

# Charnwood Anglican Church

## COVIDSAFE MANAGEMENT PLAN

### 18 September 2020

<b>Next Review Date</b>	31 October 2020	<b>Version</b>	1.5
<b>CovidSafe plan undertaken by:</b>	Parish Council Anglican Parish of St Barnabas		

#### CONTEXT

<b>Context</b>	<ul style="list-style-type: none"> <li>• Location: 10 Charnwood Place, Charnwood ACT 2651               <ul style="list-style-type: none"> <li>○ Building size:                   <ul style="list-style-type: none"> <li>▪ Worship Area: 130m<sup>2</sup></li> <li>▪ Community Room: 90m<sup>2</sup></li> <li>▪ Barney’s Boutique: 35m<sup>2</sup> (excluding racks and shelves)</li> </ul> </li> <li>○ Opening hours:                   <ul style="list-style-type: none"> <li>▪ Worship – Sunday 9am – 11am</li> <li>▪ Boutique – Friday 10am – 5pm, Saturday 10am – 1pm</li> </ul> </li> </ul> </li> <li>• Location: Victoria Street, Hall               <ul style="list-style-type: none"> <li>○ Building size:                   <ul style="list-style-type: none"> <li>▪ Worship Area: 68m<sup>2</sup></li> </ul> </li> <li>○ Opening hours:                   <ul style="list-style-type: none"> <li>▪ Sunday 11am – 1pm</li> </ul> </li> </ul> </li> <li>• Number of workers/volunteers/congregation:               <ul style="list-style-type: none"> <li>○ Boutique: 20</li> <li>○ Worship: 30-60</li> </ul> </li> <li>• Supervision arrangements               <ul style="list-style-type: none"> <li>○ Worship – Revd. Emma Street                   <ul style="list-style-type: none"> <li>▪ Revd. Emma Street and Revd. Helen Dean</li> <li>▪ Rostered Greeter at each service</li> </ul> </li> <li>○ Boutique – Boutique Management Committee                   <ul style="list-style-type: none"> <li>▪ Beryl Pedvin, Revd. Emma Street, Chris Garner, Revd. Helen Dean</li> </ul> </li> </ul> </li> </ul>
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<b>Scope</b>	<p>This COVIDSafe management plan includes the following essential requirements:</p> <ol style="list-style-type: none"> <li>1. Ensure gathering are no larger than specified under the <a href="#">Canberra Recovery Plan</a></li> <li>2. Maintain 1.5M distancing and good hygiene and respiratory protocols</li> <li>3. Maintain a maximum of one person per 4 square metres of floor space</li> <li>4. Stay home if unwell</li> <li>5. Frequently clean and disinfect communal areas</li> <li>6. Implementation of this COVIDSafe Plan</li> </ol>
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<b>WHS policy statement</b>	<p>Charnwood Anglican Church is committed to a healthy and safe worship and workplace. We aim to remove or reduce and manage risks to the health, safety and wellbeing of the ministry team (clergy, congregation, and volunteers), visitors and clients, and anybody else who may be affected by our ministry activities, and also to ensure all ministry and worship activities are undertaken in a safe manner.</p>
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Critical Control Point	Support Material	Further information or support material
<p><b>1. Stay at home if unwell policy</b></p> <p><b>Clergy, congregation, Boutique volunteers:</b>                      Are not to enter St Barnabas or St Michael’s if they have any cold or flu-like symptoms, have been overseas or interstate in the last 14 days, or have been in contact with anyone showing signs of COVID 19 virus e.g. fever, dry cough, runny nose, sore throat.</p> <p>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.</p> <p>If they become unwell, they are to go home immediately.</p> <p>All suspected incidents of COVID-19 are reported.</p> <p><b>Visitors and clients:</b>                      Will be advised not to enter church 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 and sore throat.</p>	<p><a href="#">Incident report</a></p> <p><a href="#">COVID-19 Health Declaration Form for Volunteers</a></p> <p><a href="#">Volunteer Procedures Notice</a></p> <p>Signage on church doors and within church:  <i>Before You Enter.pdf</i>  <i>Shop Safe.pdf</i>  <i>Worship Safe.pdf</i></p>	<p>Good hygiene for coronavirus (COVID 19)  <a href="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">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</a></p>

Critical Control Point	Support Material	Further information or support material
<p><b>2. Good hygiene for clergy, congregation and Boutique volunteers</b></p> <p>Workers/volunteers will be inducted into our ‘good hygiene’ protocols. This means:</p> <ul style="list-style-type: none"> <li>• We wash our hands often with soap and water. This includes before and after eating and after going to the toilet, as well as Worship and Boutique requirements.</li> <li>• We use alcohol-based hand sanitisers when we cannot use soap and water</li> <li>• We avoid touching our eyes, nose and mouth</li> <li>• We clean and disinfect surfaces we often use such as benchtops, desks, and doorknobs</li> <li>• We clean and disinfect objects we often use such as mobile phones, keys, wallets etc</li> <li>• We use tap and go instead of cash where possible</li> <li>• We try to increase the amount of fresh air by opening windows</li> <li>• We ensure bathrooms are well stocked with hand wash and paper towel.</li> <li>• We follow and ensure social distancing etiquette</li> <li>• We wear PPE where required</li> <li>• Barney’s Boutique will also:               <ul style="list-style-type: none"> <li>○ handle second-hand goods as outlined in <u>Section 8</u> below</li> <li>○ quarantine clothing tried on by a customer for 24 hours</li> <li>○ clean hard objects handled by customers before returning to the Boutique</li> <li>○ ask customers to pack items when they bring their own bags</li> </ul> </li> <li>• Specific procedures will be followed for Holy Communion</li> <li>• Beverages (St Michael’s morning tea) will be served by one person handling the urn and cups. There will be no food served, although congregation may bring their own.</li> </ul>	<p><a href="#">Volunteer Procedures notice</a></p> <p><a href="#">Communion Procedures</a></p>	<p>How to handwash poster:  <a href="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</a></p> <p>How to hand rub poster:  <a href="https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf">https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf</a></p> <p>Simple steps to help stop the spread poster:  <a href="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">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</a></p> <p>ADS Vehicle Operation and Sanitisation  <a href="https://www.anglicare.com.au/wp-content/uploads/2020/04/Vehicle-COVID-19-Flyer-v3.pdf">https://www.anglicare.com.au/wp-content/uploads/2020/04/Vehicle-COVID-19-Flyer-v3.pdf</a></p> <p>Procedure for Vehicle Usage Under Covid-19  <a href="https://www.anglicare.com.au/wp-content/uploads/2020/04/Covid-19-Guidelines-Car-Use.pdf">https://www.anglicare.com.au/wp-content/uploads/2020/04/Covid-19-Guidelines-Car-Use.pdf</a></p>

Critical Control Point	Support Material	Further information or support material
<p><b>3. Good hygiene for clients and customers</b></p> <ul style="list-style-type: none"> <li>• We will ask all clients to make appointments in advance (not applicable at current stage)</li> <li>• We have installed signage reminding everyone of these requirements and obligations for good general health</li> <li>• We have sanitiser set up in key touch point locations</li> <li>• Customers will be provided with a flyer outlining the requirement to clean purchases at home</li> </ul>	<p>Signage on church doors and within church:</p> <p><i>Before You Enter.pdf</i>  <i>Shop Safe.pdf</i>  <i>Worship Safe.pdf</i>  <i>Cleaning Purchases Flyer.pdf</i></p>	
<p><b>4. Social distancing</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Placement of social distancing markers on the floor in the Boutique where customers line up or where volunteers perform tasks.</li> <li>• Boutique manager monitors to ensure everyone is keeping the required distance from each other</li> <li>• Service counters and worship area set up to support social distancing requirements</li> <li>• Furniture arrangement will support social distancing requirements</li> <li>• Face to face meetings to be replaced with Zoom or phone calls</li> <li>• There will be no physical greeting of the peace in worship services</li> </ul>	<p>Signage on church doors and within church:</p> <p><i>Before You Enter.pdf</i>  <i>Shop Safe.pdf</i>  <i>Worship Safe.pdf</i>  <i>Social Distance Poster.pdf</i></p> <p><a href="#">Communion Procedures</a></p> <p><a href="#">Volunteer Procedures Notice</a></p>	<p>Keeping your distance poster:  <a href="https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-keeping-your-distance.pdf">https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-keeping-your-distance.pdf</a></p> <p>Physical distancing checklist:  <a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf</a></p>
<p><b>5. Building entry and exit protocols</b></p> <p>Social distancing considerations are applied when anyone enters and exits the church premises.</p> <ul style="list-style-type: none"> <li>▪ Sanitiser is made available at all entry/exit points</li> <li>▪ Doorways will be cleared of furnishings to ensure free flow of movement</li> </ul>		

Critical Control Point	Support Material	Further information or support material
<p><b>6. Number of people inside our building space</b></p> <p>In line with ACT requirements, the number of people inside our workspace will be strictly monitored. When calculating occupancy limits clergy are considered staff.</p> <p>The St Barnabas building is able to accommodate at any one time:</p> <ol style="list-style-type: none"> <li>St Barnabas worship = 31</li> <li>St Barnabas Community Room =20</li> <li>Barney’s Boutique = 7 (<i>customers &amp; volunteers</i>)</li> </ol> <p>The St Michael’s worship = 25 plus clergy: Under changes to the Canberra Recovery plan 3.1 with affect from 9am 18 September, <b>“Smaller sized venues, facilities and businesses can return to their pre-COVID capacity, with a maximum of 25 people (excluding staff) across the whole venue.”</b></p> <p>We will display signage to assist adherence to our identified numbers. Boutique staff will also monitor and direct customers.</p> <p>Current use of St Barnabas is as follows:</p> <ul style="list-style-type: none"> <li><b>Saturday:</b> Maximum four volunteers and only during Boutique opening hours</li> <li><b>Monday am:</b> Maximum eight volunteers for Boutique sorting</li> <li><b>Monday pm:</b> afternoon cleaning</li> <li><b>Tuesday and Wednesday:</b> Heart n Smart exercise (external)</li> <li><b>Friday:</b> Maximum four volunteers and only during Boutique opening hours</li> <li><b>Sunday:</b> 9am worship</li> <li><b>Sunday:</b> 1.30pm Tongan worship (external)</li> <li><b>1<sup>st</sup> and 3<sup>rd</sup> Thursday evening:</b> Overflow prayer meeting</li> <li><b>3<sup>rd</sup> Thursday:</b> Charnwood Dunlop Probus club (external)</li> </ul> <p>Access to St Michael’s Monday to Saturday is restricted to clergy, cleaners and wardens.</p> <ul style="list-style-type: none"> <li><b>Sunday:</b> 11am worship</li> </ul>	<p><a href="https://www.covid19.act.gov.au/what-you-can-do/faqs-changes-to-restrictions/summary-of-key-changes">https://www.covid19.act.gov.au/what-you-can-do/faqs-changes-to-restrictions/summary-of-key-changes</a></p> <p><a href="https://www.covid19.act.gov.au/data/assets/pdf_file/0009/1627407/25-person-restriction-changes-factsheet.pdf">https://www.covid19.act.gov.au/data/assets/pdf_file/0009/1627407/25-person-restriction-changes-factsheet.pdf</a></p>	<p>Physical distancing checklist</p> <p><a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf</a></p>

Critical Control Point	Support Material	Further information or support material
<p><b>7. Cleaning</b></p> <p>We recognise that cleaning is an essential part of disinfection because dirt and grime can inactivate many disinfectants. Cleaning reduces the amount of dirt and so allows disinfectant to work. Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.</p> <p>As such, our service has developed a cleaning program that has taken into consideration touch point locations and other cleaning needs.</p> <p>Cleaning Plan:</p> <ul style="list-style-type: none"> <li>• Thorough commercial clean at St Barnabas each Monday afternoon, including: <ul style="list-style-type: none"> <li>○ Vacuum carpet</li> <li>○ Mop all floors (kitchen, community room, bathrooms, Boutique)</li> <li>○ Kitchen surfaces</li> <li>○ Bathroom</li> </ul> </li> <li>• Weekly clean at St Michael’s per roster.</li> <li>• Additional commercial cleaning to be arranged after special services.</li> <li>• Beryl Pedvin will ensure surfaces are cleaned and sanitised during and after each Boutique opening, or restocking</li> <li>• Greeters and Wardens will ensure all worship items and surfaces are cleaned after worship</li> <li>• Prayer books will be wiped down with disinfectant and used only once in 7 days.</li> <li>• Tongan congregation will clean all used areas after their service.</li> </ul>	<p><a href="#">Routine environmental cleaning information</a></p> <p>Greeters duties Appendix 4</p>	<p>Retail cleaning:  <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></p> <p>Cleaning checklist:  <a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19_Cleaning-Checklist.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19_Cleaning-Checklist.pdf</a></p> <p>Safe Work Australia  <a href="https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning">https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning</a></p>

Critical Control Point	Support Material	Further information or support material
<p><b>8. Handling second-hand goods and infection control</b></p> <p>According to the World Health Organisation, it is not certain how long the COVID-19 virus can survive on surfaces. Reports and studies are telling us that time can vary from a few hours to several days, depending on the type of surface.</p> <p>In line with this, we take reasonable precautions by:</p> <ul style="list-style-type: none"> <li>- Limited clean donations (small quantities) will be accepted by discretion and only during Boutique opening hours</li> <li>- Donations will be stored for one week prior to sorting and/or sale</li> <li>- Wearing gloves and masks when handling donations where required</li> <li>- Only accepting items (clothing, manchester and soft furnishings) that are in good usable condition</li> <li>- Cleaning children’s toys with a disinfectant solution</li> <li>- Wiping down shoes, accessories, handbags, books and homewares with a disinfectant solution</li> <li>- Washing our hands with soap and water or use an alcohol-based sanitiser after handling second-hand goods</li> <li>- Avoiding touching our eyes, mouth and nose</li> </ul> <p>We encourage our customers to also implement infection control procedures with all items that they purchase. At are counter areas we display information to promote this action.</p> <ul style="list-style-type: none"> <li>- Clothing will be quarantined for one week after customers tries on</li> <li>- A ‘Returns Table’ will be set up for customers to leave items tried on or handled so that they can be cleaned or quarantined before return to shelves</li> <li>- Customers who bring their own bags will be asked to pack them themselves</li> </ul>	<p><a href="#">COVIDSafe cleaning information for your purchases</a></p> <p><a href="#">Greeters duties Appendix 4</a></p>	<p>NSW Health COVID 19 – Frequently asked questions</p> <p><a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/frequently-asked-questions.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/frequently-asked-questions.aspx</a></p>

Critical Control Point	Support Material	Further information or support material
<p><b>9. Money handling</b></p> <p>Where possible, we encourage contactless payment. If handling cash, all workers/volunteers are diligent about washing their hands and not touching their face.</p> <p>A retiring offertory bowl will be provided at services. The collection plate will not be passed amongst the congregation.</p>		
<p><b>10. Vulnerable people</b></p> <p>We acknowledge that some people (clergy, congregation, volunteers, customers and visitors) may be at greater risk of more serious illness with COVID-19 and we undertake measures not to put these people at risk.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions</li> <li>• People 65 years and older with one or more chronic medical conditions</li> <li>• People with compromised immune systems</li> </ul> <p>Where a vulnerable person is identified in our community, we will risk assess each case and provide options for safely contributing, if possible. This can include Boutique sorting providing they are well, and social distancing and personal hygiene are observed.</p> <p>Volunteers and clergy identified as ‘Vulnerable people’ will not work in Barney’s Boutique while it is open to customers.</p>		<p>Vulnerable people:</p> <p><a href="https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/vulnerable">https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/vulnerable</a></p>
<p><b>11. Parish Office</b></p> <p>To ensure our workspaces are set up appropriately:</p> <ul style="list-style-type: none"> <li>• No more than two people at any one time in the parish office.</li> <li>• Users will clean and disinfect high touch surfaces, including phones, desks and keyboards at the end of use each day.</li> </ul>		



Critical Control Point	Support Material	Further information or support material
<p><b>12. Providing 1:1 support to clients and customers</b></p> <p>To ensure our workers/volunteers are prepared and have the PPE equipment required to support our clients we:</p> <ul style="list-style-type: none"> <li>• Require all face to face workers participate in infection control training</li> <li>• Implement PPE protocols</li> </ul>		<p>Health Department training:  <a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training%C2">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training%C2</a></p>
<p><b>13. Incident management</b></p> <p>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 within our workplace, whether they be clergy, staff or volunteers, suspects that they may have the virus, or has been exposed to it, the <b>Priest in Charge must be notified</b> immediately, and the incident reported.</p> <p>Our process for a COVID incident notification is:</p> <ol style="list-style-type: none"> <li>1. Notify the Priest in Charge immediately</li> <li>2. Secure the site as outlined on the Safe Work Australia information sheet process</li> <li>3. Complete an incident report immediately</li> <li>4. Work with ADS on the appropriate government notification</li> </ol>	<p><a href="#">Incident report</a></p>	<p>What to do if a worker has COVID 10:  <a href="https://www.safeworkaustralia.gov.au/doc/what-do-if-worker-has-covid-19-infographic#picModal">https://www.safeworkaustralia.gov.au/doc/what-do-if-worker-has-covid-19-infographic#picModal</a></p>
<p><b>14. Monitoring our worksite</b></p> <p>To assist in monitoring for areas for improvement:</p> <ul style="list-style-type: none"> <li>• The Boutique Manager and Priest in Charge will champion safe practices in the workplace and others the proper procedures listed above.</li> <li>• External hirers of the building will need to provide a COVID Safe plan and return a compliance checklist at the end of the hire.</li> <li>• A daily compliance checklist will be completed whenever the building is used for worship, group activity, Boutique opening, private hirers</li> <li>• Report all non-compliances or hazards as they are identified</li> </ul>	<p><a href="#">Checklist/Audit template</a></p> <p><a href="#">Hazard form</a></p>	

Critical Control Point	Support Material	Further information or support material
<p><b>15. Attendance register</b></p> <p><b>Worship</b></p> <p>An attendance register is currently required for contact tracing of visitors attending public worship.</p> <ul style="list-style-type: none"> <li>• The rostered Welcomer and Priest in Charge will ensure there is a record of attendance for each service.</li> <li>• Congregation members should inform the Priest in Charge in advance if they plan to attend on a Sunday to assist in ensuring we remain within building limits.</li> </ul> <p><b>Barney’s Boutique</b></p> <p>Any worker (clergy, staff, volunteer) working in Barney’s Boutique will need to have provided contact details and be inducted into the Boutique before working.</p> <p>All workers will be required to sign in and answer a declaration about their current health, each time they enter the premises for the purpose of working in the Boutique.</p>	<p><a href="#">Attendance Register</a></p>	<p>Diocesan privacy policy</p>

## Appendix 1

### Holy Communion Hygiene Procedures

#### *Hygiene Procedures*

1. The **Worship Safe!** Flyer will be prominently displayed in the church
2. The presiding Priest will adhere to hygiene controls outlined in the COVID Safe plan, particularly in sections 1,2 and 3:
  - [1. Staying home if unwell](#)
  - [2. Good hygiene for clergy](#)
  - [3. Good hygiene for client](#)
3. The presiding Priest will perform all Sacristan functions and serve Holy Communion alone, minimising the number of hands involved in touching the elements.
4. Wine will be served in individual plastic cups. The congregation will be asked to dispose of cups in bowl. Cups will be composted.
5. Wine will be placed on the Altar for the communicant to pick up. Bread will be placed in the communicant's hand.
6. A retiring offertory bowl will be provided.

#### *Social Distancing*

7. Seating will be arranged to ensure appropriate social distancing
8. The congregation will be directed to come forward for communion individually, allowing the communicant to return to their seat before the next person comes forward.
9. Per government requirements, singing and chanting will be discouraged.

## **Appendix 2**

### **Boutique Volunteer Procedures**

#### **Before you start**

1. **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.
2. Clean hands with Sanitizer provided or wash with soap and water.
3. Sign the volunteer register (with health declaration)
4. Maximum of four volunteers allowed in the building when shop is open. Maximum of eight volunteers for sorting on Mondays.

#### **While you are here**

5. Wash or Sanitize hands regularly.
6. Avoid touching your face
7. Cover coughs and sneezes
8. Keep 1.5 metres distance between yourself and others
9. Clean kitchen surfaces and wash cup if you have a drink
10. No communal morning tea
11. DO NOT sort donations left outside the door

#### **When you leave**

12. Ensure community room is tidy, stock put away and floor swept
13. Wipe down register, Square terminal and surfaces in the Boutique (if used)
14. Leave Boutique floor tidy so that it can be mopped
15. Wipe down sorting table, kitchen bench and any other surfaces used with disinfectant spray
16. Wash or Sanitize hands as the last thing before you leave

**Appendix 3: COVID-19 Boutique worker/volunteer Health Check**

The below must be completed by each worker each time they attend for duty at an Anglicare workplace.

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

Date:		Name:	
I am feeling well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I am experiencing cold or flu like symptoms	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I have been in contact with someone confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Supervisor/Manager:			

Date:		Name:	
I am feeling well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I am experiencing cold or flu like symptoms	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I have been in contact with someone confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Supervisor/Manager:			

Date:		Name:	
I am feeling well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I am experiencing cold or flu like symptoms	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I have been in contact with someone confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Supervisor/Manager:			

Date:		Name:	
I am feeling well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I am experiencing cold or flu like symptoms	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I have been in contact with someone confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Supervisor/Manager:			

Date:		Name:	
I am feeling well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I am experiencing cold or flu like symptoms	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I have been in contact with someone confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Supervisor/Manager:			

## **Appendix 4: COVID 19 duties for Greeters**

Thank you for taking on this important role in keeping our church safe and healthy!

Each Sunday can you please:

### **1. Ensure there is hand sanitizer, and everyone uses it as they enter**

### **2. Take a record of who is entering.**

- If a name is on the list, you only need to tick them off.
- If they are not on the list you need to record their name, phone number and address. (You can reassure them that these details will only be used for contact tracing. But they can agree to be added to the parish roll).

### **3. Keep a good count of how many have entered.**

The maximum number of people in the building **including clergy** is:

- St Barnabas 31
- St Michael's 17

If we reach the limit, please let the Wardens and/or Minister know ASAP.

### **4. Seating**

Please help people find a seat if needed:

Seats at St Barnabas have been arranged for social distancing.

At St Michael's:

- every second pew needs to remain empty
- only two non-related people in one pew.

### **5. Books**

Please encourage people to leave prayer and Hymn on their seats after the service. This makes them easier to clean.

### **6. Offertory**

There will be no offertory hymn or collection from the congregation during the service. A retiring offertory bowl will be set up near the altar.

# Routine environmental cleaning and disinfection

## Information

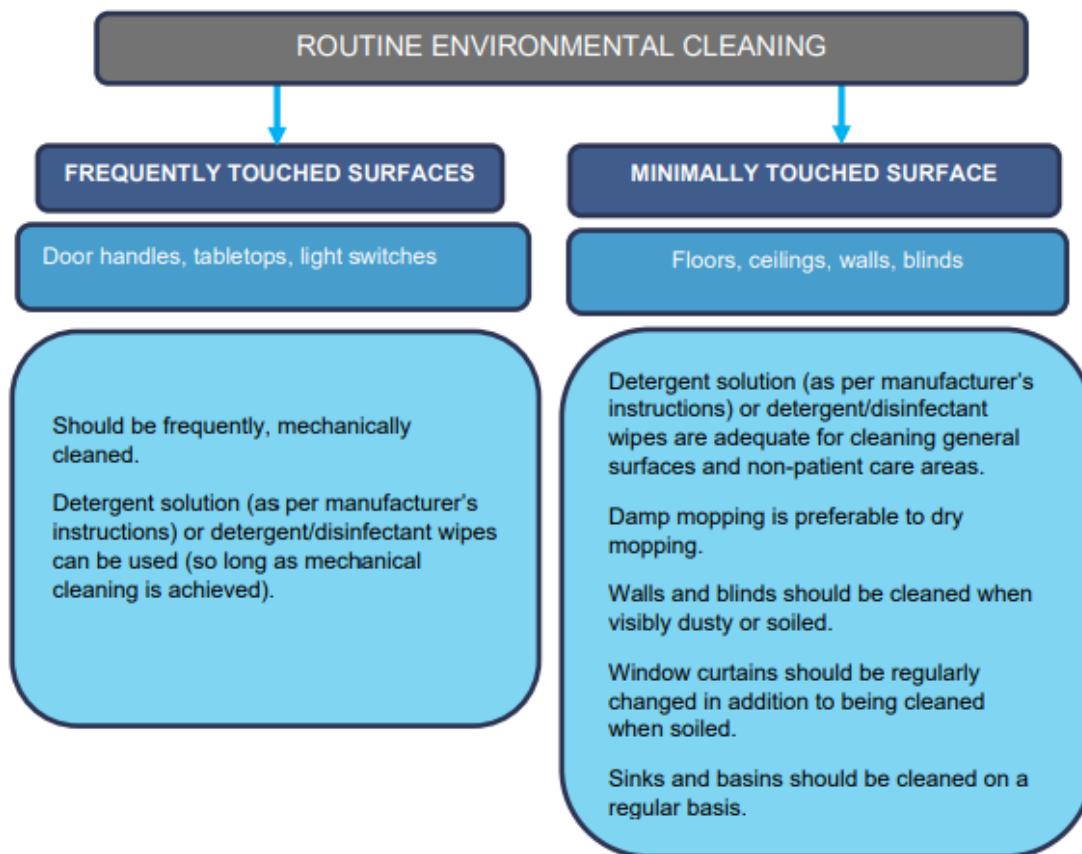
Cleaning is an essential part of disinfection because dirt and grime can inactivate many disinfectants. Cleaning reduces the amount of dirt and so allows the disinfectant to work. Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

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

# COVID 19 Audit Checklist - Boutique

This checklist is to be completed (daily each time Boutique is open and/or sorting)

<b>Date:</b>		<b>Time:</b>
<b>Auditor:</b>		
<b>Audit area</b>	<b>Pass / Fail</b>	<b>Issue Identified/Corrective action</b>
All volunteers are signing in and completing the daily shift statutory declarations regarding their health.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
All volunteers are inducted into COVID Safe plan requirements and good hygiene protocols.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
All volunteers have completed a volunteer application and have a current WWVP card	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Where required, volunteers are using PPE appropriately. E.g. gloves for sorting	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
There are adequate stores of PPE including hand sanitiser	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Signage is in place at all entry points advising volunteers and customers of entry requirements.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
A hand sanitiser station is set up at worksite entry points and other frequented touch point locations.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Volunteers are observed practicing good hygiene and following social distancing protocols.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Customers are observed following good hygiene directions and following social distancing protocols.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Cleaning plan is being implemented as per directions.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Adequate cleaning products are available to carry out plan.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
The people number limit for each area of St Barnabas and the Boutique is being adhered to.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Workstations comply with social distancing requirements.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	



**COVIDSAFE PLAN - Charnwood Anglican Church**

<b>Audit area</b>	<b>Pass / Fail</b>	<b>Issue Identified/Corrective action</b>
Where possible, contactless payment methods are being used.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Hazards are being reported where identified.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
All 'fail' or 'non-compliance' issues identified have been reported as a hazard to the Priest in Charge.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Other Issues:		

# COVID 19 Audit Checklist - Worship

This checklist is to be completed (daily) after each worship service

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Auditor:** \_\_\_\_\_

Audit area	Pass / Fail	Issue Identified/Corrective action
Worship leaders are inducted into COVID Safe plan requirements and good hygiene protocols.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
An attendance record for this service has been completed and is attached.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
The people number limit inside the building was adhered to.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
All participants were observed practicing good hygiene.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
All participants were observed following social distancing protocols.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Signage is in place at all entry points advising participants of entry requirements.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
A hand sanitiser station is set up at worksite entry points and other frequented touch point locations.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Where required, PPE is used appropriately.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
There are adequate stores of PPE including hand sanitiser	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Cleaning plan is being implemented as per directions.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Adequate cleaning products are available to carry out plan.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
All 'fail' or 'non-compliance' issues identified have been reported as a hazard.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Other Issues:		

**Worship Attendance Record - Visitors**

Date:	Service Time:		Attended (tick) if on parish roll	Permission to add contact to parish roll
Name	or	phone number and address if not on parish roll		