

# COVIDSafe Plan

## Anglican Diocese of Melbourne

Guidance on how to prepare your COVIDSafe plan is available [here](#).

### Our COVIDSafe Plan

Parish/Entity name:	Anglican Parish of South Darebin – St James'
Site location:	Cnr Pender and Newcastle Streets, Thornbury 3071
Contact person:	COVID-safe Officer – James Braithwaite
Contact person phone:	0429477416
Date prepared:	28 October 2020

**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
<b>Hygiene</b>	
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.	<ul style="list-style-type: none"><li>• <i>Signage displayed on all entry doors outlining hygiene requirements when in the church. Such signs provide direction about the wearing of masks, sitting in designated areas which accord with current Diocesan requirements and hand hygiene.</i></li><li>• <i>Hand sanitiser provided at every entrance to the church</i></li><li>• <i>Hand soap and paper towels provided in toilet area</i></li></ul>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"><li>• <i>Doors to the church to remain open during services</i></li></ul>
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. <i>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.</i>	<ul style="list-style-type: none"><li>• <i>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.</i></li></ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• <i>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.</i></li> </ul>
<p>Replace high-touch communal items with alternatives.</p> <p>Shared books are not used for services.</p> <p>The administration of communion (where applicable) maintains hygiene, is in one kind (bread only) or uses individual cups, and there is no intinction.</p> <p>Vestments and robes are not shared.</p>	<ul style="list-style-type: none"> <li>• <i>Shared books are not to be used for services. Service sheets will be provided in the Narthex</i></li> <li>• <i>The administration of communion (where applicable) maintains hygiene, is taken by Priest alone or is in one kind (bread only), uses individual cups, and there is no intinction.</i></li> <li>• <i>Vestments and robes are not shared.</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p> <p>Service times allow sufficient time for cleaning between services, including toilets and all high touch areas. A summary record of cleaning should be kept.</p>	<ul style="list-style-type: none"> <li>• <i>Service times allow sufficient time for cleaning between services, including toilets and all high touch areas.</i></li> <li>• <i>A summary record of cleaning to be kept.</i></li> </ul>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> <li>• <i>An adequate supply of cleaning products, including detergent and disinfectant to be available within the church and within the toilet areas.</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p> <p>Ensure that vulnerable persons are aware of the risks in personally attending church.</p>	<ul style="list-style-type: none"> <li>• <i>Ensure that vulnerable persons are aware of the risks in personally attending church.</i></li> </ul>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p> <p>Plan to minimise risk of transmission between places of ministry.</p>	<ul style="list-style-type: none"> <li>• <i>The COVID-safe officer will ensure that hygiene and PPE provisions are in place for the Priest if multiple places of ministry are to be served on any day.</i></li> </ul>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> <li>• <i>The COVID-safe officer will brief each person involved in the liturgy on their initial involvement – including advising that they cannot participate if unwell - and thereafter update appropriately.</i></li> </ul>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p>Also consider installing screens or barriers.</p> <p>You have a seating and social distancing plan which follows this guidance.</p> <p>You have a plan to maintain social distancing of people, including before and after gathering.</p> <p>Someone is designated to supervise social distancing on arrival and exit.</p>	<ul style="list-style-type: none"> <li>• <i>A seating and social distancing plan which follows government and diocesan guidance is established and displayed. <u>Each alternate pew will be kept vacant.</u></i></li> <li>• <i>An announcement regarding the plan to maintain social distancing of people, including before and after gathering will be made at the beginning of each service</i></li> <li>• <i>There will be no communal gathering in the Narthex before or after services.</i></li> <li>• <i>A responsible parishioner will be designated by the COVID-safe officer to supervise social distancing on arrival and exit.</i></li> </ul>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> <li>• <i>Signs on pews and altar rail will indicate appropriate distances to be maintained during services</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Modify the alignment of workstations so that workers do not face one another.</p> <p>Services avoid prolonged face to face contact.</p>	<ul style="list-style-type: none"> <li>• <i>Services will be choreographed to avoid prolonged face to face contact</i></li> </ul>
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p> <p>See above point regarding social distancing before and after gathering.</p>	<ul style="list-style-type: none"> <li>• <i>See above point regarding social distancing before and after gathering</i></li> </ul>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> <li>• <i>COVID-safe officer to brief on distancing requirements</i></li> </ul>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	N/A
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> <li>• <i>COVID-safe officer will review rosters to ensure appropriate distancing in time and space</i></li> </ul>
<p>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 <a href="#">‘four square metre’ rule</a>.</p>	<ul style="list-style-type: none"> <li>• <i>See point one in Hygiene regarding signage</i></li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p>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.</p> <p>Someone is assigned to record names and phone numbers of attendees on arrival.</p> <p>Someone is assigned to turn away people when the maximum number of people is reached.</p>	<ul style="list-style-type: none"> <li>• <i>COVID-safe officer to oversee the recording of names and phone numbers of attendees on arrival. Names alone will suffice for those on the parish roll and whose contact details are recorded elsewhere</i></li> <li>• <i>COVID-safe officer to oversee attendance and ensure that only the allowable number of people are permitted to enter the church.</i></li> </ul>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> <li>• <i>Parish workplace safety officer to brief relevant staff and volunteers on OHS requirements</i></li> </ul>

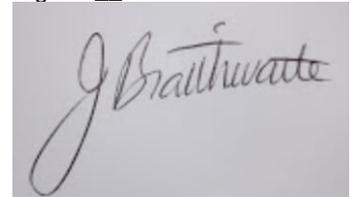
Guidance	Action to prepare for your response
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p> <p><b>The COVID-safe officer will promptly report any incident to the bishop, close the premises and follow measures as required by government guidance.</b></p>	<ul style="list-style-type: none"> <li>• <i>In the event of a Covid infection likely to have impacted the congregation, the COVID-safe officer will promptly report any incident to the bishop, close the premises and follow measures as required by government guidance</i></li> </ul>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> <li>• <i>The COVID-safe officer will cooperate fully with government authorities in the process of contact tracing by providing staff and visitor records when required</i></li> </ul>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> <li>• <i>COVID-safe officer will review which areas to remain roped off or closed, and will prepare and review cleaning &amp; disinfection programs</i></li> </ul>
<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<ul style="list-style-type: none"> <li>• <i>COVID-safe officer will be available to report a suspected or confirmed case to the parish priest, archdeacon or bishop, and help ensure prompt treatment and/or review of treatment</i></li> </ul>
<p>Prepare to notify workers and site visitors (including close contacts).</p>	<ul style="list-style-type: none"> <li>• <i>COVID-safe officer will notify family members, church contacts, and diocesan authorities appropriately if a case is identified</i></li> </ul>

Guidance	Action to prepare for your response
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> <li>• <i>COVID-safe officer or their nominee will notify WorkSafe Victoria if any case is confirmed</i></li> </ul>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> <li>• <i>COVID-safe officer will await advice from DHHS on re-opening and then notify parish colleagues accordingly</i></li> </ul>
<p><b>Additional diocesan guidance</b></p>	
<p>For congregations with other than English languages, translated materials are available.</p>	<p>N/A</p>
<p>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.</p>	<ul style="list-style-type: none"> <li>• <i>The COVID-safe officer has an agreement with Diakosmos Dance Studio and other office tenants using church premises for maintaining the government requirements including proper cleaning and disinfection.</i></li> </ul>
<p>Clergy or ASLMs are on duty to ensure guidelines are maintained when the church is opened for private prayer.</p>	<ul style="list-style-type: none"> <li>• <i>Clergy or ASLMs are on duty to ensure guidelines are maintained when the church is opened for private prayer.</i></li> </ul>
<p>Leaders of church groups in homes (when this is permitted by government) understand COVID-safe requirements.</p>	<ul style="list-style-type: none"> <li>• <i>Leaders of church groups in homes (when this is permitted by government) understand COVID-safe requirements.</i></li> </ul>
<p>Op shop co-ordinators (when opening is permitted by government) understand and follow COVID-safe requirements.</p>	<p>N/A – There is no op shop.</p>

Guidance	Action to prepare for your response
<p><b>COVID-safe signage is on display at all entry points to parish buildings.</b></p>	<ul style="list-style-type: none"> <li>• <b>COVID-safe signage is on display at all entry points to parish buildings</b></li> </ul>

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

Signed \_\_\_\_\_



Name James Hilary Braithwaite

Date 11/11/20