

# COVIDSAFE PLAN

*Revised 04/10/21*



## Physical Distancing

Recommendations/Requirements	Actions	Who is Responsible
Allowed up to 20 persons per venue (plus faith leader)  <b>Density Quotient:</b> 1 person per 4sqm Available floor space: 406sqm (101 people)  Maintain Physical Distancing of 1.5m	All church gatherings stay under 20 people. Run multiple church services that people register online for.  Signage referring to density quotients and available floor space/max number of occupants.  Church set up as tables spaced around church hall. Musicians spaced accordingly on church stage Signage reminding people of physical distancing requirements	Leadership Team



## Face masks

Recommendations/Requirements	Actions	Who is Responsible
Face masks must be worn on the church premises, indoors and outdoors by all aged 12 years or over unless an exception applies  Face masks can be removed when food or drink is being consumed (including communion).	Signage reminding people to keep mask on.  Verbal reminders and announcements about masks.  Providing a mask for anybody who does not have one.	Leadership Team



## Hygiene & Food

Recommendations/Requirements	Actions	Who is Responsible
High touch/Communal surfaces will be cleaned and disinfected in between each service/event.	<p>The following cleaning procedures are to be followed after each group uses an area of the church</p> <ul style="list-style-type: none"> <li>•Wear gloves when cleaning and discard after use</li> <li>•Spray hard surfaces (tables and chairs) and high touch area (door handles) in the area used with disinfectant spray and wipe off with paper towel.</li> <li>•Discard paper towel and gloves in the bin provided</li> <li>•If someone infected with the virus has been at the church, we need to follow the national deep cleaning protocols outlined on the Safe Work Australia website: <a href="https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19">https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19</a></li> </ul>	Leadership Team along with all involved in cleaning and food service.
Provide soap and hand sanitiser	Provide soap and hand sanitiser in key areas of church.	
There is to be no sharing of food and drink	<p>Buffet style serving of food is not allowed</p> <p>Those preparing and serving food for others are to wear gloves and a face mask. This includes the distribution of communion.</p> <p>All food provided by the church is to be individually served.</p>	



## **Record Keeping**

<b>Recommendations/Requirements</b>	<b>Actions</b>	<b>Who is Responsible</b>
<p>People must check in to any church event/gathering using the QR code service. This must be supervised by a designated COVID-19 Check-in Marshal.</p> <p>This keeps a record of everyone who visits the church premises.</p>	<p>Each service or church activity will have a COVID Marshall designated.</p> <p>A COVID Check-in Marshal is responsible for ensuring each person who enters a venue uses the <a href="#">Service Victoria QR code</a> to check in on arrival.</p> <p>A COVID Check-in Marshal can encourage and help people to check in but cannot compel or force anyone to do so.</p>	<p>Leadership Team along with those asked to be COVID Marshals</p>



## **Enclosed spaces and ventilation**

<b>Recommendations/Requirements</b>	<b>Actions</b>	<b>Who is Responsible</b>
<p>Enhance airflow by opening windows and doors.</p>	<p>Open windows and doors during gatherings (weather dependent)</p>	<p>Leadership Team</p>