

COVID SAFE PLAN

Anglican Diocese of Melbourne

*Adherent to guidance from VIC DHHS and template from Business Victoria*

St Augustine’s Anglican Church Moreland

100 Sydney Road, COBURG VIC 3058

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*Guidance on how to prepare your COVIDSafe plan is available* [here](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan)*.*

**Our COVIDSafe Plan**

Parish/Entity name: St Augustine’s Anglican Church Moreland (abbr to SAM in document)

Site location: 100 Sydney Rd Coburg, 3058

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**Victorian government guidance is in dark blue.**

**Additional diocesan guidance (if any) is in bright blue.**

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Hygiene** | |
| Victorian government guidance is to provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff. | 1. *Sanitiser stations will* *- be located at each entry point on the church property,* *- be identifiable by clear signage, and* *- will include clear instructions on how to adequately sanitise hands.* 2. *Handwash stations:* *- will be located in every bathroom and at every working sink on the property,* *- will be checked and restocked before each event with sufficient soap, paper towels and sanitiser for each event,* *- Clear signage will be present at every hand wash station including clear instructions on how to adequately wash, dry and sanitise hands* |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | *As per VIC DHHS guidelines and recommendations, airflow will be ensured through use of Central heating and Air conditioning units.*  *A simple procedure will be in place to define the settings used for each to ensure airflow without increasing risk of spread of aerosols.* |
| In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own. **Diocesan guidelines require face masks to be worn on parish property at all times, other than the person speaking or leading a service, when they are leading.** | 1. *PPE requirements for SAM are defined as facemasks (of design and materials approved by DHHS and CHO). No other PPE are required by staff, volunteers or attendees unless specified as part of another task or procedure.* 2. *Masks will be worn at all times by all persons while on SAM property, except in compliance with livestream regulations, Priest or leader may not wear a mask when speaking.* 3. *The only approved general exception to this rule is if a person is working alone in the church property.* 4. *Any lawful exceptions to the wearing of face masks will only be by prior arrangement with the Priest in Charge and the COVIDSafe Officer.* 5. *Arrangements will be made to ensure good communication while wearing masks - particularly for communication to any people with hearing impairments* |
| Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). **An announcement is made providing guidance to all present regarding proper use of face masks, sanitiser and social distancing at the beginning of the service, and that people with symptoms should not attend.** | 1. *COVID Safe officer will run brief training session(s) with Priest-in-charge, Wardens, Parish Council, and volunteers. For efficiency, these sessions will use materials from DHHS and cover the following topics: basics of COVID-19; Proper wearing of masks; Handwashing and sanitising; Basics of physical distancing; record keeping and reporting; review of COVIDSafe Plan.* 2. ***As per ADOM additional guidelines*** *- An announcement is made providing guidance to all present regarding proper use of face masks, sanitiser and social distancing at the beginning of the service, and that people with symptoms should not attend.* 3. *The same announcement will be included at the start of every weekly newsletter to members (‘St Augustines Weekly eMessenger.’)* |
| Replace high-touch communal items with alternatives. **Shared books are not used for services.**  **The administration of communion (where applicable) maintains hygiene, is in one kind (bread only) or uses individual cups, and there is no intinction.**  **Vestments and robes are not shared.** | 1. *All regular members will bring their own materials, including Bibles, pens and notebooks. Reminders about this will be made in the weekly newsletter and during the routine announcements section just prior to the end of every service or event.* 2. *One welcomer will write name tags for church members to reduce contact with pens and stickers* 3. *Bread will be prepared by one person who has complied with hygiene and sanitation regulations. The presiding priest will use sanitizer.* 4. *Individual preprepared cups of juice or wine will be used,* 5. *Any visiting priest or preacher must supply own robes* |

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Cleaning** | |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). **Service times allow sufficient time for cleaning between services, including toilets and all high touch areas. A summary record of cleaning should be kept.** | ***A detailed cleaning plan has been prepared and is available on request.***  *Key items are summarised below:*   1. *Premises undergo general clean between each use (i.e. between each service and/or event). This will be done by a professional cleaner. Exceptions to use of professional cleaner must be approved prior by Priest-in-charge, Warden or COVID-Safe officer* 2. *Specific high touch items will be sanitised by staff or volunteer before and after each use, listed below:*  * *Microphones* * *Sound desk* * *Door handles* * *Light switches* * *Photocopier/printer* * *Lectern* * *Other tables or furniture used in service or event*  1. *Linen/soft furnishings will not be used during services/events* 2. *Bins for paper towel, disposable face masks will be sufficient as to not overflow during an event/service and will be emptied by Cleaner between each service/event* |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | 1. *Cleaning supplies including detergent and disinfectant for general cleaning will be supplied to Cleaner as they request to the Priest in Charge.* 2. *Sanitiser, hand soap, paper towel and other materials will be stocked by Cleaner - individual sanitiser stations and hand washing stations will be checked by designated person before any services/events and replenished as needed* |

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** | |
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| **Physical distancing and limiting workplace attendance** | | |
| **Ensure that all staff that can and/or must work from home, do work from home.**  **Ensure that vulnerable persons are aware of the risks in personally attending church.** | | 1. *Attendees to services or events at SAM will be reminded that physical attendance is purely voluntary, not required or expected.* 2. *Church services and events will continue to be streamed to allow remote participation* 3. *Regular members who are in vulnerable categories (>50, having underlying health conditions or are immunocompromised) will be contacted and encouraged to attend remotely* 4. *Church office use to be kept to a minimum - see actions regarding ‘work rosters’ below for more details* |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.**  **Plan to minimise risk of transmission between places of ministry.** | | 1. *SAM has a single site - Staff and volunteers only work at the church site in compliance with Government and Diocesan regulations e.g. 5 people involved in producing livestream.* 2. *People working in high risk occupations will encouraged to consider their exposure to COVID19 and heed advice to isolate especially if considered to be close contacts to cases.* 3. *SAM will implement plan to create and ensure ‘bubbles’ of defined sub-groups amongst staff, volunteers and members to minimise risk of transmission* |
| **Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.** | | 1. *All Staff, Volunteers, members and visitors will be asked to confirm they are not feeling unwell when they register on arrival.* 2. *Welcomer will be trained in responding to anyone reporting or displaying symptoms* |
| **Configure communal work areas and publicly accessible spaces so that:**   * **there is no more than one worker per four square meters of enclosed workspace** * **workers are spaced at least 1.5m apart** * **there is no more than one member of the public per four square meters of publicly available space.**   **Also consider installing screens or barriers.**  **You have a seating and social distancing plan which follows this guidance.**  **You have a plan to maintain social distancing of people, including before and after gathering.**  **Someone is designated to supervise social distancing on arrival and exit.** | | 1. *SAM has a floor-plan in place to designate spaces for service leader, assistants and attendees. Where possible, these spaces will simply and clearly marked. The floor plan will allow ease of access to amenities without compromising physical distancing. Household groups are able to sit together, especially those including children under 12..* 2. *Prior to every service, seating will be setup as per this floor plan* 3. *Priest in charge will supervise physical distancing of volunteers* 4. *Welcomer will supervise physical distancing of attendees* |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | | *Floor markings as per above - for the following:* *- service leading area*   * *congregation seating* * *Sound desk area* |
| **Modify the alignment of workstations so that workers do not face one another.**  **Services avoid prolonged face to face contact.** | | Services will be conducted to minimise face to face contact until Step ‘Covid-normal’ is reached.  Service length will be kept to 1 hour |
| **Minimise the build up of workers waiting to enter and exit the workplace.**  **See above point regarding social distancing before and after gathering.** | | *Staggered arrival times and/or socially distant markings on footpath outside - NOT outside neighbours.* *If required, staggered arrival times will be used for regular members* |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | | 1. *COVID Safe officer will run brief training session(s) with Priest-in-charge, Wardens, Parish Council, and volunteers. For efficiency, these sessions will use materials from DHHS and cover the following topics: basics of COVID-19; Proper wearing of masks; Handwashing and sanitising; Basics of physical distancing; record keeping and reporting; review of COVIDSafe Plan.* |
| Review delivery protocols to limit contact between delivery drivers and staff. | | *SAM does not send or receive deliveries. However, the following items are relevant:*   1. *No SAM staff or volunteers to be present in church property during cleaning or while other specific tradespeople are working within the premises* 2. *A brief meeting is permitted at the start or finish of work to allow inspection or compliance activities, but these should be kept as brief as possible, follow physical distancing, and the sign-in/sign-out sheets used.* |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | | *SAM will ensure that multiple staff and/or volunteers are never onsite at the same time, with the following exceptions allowed:*  *When allowable Angela and Simone will meet together for a staff meeting or be on the site at the same time for service preparation and livestreaming.* |
| Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘[four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule) | | *1. DHHS standard poster showing maximum occupancy will be displayed at the entrance to each separate space/room on the property.* *The occupancy for each room will be calculated strictly using the ‘four square meter rule’ as defined by VIC DHHS.* |

| **Guidance** | **Action to ensure effective record keeping** |
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| **Record keeping** | |
| **Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.**  **Someone is assigned to record names and phone numbers of attendees on arrival.**  **Someone is assigned to turn away people when the maximum number of people is reached.** | *Someone is assigned to record names and phone numbers of attendees on arrival.*  *Someone is assigned to turn away people when the maximum number of people is reached.*  *We will use electronic registration and check in for services* |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | *St Augustine’s does not have an online OHS reporting or tracking tool - however, the following measures are in place and will be used to identify, track, rectify any OHS issues arising - whether related to COVID risks or other hazards* |

| **Guidance** | **Action to prepare for your response** |
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| **Preparing your response to a suspected or confirmed COVID-19 case** | |
| **Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.**  **The COVID-safe fficer will promptly report any incident to the bishop, close the premises and follow measures as required by government guidance.** | 1. *SAM will have a flowchart summarising the response for any reported instances of a confirmed case of COVID being present at a service or event - available on request.* 2. *The process outlined satisfies both VIC DHHS minimum requirements and Diocesan requirements* |
| **Prepare to identify close contacts and providing staff and visitor records to support contact tracing.** | *COVIDSafe Officer will work with Priest-in-Charge and Wardens to collate and confirm attendance records. Both with paper copies and online check in for services* |
| **Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.** | *Upon reporting of suspected or confirmed case, all people using property must be notified to not use SAM property until further notice*  *If cleaning has not taken place since reported case was at SAM, cleaning must be undertaking ASAP. Cleaning following suspected or reported case will be discussed with professional cleaning provider.* |
| **Prepare for how you will manage a suspected or confirmed case in a worker during work hours.** | The Bishop and DHHS will be contacted as soon as such an event is discovered. *For all suspected or confirmed cases, all events or services will be halted at SAM and any home groups until full tracing has been completed and approval to resume events/services is granted by both Diocese and DHHS* |
| **Prepare to notify workers and site visitors (including close contacts).** | *Any confirmed or suspected contacts of the confirmed or suspected case will be notified in line with DHHS and Diocesan recommendations. The St Augustine’s Emessenger will also be utilized to share information* |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | SAM COVID team will confer on suspected or confirmed cases immediately and notify WorkSafe Victoria AND ADOM within 24 hours. |
| **Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.** | *SAM will require the following before resumption of events/services following a confirmed or suspected case:*   * *approval is granted by both Diocese and DHHS* * *Review of COVIDSafe plan to identify and address any gaps highlighted by incident* * *Completion of any high priority actions to address critical gaps in COVIDSafe Plan* |
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| **Additional diocesan guidance** | **Action To Address Guidance** |
| **For congregations with other than English languages, translated materials regarding COVID and control measures in place are available.** | 1. *All events and services at SAM currently for groups whose primary language is English.* 2. *If it is known in advance that attendees to regular services or events have a primary language which is not English, COVID related information in those persons’ primary language will provided.* |
| **The COVID-safe officer has an agreement with groups (church or otherwise) using church premises for maintaining the government requirements including proper cleaning and disinfection.** | *1. Other groups will not be permitted to use SAM premises until ‘COVID-normal’ step reached as declared by DHHS and VIC DHO* |
| **Clergy or ASLMs are on duty to ensure guidelines are maintained when the church is opened for private prayer.** | *The church building will not be open for private prayer until DHHS roadmap step ‘COVID-normal.’ The COVIDSafe Plan will be reviewed and updated at that time.* |
| **Leaders of church groups in homes (when this is permitted by government) understand COVID-safe requirements.** | 1. *All small group gatherings must have a COVIDSafe plan.* 2. *A simple 1-page COVIDSAfe plan for small groups will be developed by the COVIDSafe officer* 3. *At the first face-to-face meeting of any small group, the COVIDSafe plan will be reviewed and confirmed understood.* |
| **Op shop co-ordinators (when opening is permitted by government) understand and follow COVID-safe requirements.** | *St Augustine’s does not operate an Op Shop.* |
| **COVID-safe signage is on display at all entry points to parish buildings.** | 1. *Posters supplied by DHHS will be posted at all entry points as a minimum* 2. *Posters and other information regarding COVID and the prevention, control and mitigation measures will be displayed prominently* |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.