



COVID-19 Plan

Risk Management Plan

**This plan has been written and updated based on the COVID Places of
Worship Industry Plan**

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COVID-19 Manual

Goal

Have a shared worship experience for everyone who can attend or view the live stream.

COVID Wardens

COVID-19 Safe wardens are Scott Short, Natalie Shingles are David Biggs. They are responsible for;

- Safe capacity number for each room.
- Physical distancing and hygiene.
- Attendance details collected and stored.
- Thorough cleaning for all activities.

Church Service and Office Important Information

- All Staff and volunteers have been advised to stay home if they are sick, and to go home immediately if they become unwell. Staff and Volunteers are to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get a negative result for COVID-19.
- No one is to be onsite barefoot.

Prepare and Prevent

Before the Church Service,

- Pre-service cleaning is complete (See Cleaning – Appendix 1).
- Posters displayed at the entrance and in key locations including room capacity signs.
- Welcome team have been instructed to manage interactions.
- Sign In team is prepared to gather required information.
- Multiple services will run on Sunday to ensure we can run within the advised capacity as outlined by the Qld Government.
- For contact tracing purposes, the church registration process will capture,
 - o Full Name
 - o Email
 - o Date/Time of Patronage
 - o Mobile Number
 - o Home Address
- All details will be captured within the church database – Elvanto. Reports from Elvanto will be used to provide to the government if required.
- Hand sanitizer has been set up in prominent locations.
- Seating plan for all rooms has been developed to maintain social distancing. Household are able to sit with each other and 2 seats will be left between households.
- Service times have been allocated as 8am and 10am when they commence in July 2020.

- A map has been created to show the movement of people while on site for a service. This includes designating entry and exit doors as well as movement through the Arcade areas.
- Minimise the use of any communal use items, e.g. pens.

During the Service

- On arrival, proceed to sign in area where details will be collected.
- Prior communication will be undertaken with the congregation to ensure they are aware that if they have any flu like symptoms, have been in contact with a confirmed case or have travelled overseas, they are to connect with church via live stream and not attend a service onsite (Email sent 9/7/2020)
- Anyone who presents with Flu like symptom to a service or gathering will be supported to gain a COVID test and undertake isolation for the required time.
- If any queues result from the welcoming/sign in process, social distancing will be followed. Marks will be placed 1.5 meters on the floor to assist.
- No printed material will be available for services. E.g. Church Notices will be projected during the service.
- Notice announcements during the initial services will include:
 - o Reminder about social distancing
 - o Reminder of no physical greetings
 - o Reminder of washing hands and sanitising
 - o Sneezing/coughing into your elbow
- COVID 19 wardens and sign in volunteers are monitoring attendance numbers to ensure each service stays within advised guidelines
- Elvanto (church database) has been set up to capture the number of people entering a service location. Attendance numbers can be monitored through Elvanto by the COVID wardens.

Communion

- Communion will continue to be held on weeks 1 & 3 each month.
- Communion juice to be served with disposable cups.
- Cups to be filled while wearing gloves/PPE.
- Cups placed on table which can be collected. Each individual person to touch only 1 (other than parents – see below) and 1.5m distancing will be instructed for when collecting the elements.
- Hand sanitiser will be available prior to collecting the elements.
- Individual serve bread to be used and handed out to people. Gloves/PPE to be used.
- Cups once finished to be thrown straight into a bin to limit cross contamination
- During this period of COVID-19 children are encouraged to continue to take communion with their families however, parents/carers are to collect the elements on their behalf from the communion collection points.

Offering/Money

- Offering/giving continued to be encouraged in an online capacity
- A locked box with slot on top will be provided for any monetary giving

- This will be counted after by volunteers using gloves/PPE
- Once counted normal money handling/security processes will continue

Worship

- A worship team will be rostered for each service
- 2 x morning services may be the same team for both
- Each member of the team is responsible for cleaning any equipment before use
- Correct cleaning materials will be provided for worship team for use on equipment

Ministry

- Ministry will continue to occur during services.
- Ministry will occur to the left and right of the seating areas and will be directed by the pastoral team.
- Physical contact will be avoided where practical. Where it is not practical, limit contact to hands. Ensure that participants hands are sanitised before and after each interaction.

Room Capacity/Density Requirements

- Current physical distancing requirements (no more than one person per 4 square metres and keeping 1.5 metres between household groups)
 - o Main Aud – 136
 - o CFC Aud – 50

After the Service / Morning Tea

- Morning tea is still being explored on how this can be done within the current COVID regulations. Further investigation will be undertaken prior to this commencing.

Protecting Vulnerable People

- At all times we want to ensure people feel safe no matter their circumstances. Once we commence onsite services, church will continue to be live streamed to people who are not able to or would prefer to continue to be in isolation.

Maintaining Connections

- It is important in this time to maintain connections in line with Qld government restrictions. These can be
 - o Physical, Digital, Life Groups and Pastoral Care.
- Any groups meeting at Calvary Family Church are required to advise the church office prior. This is to ensure we are aware of who is on site and that we are adhering to guidelines set out by the Qld government, e.g. contract tracing.
- Church groups meeting offsite or in homes are advised to be aware of the current guidelines for meeting in home and capture names and contact details for anyone meeting in your home for contact tracing requirements.

Outbreak and Incident

- If anyone becomes aware, whether it is a staff member, volunteer or a congregation member that they may have been exposed to the virus and has been at one of the church events/services, one of the COVID-19 wardens needs to be advised immediately. The COVID-19 wardens will be responsible to follow up and provide the required information where required to the Qld government.
- If a confirmed case of COVID-19 is linked to being on church property, then Qld government will be notified, and the necessary steps will be taken to close the facility to ensure correct cleaning takes place.
- If someone who is attending a Calvary Family Church event displays any symptoms, advise a COVID warden and ensure the person is assisted to be isolated from others and assisted to return home and attending a COVID test facility.
- The church community have been advised that if they develop symptoms of COVID and return a positive test to advise the church office immediately.

Return to COVID Restrictions

- If at any time the church is required to close due to a COVID outbreak, then the following will occur;
 - o Church services will return to online streaming only.
 - o If a case is identified at the church facility, then cleaning will be undertaken in line with government requirement.
 - o Ongoing government regulations will be continually reviewed to determine what church services/groups can continue in the event of a COVID outbreak.

Monitoring Plan

- As the rules and regulations pertaining to the COVID outbreak are changing, this document will be reviewed and updated when new information is provided from state and federal government.

Visual Aids & Attached Documents

- Workplace Health and Safety Plan for COVID 19
 - Room Capacity Posters
 - Hand Washing Posters
 - Sanitising Hands Posters
 - SDS's for all chemicals used

Contact Tracing

Following a service/group meeting details for those who have attended will be documented in the following ways;

Church Service

- On entry, each person will be signed into that service on Elvanto.
- After each weekend, the COVID wardens will ensure that all details for people who attended the service are correct.
- Any visitors or new people attending a service will complete the COVID registration form which will capture the required information.
- Reports can be provided from Elvanto in the event Calvary Family Church are required to provide government with contact tracing details.

Group Meeting

- Church group attendance will be provided to the church office via email, phone or messenger. These details will be entered into the Groups module in Elvanto as a group report
- Each group leader will be responsible to ensure the church has the correct phone and home address for each group member
- Reports can be provided from Elvanto in the event Calvary Family Church are required to provide government with contact tracing details.

Appendix 1 – Church Cleaning

Practice good personal and hand hygiene

Good personal and hand hygiene helps protect against infection and prevent the virus from spreading.

- We encourage all volunteers/workers to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand (palms, fingers, nails and back of hands), covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is provided at various locations throughout the facility. Use the same process to rub your hands with sanitiser for 20 – 30 seconds.
- Hand sanitiser is provided in locations throughout the church facility such as at entrances/exits, meeting rooms and tea/coffee/water stations to encourage hand hygiene.
- We encourage good personal hygiene when sneezing and coughing. People should cover their coughs or sneezes with an elbow or tissue, dispose of the tissue immediately and wash their hands, and avoid touching their face.
- Please ensure that if you are symptomatic you do not come into the church facility.

Cleaning:

Regular cleaning of all frequently touched surfaces before all gatherings (eg. for services, youth, children, craft, mums' groups) in any of the church meeting rooms.

| Room | Task | Completed |
|-----------------------|--|-----------|
| Foyer | Clean door handles, reception desk, tables, square EFT and laptops. | |
| Roselea/Lyndale Rooms | Clean all tables and benches. | |
| Coffee/Tea Station | All taps, knobs, benches, tables, equipment cleaned. | |
| Bathrooms | Clean toilet seats, flush button, door handles, benches, water taps and any frequently touched fixtures. | |

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| Kitchens | Clean benches, water taps, door handles, fridge and freezer handles and other frequently touched surfaces. | |
| Water cooler | Clean water cooler, particularly the tap where touched. | |
| Sound desks | Clean all equipment with isopropyl and wipes before use. | |
| Worship equipment | Clean all equipment with isopropyl and wipes before use. including instruments, iPads and mics | |
| Mother's Room | Clean bench, microwave, change mat, remote for tv. | |
| Auditoriums | Clean altar, chairs | |

The following cleaning will be completed prior to each service and the checklist attached below will be completed prior to each service/group held at church.

Cleaning and sanitising:

- Three areas to clean: Bathrooms, General areas, Chairs
- The zones for cleaning in the church are colour coded
 - o Red - Bathrooms
 - o Blue - General Use
 - o Green - Kitchen
- Wear gloves when cleaning. Gloves should be discarded after each clean. Clean hands
- Immediately after removing gloves using soap and water or hand sanitiser.
- General Areas: (Refer to checklist – e.g. door handles, benches, altar, pulpit) Use general
- Cleaning kit provided with blue cloths. Thoroughly clean surfaces using air drying sanitiser spray and cloth. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible number of germs. Dispose of cloths after use.
- Chairs: Use general cleaning kit provided with blue cloths. Clean chairs, focusing on the highly touched areas such as tops and sides using air drying sanitiser spray and cloth. Dispose of cloths after use.
- Bathrooms: Use bathroom cleaning kit provided with red cloths. Wipe highly touched surfaces (Refer to checklist - such as toilet seats, flush buttons, door handles, benches, water taps etc) with Bathroom Boronia spray and cloths. Dispose of cloths after use.

Cleaning Checklist – _____ (Specify Group/Event)

*Please note that **gloves** and **cleaning clothes** have been provided when cleaning prior to your group. The follow cloths are available in the church cleaning room

- Red – Toilet
- Blue – General Use
- Green – Kitchen

Bathrooms

- Clean/Wipe (with bathroom cleaning caddy)
 - Toilet Seats
 - Flush Buttons
 - Door Handles
 - Benches
 - Water Taps
 - Any other hard surfaces

Other Items

- Clean/Wipe (with Airdry Sanitiser)
 - Table tops
 - Chairs
 - Door Handles

Worship/Music Equipment (if used)

- Clean/Wipe (with Isopropyl Alcohol)

I _____ have cleaned the outlined areas above prior to the commencement of my group activity.

Signature

Date

Daily Checklist

The Daily checklist is taken from the COVID – Places of Worship Industry Plan.

Life Groups – 1st June 2020

From midday on the 1st June 2020 new restriction came into effect in relation to gathering in homes. To ensure we are capturing the required information for the Qld government, we ask that all groups;

- Provide the church office with a list of each person who attends a life group in your home or at church for every meeting
- Advise the church office when life groups are meeting.
- Confirm correct phone and home address details of each member

Groups Held at Church

- Any group meeting at the church will need to register to be on site. This can be done by emailed David.biggs@calvary.org.au or calling Ps David on 0405 040 892
- Maximum of 20 people on site including those leading/facilitating
- Practice physical distancing
- Observe room capacity signage for each space
- Practice good hand and respiratory hygiene
- Follow outlined cleaning requirements
- Avoid hugs, kisses and/or handshakes
- If anyone from your group is sick, please have them stay at home
- No food is to be served or shared

Groups Held in Homes

- Please advise Ps David on 0405 040 892 or david.biggs@calvary.org.au when your group is meeting so we can follow up attendance
- Practice social distancing where possible with 1.5m (2 big steps)
- Avoid hugs, kisses and/or handshakes
- If anyone is sick, please have them stay at home
- Wash hand regularly and use hand sanitiser

Life Groups – 6th July 2020

Groups Held at Church

- Any group meeting at the church will need to register to be on site. This can be done by emailed David.biggs@calvary.org.au or calling Ps David on 0405 040 892.
- Practice physical distancing.
- Observe room capacity signage for each space.
- Practice good hand and respiratory hygiene.
- Follow outlined cleaning requirements.
- Avoid hugs, kisses and/or handshakes.
- If anyone from your group is sick, please have them stay at home.
- No food is to be served or shared.

Groups Held in Homes

- Please advise Ps David on 0405 040 892 or david.biggs@calvary.org.au when your group is meeting so we can follow up attendance.
- Practice social distancing where possible with 1.5m (2 big steps).
- Avoid hugs, kisses and/or handshakes.
- If anyone is sick, please have them stay at home.
- Wash hand regularly and use hand sanitiser.