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| COVIDSAFE MANAGEMENT PLAN |
| Date  |  | **Version** |  |
| Next review Date: |  |
| CovidSafe plan undertaken by: |  |

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| CONTEXT |
| Context | * Location: 10 Charnwood Place, Charnwood ACT 2651
	+ Building size:
		- Worship Area: 130m2
			* Maximum occupancy (1 person per 4m2): 31
		- Community Room: 90m2
			* Maximum occupancy (1 person per 4m2): 20
* Number of workers/volunteers:
* Supervision arrangements
	+ The person responsible for ensuring this plan is followed is:
 |
| Scope | This COVIDSafe management plan includes the following essential requirements:1. Ensure gathering are no larger than specified under the [Canberra Recovery Plan](https://www.covid19.act.gov.au/resources/canberra-recovery-plan)
2. Maintain 1.5M distancing and good hygiene and respiratory protocols
3. Maintain a maximum of one person per 4 square metres of floor space
4. Requiring to people to stay home if unwell
5. Appropriate cleaning and hygiene procedures
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| WHS policy statement  | We are committed to a healthy and safe work practices. We aim to remove or reduce and manage risks to the health, safety and wellbeing of workers and volunteers, visitors and clients, and anybody else who may be affected by our activities*.* |

| **Critical Control Point** | **Further information or support material** |
| --- | --- |
| **1. Stay at home if unwell policy**Workers/volunteers: Are not to enter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if they have any cold or flu-like symptoms, have been overseas in the last 14 days or have been in contact with anyone showing signs of Coronavirus e.g. fever, dry cough, runny nose, sore throat.If they have cold or flu like symptoms, they should seek medical advice, get tested for COVID-19 and self-isolate. All should get tested even if symptoms are mild.If they become unwell, they are to go home immediately. All suspected incidents of COVID-19 are reported.**Visitors and clients:** Will be advised not to enter the premises if they have any cold or flu-like symptoms, or have been in contact with anyone showing signs of Coronavirus e.g. fever, dry cough, runny nose, sore throat. | Good hygiene for coronavirus (COVID 19)<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/good-hygiene-for-coronavirus-covid-19> |
| **2. Good hygiene**Everyone will be inducted into our ‘good hygiene’ protocols. This means:* We wash our hands often with soap and water. This includes, as we enter the premises, before and after eating and after going to the toilet.
* We use alcohol-based hand sanitisers when we cannot use soap and water
* We avoid touching your eyes, nose and mouth
* We clean and disinfect surfaces we often use such as benchtops, desks, and doorknobs
* We clean and disinfect objects we often use such as mobile phones, keys, wallets etc
* We use tap and go instead of cash where possible
* We try to increase the amount of fresh air by opening windows
* We ensure bathrooms are well stocked with hand wash and paper towel.
* We follow and ensure social distancing etiquette
* We wear PPE where required
 | How to handwash poster:[https://www.who.int/gpsc/5may/How\_To\_HandWash\_Poster.pdf.ua=1](https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1)How to hand rub poster:<https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf>Simple steps to help stop the spread poster:<https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-print-ads-simple-steps-to-stop-the-spread-coronavirus-covid-19-print-ads-simple-steps-to-stop-the-spread.pdf> |
| **3. Good hygiene for visitors*** We will ensure there is signage reminding everyone of these requirements and obligations for good general health
* We will have sanitiser set up in key touch point locations
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| **4. Social distancing** Social distancing is one of the best things we can do to stop the spread of coronavirus. Whenever and wherever we can, this protocol will be applied, including:* Placement of social distancing markers on the floor where required.
* Line management continually monitor to ensure everyone is keeping the required distance from each other
* Furniture arrangement supports social distancing requirements
 | Keeping your distance poster:<https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-keeping-your-distance.pdf>Physical distancing checklist:<https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf> |
| **5. Building entry and exit protocols**Social distancing considerations are applied when anyone enters and exits the church premises.* Sanitiser is made available at all entry/exit points
* Doorways will be cleared of furnishings to ensure free flow of movement
 |  |
| **6. Number of people inside our building space**In line with ACT requirements, the number of people inside St Barnabas Charnwood will be strictly monitored.The building space is able to accommodate at any one time:* 1. St Barnabas worship hall = 31
	2. Community Room =20

To assist adherence to these maximum numbers we will:* *Display signage*
* *Require people to book attendance in advance*
 | Physical distancing checklist<https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf> |
| **7. Cleaning**We recognise that cleaning and disinfection is important in reducing the spread of the COVID-19 virus.As a hirer at St Barnabas, we will be entering a space which has been cleaned and disinfected. We will leave the space clean through:*Sample Cleaning Plan:** *Clean and disinfect kitchen surfaces, tables and hard surfaces used*
* *Vacuum carpet*
* *Mop all floors*

*also:** *Clean Bathroom, or*
* *Cover cost of commercial cleaner provided by Charnwood Anglican Church*
 | Retail cleaning:<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>Cleaning checklist:<https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19_Cleaning-Checklist.pdf> Safe Work Australia <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning> |
| **10. Vulnerable people**We acknowledge that some people may be at greater risk of more serious illness with COVID-19 and we undertake measures not to put these people at risk. These include: * Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions
* People 65 years and older with one or more chronic medical conditions
* People 70 years and older
* People with compromised immune systems

Where a vulnerable person is identified in our community, we will risk assess each case and provide options for safely contributing, if possible.  | Vulnerable people:<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/vulnerable> |
| **13. Incident management** We understand that where we have staff or volunteers at a location in Australia, it is classified under Work Health and Safety laws as a workplace. Therefore, if anyone in our organisation suspects that they may have the virus, or has been exposed to it, Our process for a COVID incident notification is: *(insert key contacts and processes here)*If this person has visited St Barnabas, the **Priest in Charge at Charnwood Anglican Church must be notified immediately.** | What to do if a worker has COVID 10:<https://www.safeworkaustralia.gov.au/doc/what-do-if-worker-has-covid-19-infographic#picModal> |
| **15. Attendance register**An attendance register is currently required for contact tracing of visitors.All workers/volunteers will be required to sign in and answer a declaration about their current health each time they enter the premises. |  |

## **Routine environmental cleaning and disinfection Information**

Cleaning is an essential part of disinfection because dirt and grime can inactivate many disinfectants. Cleaning reduces the amount of dirt and so allows the disinfectant to work. Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

The length of time the virus that causes COVID-19 can survive on inanimate surfaces varies depending on factors such as the amount of contaminated body fluid (e.g. respiratory droplets) or soiling present, and environmental temperature and humidity.

Coronaviruses can survive on surfaces for many hours or more but are readily inactivated by cleaning and disinfection. It is good practice to routinely clean surfaces as follows:

* Clean frequently touched surfaces with detergent solution (see diagram below).
* Clean general surfaces and fittings when visibly soiled and immediately after any spillage

Routine environmental cleaning requirements can be divided into two groups:

Source: <https://health.govcms.gov.au/sites/default/files/documents/2020/05/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community.pdf> PPE face to face client guidelines

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| COVID 19 Audit DocumentThis checklist is to be completed each time the building is used and a copy provided to Charnwood Anglican Church |
| Date: Time: |
| Hiring Organisation:  |
| Responsible Person (Print Name and sign):  |
| Audit area |  | **Further details** |
| No one using the building today has reporting feeling unwell, or been recently exposed to someone unwell with COVID 19 symptoms. | Yes No  |  |
| All aspects of our COVID Safe plan have been followed today | Yes No  |  |
| We have maintained a register of attendees | Yes No  |  |
| Where required, we have used PPE appropriately, including hand sanitiser. | Yes No  |  |
| All who enter the building have been observed practicing good hygiene and social distance protocols. | Yes No  |  |
| The people number limit on the building has been observed | Yes No  |  |
| Our cleaning plan has been followed. | Yes No  |  |
| Adequate cleaning products are available to carry out plan. | Yes No  |  |
| Any other issues:Any recommendations for Church cleaning: |  |  |

**Visitor Attendance Record**

|  |  |
| --- | --- |
| Date: |  |
| Name: |  |
| Address: |  |
| Contact Number |  |

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| Address: |  |
| Contact Number |  |

## **Volunteer Sign-in Sheet**

The below must be completed by each worker each time they attend for duty.

Note: Flu like symptoms include fever, chills, muscle aches, cough, congestion, runny nose, headaches and fatigue.

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| --- | --- | --- | --- |
| Date: |  | Name: |  |
| I am feeling well | [ ]  No | [ ]  Yes |
| I am experiencing cold or flu like symptoms | [ ]  No | [ ]  Yes |
| I have been in contact with someone confirmed (or currently being tested) to have COVID-19 | [ ]  No | [ ]  Yes |
| Signature: |  |
| Supervisor/Manager: |  |

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| --- | --- | --- | --- |
| Date: |  | Name: |  |
| I am feeling well | [ ]  No | [ ]  Yes |
| I am experiencing cold or flu like symptoms | [ ]  No | [ ]  Yes |
| I have been in contact with someone confirmed (or currently being tested) to have COVID-19 | [ ]  No | [ ]  Yes |
| Signature: |  |
| Supervisor/Manager: |  |

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| --- | --- | --- | --- |
| Date: |  | Name: |  |
| I am feeling well | [ ]  No | [ ]  Yes |
| I am experiencing cold or flu like symptoms | [ ]  No | [ ]  Yes |
| I have been in contact with someone confirmed (or currently being tested) to have COVID-19 | [ ]  No | [ ]  Yes |
| Signature: |  |
| Supervisor/Manager: |  |

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| --- | --- | --- | --- |
| Date: |  | Name: |  |
| I am feeling well | [ ]  No | [ ]  Yes |
| I am experiencing cold or flu like symptoms | [ ]  No | [ ]  Yes |
| I have been in contact with someone confirmed (or currently being tested) to have COVID-19 | [ ]  No | [ ]  Yes |
| Signature: |  |
| Supervisor/Manager: |  |

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| --- | --- | --- | --- |
| Date: |  | Name: |  |
| I am feeling well | [ ]  No | [ ]  Yes |
| I am experiencing cold or flu like symptoms | [ ]  No | [ ]  Yes |
| I have been in contact with someone confirmed (or currently being tested) to have COVID-19 | [ ]  No | [ ]  Yes |
| Signature: |  |
| Supervisor/Manager: |  |

## **Sample Volunteer Procedures**

**Before you start**

* **Are you unwell or living with someone who is unwell.**
	+ - (including fever, dry cough, runny nose, sore throat).
		- If yes, please don’t volunteer today – go home and get well.
* Clean hands with Sanitizer provided or wash with soap and water.
* Sign the volunteer register (with health declaration)

**While you are here**

* Wash or Sanitize hands regularly.
* Avoid touching your face
* Cover coughs and sneezes
* Keep 1.5 metres distance between yourself and others
* Clean kitchen surfaces and wash cup if you have a drink

**When you leave**

* Leave floor tidy ready to be mopped/or mop floor
* Wipe down kitchen, tables and any other surfaces used with disinfectant spray
* Wash or Sanitize hands as the last thing before you leave