSON(S) RESPONSIBLE	Done <input checked="" type="checkbox"/>
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. This government direction must be followed at all times.		<input type="checkbox"/>
		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/		<input type="checkbox"/>
	Posters	The following posters should be printed and displayed at the building entries: <ul style="list-style-type: none"> • Maximum capacity for gathering: download here • Please observe at least 1.5 metres physical/social distancing: download here • Please stay home if you feel unwell: download here 		<input type="checkbox"/>
	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.		<input type="checkbox"/>
	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).		<input type="checkbox"/>

CATEGORY	ITEM/TOPIC	DESCRIPTION	PERSON(S) RESPONSIBLE	Done <input checked="" type="checkbox"/>
Public areas	Physical distancing	Display signs about physical/social distancing		<input type="checkbox"/>
Visitors	Hygiene	Post visual alerts for adhering to respiratory hygiene / cough etiquette in visitor areas: download here		<input type="checkbox"/>
Kitchens	Consider the implications of opening a church kitchen, cleaning and sanitation			<input type="checkbox"/>
	Physical distancing	Signs – Physical Distancing		<input type="checkbox"/>
		Signs – Maximum Capacity		<input type="checkbox"/>
	Hygiene	Consider installation of touchless faucets		<input type="checkbox"/>
Meeting rooms / halls	Physical distancing	Put up signs at the entrance to ensure the maximum safe capacity is not exceeded.		<input type="checkbox"/>
		Reduce capacity of spaces – e.g. remove some chairs from large meeting rooms		<input type="checkbox"/>
		Convert small rooms to single-occupant use only		<input type="checkbox"/>
Toilets and bathrooms	Physical distancing	Display signs at the entrance to inform about the maximum number of occupants		<input type="checkbox"/>
	Hygiene	Put up posters with instructions on how to hand wash and keep amenity clean to government standards: download here		<input type="checkbox"/>
		Hand washing facilities need to include: <ul style="list-style-type: none"> • 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) 		<input type="checkbox"/>
		Consider installation of touchless faucets		<input type="checkbox"/>

SECTION B: KEEPING A BUILDING COVID-SAFE

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	Daily																					
		If multiple services need to take place, leave at least one hour between services. Clean and sanitise, including all surfaces.	Between services																					
	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																					
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.																						
		<table border="1"> <thead> <tr> <th>Supplier</th> <th>Contact Phone</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Central Cleaning Supplies</td> <td>1300 347 347</td> <td>Victoria and Tasmania</td> </tr> <tr> <td>TigerPak</td> <td>03 9580 6660</td> <td>Victoria and Tasmania</td> </tr> <tr> <td>Winc</td> <td>13 26 44</td> <td>Victoria and Tasmania</td> </tr> <tr> <td>Melbourne Cleaning Supplies</td> <td>03 9880 7333</td> <td>Victoria</td> </tr> <tr> <td>Local supermarkets and pharmacies</td> <td>N/A</td> <td>Victoria and Tasmania</td> </tr> </tbody> </table>					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
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Contractors	Physical distancing	Maintain physical distancing with contractors																						
	Visitor Log	Keep a log of all contractors																						

CATEGORY	ITEM/TOPIC	DESCRIPTION	FREQUENCY	PERSON(S) RESPONSIBLE	DATE	Done <input checked="" type="checkbox"/>
Kitchens	Hygiene	Keep a log of who has been in the kitchen				<input type="checkbox"/>
		Do not share crockery and utensils				<input type="checkbox"/>
	Cleaning	Keep a log of cleaning and sanitisation				<input type="checkbox"/>
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.				<input type="checkbox"/>
Toilets and bathrooms	Hygiene	<p>Provide hand sanitiser.</p> <ul style="list-style-type: none"> 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. 				<input type="checkbox"/>
Monitoring		Continue to review the effectiveness of policies and procedures and continue all of the monitoring activity				<input type="checkbox"/>

SECTION C: COVID-SAFE GATHERINGS

GATHERING NAME/TYPE _____

DATE: _____

TIME(S): _____

CATEGORY	ITEM	DESCRIPTION	PERSON(S) RESPONSIBLE	Before/ During/ After	Done <input checked="" type="checkbox"/>
Access to building	Hygiene	Greet your visitors and ask them to perform hand hygiene using the provided hand sanitiser.			<input type="checkbox"/>
		Avoid shaking hands, hugging or kissing when greeting people, including at the beginning and end of services.			<input type="checkbox"/>
	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.			<input type="checkbox"/>
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).			<input type="checkbox"/>
		For multiple services, consider using alternate seating configuration, e.g. use left side and then right side			<input type="checkbox"/>
Public areas	Physical distancing	Limit pooling in entrances, lobby areas			<input type="checkbox"/>
		Encourage people to move in and out without stopping			<input type="checkbox"/>
		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/			<input type="checkbox"/>
Visitors	Hygiene	Ensure visitors practice good hand hygiene by providing appropriate hand washing facilities and hand sanitisers			<input type="checkbox"/>
	Physical distancing	Maintain physical distancing with visitors			<input type="checkbox"/>

CATEGORY	ITEM	DESCRIPTION	PERSON(S) RESPONSIBLE	Before/ During/ After	Done <input checked="" type="checkbox"/>
Meeting rooms / halls	Physical distancing	Monitor space usage			<input type="checkbox"/>
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			<input type="checkbox"/>
		2. Apply mask to yourself if you are in close proximity to the person.			<input type="checkbox"/>
		3. 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.			<input type="checkbox"/>
		4. Make arrangements for safe transportation to either a doctor or home. Do not use public transport.			<input type="checkbox"/>
		5. Keep a record of people reporting to be ill and the people they have had contact with.			<input type="checkbox"/>
		6. When a person with suspected infection has left, you must: <ul style="list-style-type: none"> 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. 			<input type="checkbox"/>
		7. The person should not return until they have been cleared of the suspected infection by their doctor or DHHS.			<input type="checkbox"/>
		8. Report this to your minister or lay preacher as appropriate			<input type="checkbox"/>
		9. Report any confirmed cases to the Synod Safety Officer – Email: Elnura.Dulakovic@victas.uca.org.au or Phone: 0416 319 162			<input type="checkbox"/>