***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 to be carried out before/during/after every gathering for the safety of all attendees.

Section C of the plan needs to be completed prior to any activity commencing, or when COVID rules have changed.

**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 served/shared.

The actions need to be completed before and after every such activity. Food Sharing remains subject to COVID-19 restrictions in Victoria.

**The requirements shown in all sections are based on current Government directives at the time this document was compiled.**

All requirements must be followed to ensure COVID-compliance, including any changes to government guidelines made after the date shown below.

CONGREGATION NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **ITEM/TOPIC** | **DESCRIPTION** | **PERSON(S) RESPONSIBLE** | **Done**  **🗹** |
| Access to building | Physical Distancing | * Victoria: No density limit requirements * Tasmania: refer to [current FAQs](https://victas.uca.org.au/all-you-need-to-know-answers-to-your-frequently-asked-questions/) for density limit requirements |  |  |
| Display maximum occupancy poster in each room if required.  For further details and poster templates: <https://victas.uca.org.au/all-you-need-to-know-answers-to-your-frequently-asked-questions/> |  |  |
| Posters | The following posters should be printed and displayed at the building entries:   * [Services Vic QR code](https://www.coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service) (Victoria – only if buildings used as hospitality or entertainment venues) * Please observe at least 1.5 metres physical/social distancing: [download here](https://victas.uca.org.au/download/668/faq/8664/safe-at-church-poster-2) * Please stay home if you feel unwell: [download here](https://victas.uca.org.au/download/668/faq/8804/stay-at-home-poster-2) |  |  |
| 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. |  |  |
| Physical distancing | Communicate building protocols through signage and floor markings. |  |  |
| Building Ventilation | Consider whether your building(s) have sufficient fresh air ventilation, either:   * Adequate natural ventilation or * Mechanical ventilation to support recirculating air conditioning and exhausting.   A consulting service engineer or Synod Property Services can help you ensure that your current system complies with Australian Standard AS 1668. |  |  |
| **CATEGORY** | **ITEM/TOPIC** | **DESCRIPTION** | **PERSON(S) RESPONSIBLE** | **Done**  **🗹** |
| Public areas | Physical distancing | Display signs about physical/social distancing |  |  |
| 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) |  |  |
| Kitchens | **Consider the implications of opening a church kitchen, cleaning and sanitisation – See Section D.** | |  |  |
| Physical distancing | Signs – Physical Distancing reminder |  |  |
| Hygiene | Consider installation of touchless faucets |  |  |
| Meeting rooms / halls | Physical distancing | Reduce capacity of spaces – e.g. remove some chairs from large meeting rooms |  |  |
| Convert small rooms to single-occupant use only |  |  |
| Toilets and bathrooms | 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) |  |  |
| 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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 thoroughly cleaned. | Daily |  |  |  |
| If multiple services need to take place, leave at least one hour between services. Clean and sanitise frequently touched 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** | | | | | | |
|  | 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 |  |  |  |  |
| Visitor Log | Keep a log of all contractors  Note: It is not required to maintain a record of the vaccination status of staff employed by contractors. It is their employer who must obtain this information. |  |  |  |  |
| **CATEGORY** | **ITEM/TOPIC** | **DESCRIPTION** | **FREQUENCY** | **PERSON(S) RESPONSIBLE** | **DATE** | **Done**  **🗹** |
| Kitchens | Hygiene | Keep a log of who has been in the kitchen |  |  |  |  |
| Limit the sharing of crockery and utensils |  |  |  |  |
| Cleaning | Keep a log of cleaning and sanitisation |  |  |  |  |
| Meeting rooms / halls | Physical distancing | Consideration should be given to holding meetings in a way that is in line with current government guidelines, and with the safety of all attendees paramount. |  |  |  |  |
| 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. |  |  |  |  |
| Monitoring |  | Continue to review the effectiveness of policies and procedures and continue all of the monitoring activity |  |  |  |  |

|  |  |
| --- | --- |
| 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) |

Once you have completed Sections A and B, please forward a copy of these to [Elnura.Dulakovic@victas.uca.org.au](mailto:Elnura.Dulakovic@victas.uca.org.au). (Note, Only Sections A and B should be sent). These do not need to be re-sent unless you make any significant changes to your plan. Sections C and D do not need to be sent at all.

**SECTION C: COVID-SAFE GATHERINGS**

GATHERING NAME/TYPE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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. |  |  |  |
| Avoid shaking hands, hugging or kissing when greeting people, including at the beginning and end of services. |  |  |  |
| Visitor Log | *Visitor logs are no longer required in Churches or Community Halls in Tasmania.*  *In Victoria, visitor logs via the Services Victoria (QR Code) app are now only required in Church buildings if those buildings are being used specifically as an entertainment (concerts, recitals, performances) or hospitality (coffee shop, café) venue.* |  |  |  |
| Staff and Volunteers | Vaccination Status Record | Ensure the Vaccination Status of all paid and volunteer staff is complete and up-to-date. [Use the form available here](https://victas.uca.org.au/download/668/faq/11504/worker-vaccination-status-record-congregations). |  |  | ☐ |
| 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) from people who are not part of their household wherever possible. |  |  |  |
| For multiple services, consider using alternate seating configuration, e.g. use left side and then right side |  |  |  |
| Public areas | Physical distancing | Encourage people to avoid pooling in entrances, lobby areas |  |  |  |
| Encourage people to move in and out without stopping |  |  |  |
| 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/> |  |  |  |
| Meeting rooms / halls | Physical distancing | Monitor space usage |  |  | ☐ |
| Visitors | Hygiene | Encourage visitors to practice good hand hygiene by providing appropriate hand washing facilities and hand sanitisers |  |  |  |
| Physical distancing | Maintain physical distancing with visitors |  |  |  |
| **CATEGORY** | **ITEM** | **DESCRIPTION** | **PERSON(S) RESPONSIBLE** | **Before/ During/ After** | **Done**  **🗹** |
| HOW TO RESPOND TO SUSPECTED COVID-19 CASES | **A suspected case is when a person has symptoms consistent with coronavirus** (COVID-19) in the absence of an alternative diagnosis. Symptoms include fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, and loss or change in sense of smell or taste. | 1. Encourage the person to leave, go directly home and take a Rapid Antigen Test or seek a PCR test..   They must follow the current protocols for their state. Full details may be found in the [relevant state FAQs](https://victas.uca.org.au/all-you-need-to-know-answers-to-your-frequently-asked-questions/)  If being driven by another person, the suspect person should wear a fitted face mask, sit in the back seat, and wash or sanitise their hands before and after being in the vehicle.  If traveling by taxi/rideshare the person should tell the driver they feel unwell. |  |  |  |
| If the person is unable to leave immediately, support them to isolate from others, preferably in a separate room. They should wear a face mask and remain at least 1.5 metres from others. |  |  |  |
| 1. You do not need to vacate the site (in part or whole) unless DHHS provides alternative advice. 2. It is no longer a requirement to report a positive case attendance. |  |  |  |
| 1. Report any **confirmed staff or volunteer cases** to the Synod Safety Officer –   Email: [Elnura.Dulakovic@victas.uca.org.au](mailto:Elnura.Dulakovic@victas.uca.org.au) or ph 0416 319 162 |  |  |  |
|

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

**Strict guidelines remain in force around the sharing of food. See Covid FAQs for current advice and guidance, eg in Victoria Food may be served but not shared.**

**SECTION D: COVID-SAFE KITCHENS**

GATHERING NAME/TYPE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. |  |  |
| Keep a log of who has been in the kitchen |  |  |
| Determine how many people can be in the kitchen at once, taking into consideration physical distancing. |  |  |
| Persons preparing food using single-use gloves at all times. |  |  |
| 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. |  |  |
| Limit the sharing of crockery and utensils |  |  |
| Consider the use of disposable plates, cutlery, glasses. Cups. |  |  |
| If possible, have persons serving tea, coffee or biscuits using gloves so that only one person with gloves is touching the cutlery / crockery etc. |  |  |
| The communal sharing of food should be avoided or limited if possible.  Consider pre-packaged options and avoid buffet style meals. |  |  |
| Cleaning | Ensure there is adequate supplies of liquid soap and hand sanitiser, paper towel, open and touchless rubbish/recycling bins with disposable liner bags. |  |  |
| Maintain a record of cleaning and sanitisation |  |  |
| 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. |  |  |
| * Dishes and cutlery should be stored clean and dry in a cupboard or covered to prevent potential contamination from sneezes and coughs. |