

# Charnwood Anglican Church COVIDSAFE MANAGEMENT PLAN

<b>Date</b>	8 July 2021	<b>Version</b>	1.9
<b>Next review Date:</b>	30 September 2021 or as necessary		
<b>CovidSafe plan undertaken by:</b>	Parish Council Anglican Parish of St Barnabas		
<b>Responsibility:</b>			

CONTEXT	
<b>Context</b>	<ul style="list-style-type: none"> <li>• Location: 10 Charnwood Place, Charnwood ACT 2651</li> <li>o 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>o Opening hours:               <ul style="list-style-type: none"> <li>▪ Worship – Sunday 9am – 11am</li> <li>▪ Boutique – Thur/Fri 10am – 5pm, Saturday 10am – 1pm</li> </ul> </li> <li>• Location: Victoria Street, Hall</li> <li>o Building size:               <ul style="list-style-type: none"> <li>▪ Worship Area: 68m<sup>2</sup></li> </ul> </li> <li>o Opening hours:               <ul style="list-style-type: none"> <li>▪ Sunday 11am – 1pm</li> </ul> </li> <li>• Number of workers/volunteers/congregation:               <ul style="list-style-type: none"> <li>o Boutique: 20</li> <li>o Worship: 30-60</li> </ul> </li> <li>• Supervision arrangements               <ul style="list-style-type: none"> <li>o Worship –                   <ul style="list-style-type: none"> <li>▪ Revd. Emma Street, Revd Peter Malone and Revd. Helen Dean</li> <li>▪ Rostered Greeter at each service</li> </ul> </li> <li>o Boutique – Parish Council                   <ul style="list-style-type: none"> <li>▪</li> </ul> </li> </ul> </li> </ul>
<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 2 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>
<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. Workers - Stay at home if unwell policy</b></p> <p><b>Clergy, congregation, Boutique volunteers:</b></p> <p>Are not to enter St Barnabas or St Michael's if they:</p> <ul style="list-style-type: none"> <li>• Are feeling unwell</li> <li>• have any cold or flu-like symptoms, e.g. fever, chills, muscle aches, cough, congestion, runny nose, head aches, fatigue and sore throat</li> <li>• Have been in contact with someone confirmed (or currently being tested) to have COVID-19</li> <li>• Are subject to any ACT government COVID direction, including travel alerts.</li> </ul> <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 to be reported.</p> <p><b>Visitors and clients:</b></p> <p>Will be advised not to enter church premises if any of the reasons listed above apply to them.</p> <p>When a member of the congregation is tested for COVID 19 they will inform the Priest in Charge on that day, and also the result of testing.</p> <p>If a member of the congregation is known to have had a COVID 19 test during the week after attending the church for worship, Boutique or any other gathering, the church will be closed until that result is confirmed.</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:  <a href="#">Before You Enter.pdf</a>  <a href="#">Shop Safe.pdf</a>  <a href="#">Worship Safe.pdf</a></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>
<p><b>2. Good hygiene for clergy, congregation and Boutique volunteers</b></p> <p>Workers/volunteers/members 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</li> </ul> <p><i>Worship and Boutique requirements</i></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:</p>

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<p>worship and Boutique requirements.</p> <ul style="list-style-type: none"> <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                             <ul style="list-style-type: none"> <li>• We must wear masks whenever required by the ACT government to do so. We support the use of masks during worship and other Parish activities at all other times, but they may be removed for eating/drinking and for Holy Communion.</li> </ul> </li> <li>• Barney's Boutique will also:                             <ul style="list-style-type: none"> <li>o handle second-hand goods as outlined in Section 8 below</li> <li>o clean hard objects handled by customers before returning to the Boutique</li> </ul> </li> <li>• Specific procedures will be followed for Holy Communion as per the Holy Communion Hygiene Procedures described in Appendix 1</li> <li>• Food and drink may be shared at both St Barnabas and St Michael's on the following basis:                             <ul style="list-style-type: none"> <li>o One person serves the drinks including placing milk/sugar into each cup. One other person serves the food using tongs. Both people wash/sanitise hands before and after serving.</li> <li>o Food made be home-made but must be served individually to each person</li> <li>o All people, including the servers must maintain social distancing while serving, receiving the food/drink and eating/drinking it.</li> <li>o Only single use tea towels will be used.</li> </ul> </li> </ul>	<p>Volunteer Procedures notice</p> <p>Communion Procedures</p>	<p><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>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>ADS Vehicle Operation and Sanitisation  <a href="https://www.anglicare.com.au/wpcontent/uploads/2020/04/Vehicle-COVID-19-Flyer-v3.pdf">https://www.anglicare.com.au/wpcontent/uploads/2020/04/Vehicle-COVID-19-Flyer-v3.pdf</a></p> <p>Procedure for Vehicle Usage Under Covide-19  <a href="https://www.anglicare.com.au/wpcontent/uploads/2020/04/Covid-19-Guidelines-Car-Use.pdf">https://www.anglicare.com.au/wpcontent/uploads/2020/04/Covid-19-Guidelines-Car-Use.pdf</a></p>

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<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 prior to entry</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></p> <p><i>Shop Safe.pdf</i></p> <p><i>Worship Safe.pdf</i></p> <p><i>Cleaning Purchases Flyer.pdf</i></p>	

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<p><b>4. Social distancing</b>                      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, as deemed necessary</li> <li>• There will be no physical greeting of the peace in worship services</li> </ul> <p><b>5. Building entry and exit protocols</b>                      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> <p><b>6. Number of people inside our building space</b>                      In line with ACT requirements, the number of people inside our workspace will be strictly monitored. When calculating occupancy limits clergy are considered staff and are therefore not included in the maximum number of people allowed. The St Barnabas building is able to accommodate at any one time:</p> <ol style="list-style-type: none"> <li>a. St Barnabas worship = 62</li> <li>b. St Barnabas Community Room =35</li> <li>c. Barney’s Boutique = 7 (customers &amp; volunteer workers)</li> </ol> <p>The St Michael’s worship = 34 plus clergy:                      Under the Canberra Recovery plan 2 December 2020, our venues can apply the 1 person per 2 square metres rule as we use the <a href="#">Check In Canberra</a> mobile phone App. We will display signage to assist adherence to our identified numbers. Boutique staff will also monitor and direct customers. Current use of St Barnabas is as follows:</p> <ul style="list-style-type: none"> <li>• Saturday: Maximum four volunteers and only during Boutique opening hours</li> <li>• Monday am: Maximum eight volunteers for Boutique sorting</li> <li>• Monday pm: AA (external)</li> </ul>	<p><a href="#">Social distancing poster</a>                      Signage on church doors and within church:                      Before You Enter.pdf                      Shop Safe.pdf                      Worship Safe.pdf                      Social Distance Poster.pdf</p> <p><a href="#">Communion Procedures</a></p> <p><a href="#">Volunteer Procedures Notice</a></p> <p><a href="https://www.covid19.act.gov.au/whatyou-can-do/faqschanges-to-restrictions/summary-of-key-changes">https://www.covid19.act.gov.au/whatyou-can-do/faqschanges-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>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>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>



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<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 a minimum of three days 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/wipes</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 our counter areas we display information to promote this action.</p>	<p>Greeter duties Appendix 4</p> <p><a href="#">CovidSafe cleaning information for your purchases</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>
<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>		

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<p><b>10. Vulnerable people</b>                      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.                      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.                      Volunteers and clergy identified as ‘Vulnerable people’ will not work in Barney’s Boutique while it is open to customers.</p>		<p>Vulnerable people:  <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>                      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>		
<p><b>12. Providing 1:1 support to clients and customers</b>                      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-controltraining%20">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-controltraining%                      C2</a></p>



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<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 immediately</b>, 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 and volunteer wellbeing</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 model to 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 compliance checklist will be followed for worship, group activity, Boutique opening, private hirers</li> <li>• All non-compliances or hazards will be reported as they are identified                             <ul style="list-style-type: none"> <li>• Regular contact with workers/ volunteers will be maintained and appropriate pastoral care provided by appropriate staff (e.g. Boutique Manager, members of the Parish ministry team)</li> </ul> </li> </ul>	<p><a href="#">Checklist/Audit template</a></p> <p><a href="#">Hazard form</a></p>	
<p><b>15. Special Services: Weddings, Funerals, Baptisms</b></p> <p>The requirements of this COVIDSAFE Plan will be complied with for all special services, except that:</p> <ul style="list-style-type: none"> <li>• No food and drink will be permitted, unless the service forms part of the normal Sunday service.</li> </ul> <p>For special services we may use a booking system to ensure we remain within building limits.</p>		

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<p><b>16. Attendance register/CBR Check In App</b> Worship From 15 July 2021 CBR Checkin App will be mandatory for patrons aged 16 and over in all worship and retail settings. Therefore an attendance record will no longer be required. St Michael’s, Hall and St Barnabas, Charnwood are both registered and display appropriate QR codes in worship spaces.</p> <ul style="list-style-type: none"> <li>• The rostered Welcomer(s) at each service will ensure that congregation and visitors use the Check In CBR App to record visitors.</li> <li>• Welcomers should sign up to the Business Function in the App on their own phone, or partner with someone who has, to check in worshippers who are unable to do this themselves.</li> <li>• NB: From 15 July 2021 both individuals and the church can be fined between \$1,000 and \$8,000 for patrons failing to use the CBR Checkin App</li> </ul> <p><b>Barney’s Boutique</b> 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. All workers/volunteers/customers will be required to sign in with the CBR Checkin App each time they enter the Boutique regardless of how long they may spend in the building. Workers/volunteers will also be required to 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><a href="#">Check In CBR information for Businesses</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. They may be assisted only by one other Priest.
4. Wine will be served in individual glass vials. The congregation will be asked to place the vials in a separate bowl.

5. Wine will be placed on the Altar for the communicant to pick up. Bread will be placed in the communicant's hand. If masks are otherwise required they may be removed to receive the sacraments.

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 social distancing between each communicant not from the same family group.

***Singing/Music***

10. While singing is allowed when worshippers can maintain a distance of 1.5 metres, as per ACT government direction, it is not encouraged.

11. Where the congregation chooses to sing, when required by the ACT government to do so, they must wear a mask.

12. A solo flautist will be permitted at St Barnabas provided the required social distancing is maintained.

**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 in with the CBR Checkin App and sign the 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. A communal morning/afternoon tea may occur provided hygiene rules are followed and social distancing is maintained
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. Complete COVID 19 Audit checklist
17. 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/volunteer each time they attend for duty at the Boutique.

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 anyone that is confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Manager/Supervisor Signature:			

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 anyone that is confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

Signature:	
Manager/Supervisor Signature:	

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 anyone that is confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Manager/Supervisor Signature:			

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 anyone that is confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Manager/Supervisor Signature:			

**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. Ensure that everyone signs in with the CBR Checkin App**

- If they do not have the App then you must check them in yourself using the Business function on the App.
  - If they refuse to be signed in with the CBR Checkin App then you may remind them that from the 15 July 2021 it became a legal requirement. Failure to do so can result in fines of between \$1,000 and \$8,000 for both the individual and the Church.
  - If they continue to refuse then they must be politely asked to leave.

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

The maximum number of people in the building excluding service leaders/clergy is:

- St Barnabas Worship = 62
  - St Barnabas Community Room = 35
- St Michael's = 34

If we reach the limit, please let the Wardens and/or Priest 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 only two non-related people in one pew.

**5. Books**

Please encourage people to leave prayer and Hymn books 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.

**7. COVID-19 Audit Checklist**

Complete the COVID-19 Worship Audit Checklist after each service.

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### Routine environmental cleaning and disinfection Information

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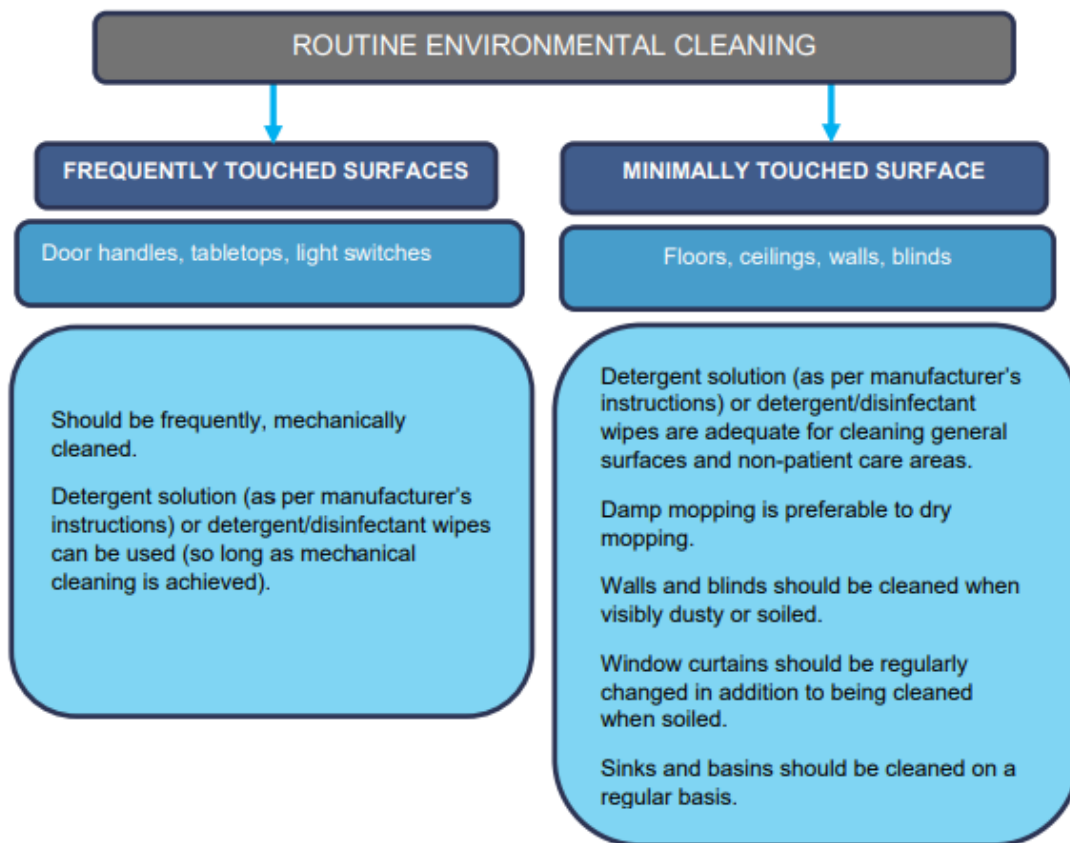
Cleaning is an essential part of disinfection because dirt and grime can inactivate many disinfectants. Cleaning reduces the amount of dirt and so allows the disinfectant to work. Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

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>

**Covid 19 Audit Checklist- Boutique**

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

**Date:**

**Time:**

**Auditor:**

Audit area	Pass / Fail	Issue Identified/Corrective action
All volunteers are signing in with the Checkin CBR App 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 direction.	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"/>	
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		
	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	


**Covid 19 Audit Checklist- Worship**  
 This checklist is to be complete after each worship service

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

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

<b>Audit area</b>	<b>Pass / Fail</b>	<b>Issue Identified/Corrective action</b>
Worship leaders are inducted into COVID Safe plan requirements and good hygiene protocols.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
The requirements to use Checkin CBR App have been followed	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 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		
	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	