COVIDSafe Plan

Queanbeyan Bible Baptist Church

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| **Document Information** | |
| **Title** | COVIDSafe Plan |
| **Revision** | 3 |
| **Organisation** | Queanbeyan Bible Baptist Church (QBBC), Inc. |
| **Address** | 87 Crawford Street, Queanbeyan, NSW 2620 |
| **Prepared By** | QBBC Committee |
| **Approved By** | Senior Pastor |
| **Next Review Date** | As soon as reasonably possible if requirements are changed, otherwise 1 October 2020 |

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| **Revision Information** | | |
| **Revision** | **Date** | **Description** |
| 1 | 05/06/2020 | Prepared for first return to services with up to 50 attendees on June 7th |
| 2 | 01/08/2020 | Updated in response to new compliance measures introduced in NSW on July 24th and refinement of processes since this plan was first implemented |
| 3 | 29/08/2020 | Relaxed requirement to allow attendance of those who have had cold or flu-like symptoms (and who do not have Covid-19 based on a negative test result ) from 14 days since their last symptom to 14 days since onset of their symptoms, provided they are now symptom free |

# Introduction

This COVIDSafe Plan has been developed in response to the national coronavirus (COVID-19) pandemic and specifically to comply with NSW Government requirements for places of worship. From Friday 24 July 2020, certain restrictions have been tightened to limit total attendance to 100 people, subject to the [one person per four square metre rule](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/four-square-metre-rule) and a COVID-Safe business registration. This limit of 100 does not include the people necessary to conduct or assist in the service. For clarity, the maximum attendee limit based on the size of QBBC building is 65, not 100. This plan addresses how Queanbeyan Bible Baptist Church (QBBC) will comply with government requirements and help to keep church attendees safe.

This plan is arranged into the following four sections:

1. Preparation and oversight - Outlines the actions taken by QBBC Committee prior to resuming services in June 2020 and responding to increased restrictions in late July, identifies the Lead Warden and provides a review process to ensure this plan is kept up to date;
2. Response to requirements - Defines the actions that have been or will be taken in response to each specific requirement provided by the NSW Government. There are four primary areas to be addressed including:
   1. Wellbeing of workers, congregants and visitors;
   2. Physical distancing;
   3. Hygiene and cleaning; and
   4. Record keeping.
3. Service checklist - Provides a simple checklist to ensure that key actions are taken prior to, during and after services; and
4. Incident response - Outlines the process to be followed if a person reasonably suspects that someone may have COVID-19 or may have been exposed to it.

Following are key contacts and information sources:

1. Senior Pastor - Kevin Beier - 0414 955 657
2. Lead Warden - Determined on a week-by-week basis
3. National Coronavirus Health Information Line - 1800 020 080
4. NSW Government COVID-19 website - <https://www.nsw.gov.au/covid-19>
5. Detailed COVID-19 workplace safety guidance on Safe Work Australia website - <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

# Preparation & oversight

Prior to resuming services in June 2020 and in response to increased restrictions in late July, the QBBC Committee has considered and reviewed COVIDSafe requirements and the way in which these will be addressed to ensure compliance. Key steps taken include:

1. Change in configuration of services from normal pattern in order to comply with maximum numbers, provide services online, maximise safety of attendees and support efficiency of preparation and cleaning;
2. Preparation of the building to assess and ensure appropriate physical distancing including installation of signs, removal of furniture as required, use of projection rather than physical hymn books and providing alternative methods for offering collection to avoid unnecessary contact;
3. Establishment of COVID-19-specific cleaning protocols;
4. Supply of resources including disposable gloves, masks and appropriate cleaning products;
5. Communication to and training of workers who will be involved in facilitating services;
6. Communication to all attendees to outline the key requirements with which they will be expected to comply; and
7. Preparation, implementation, review and modification of this plan.

The nominated COVIDSafe Accountable Individual and Lead Warden will be determined on a week-by-week basis and is ultimately accountable to Pastor Beier.

This plan will be monitored and reviewed regularly to respond to changing requirements, improvement opportunities and especially as issues are identified early in the return to services. This plan is available from church administration.

# Response to requirements

This section details the responses made by QBBC to the specific requirements provided on the NSW Government website: <https://www.nsw.gov.au/covid-19/industry-guidelines/places-of-worship>

## Wellbeing of workers, congregants and visitors

| **Requirement** | **Actions** |
| --- | --- |
| Exclude staff and congregants who are unwell from the premises | This is managed at three levels:   1. General communication to QBBC church family via email bulletins and text messages, that those who are unwell or have symptoms must stay home 2. Communication to registered attendees via email response prior to any given service so that anyone who is unwell or experiencing any symptoms cannot attend; and 3. Screening of all actual attendees (whether registered prior or not) at point of entry including:    1. Asking each attendee’s health and contact history prior to entry (addressed below)    2. Asking if attendees have travelled to a known hotspot    3. Asking if attendees have been in contact with someone with a confirmed case of Covid-19    4. Taking each attendee’s temperature via a contactless thermometer. Anyone with a temperature above 37.5 degrees will not be allowed to enter |
| Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning | Church workers have been provided with this plan  If someone is exhibiting COVID-19, cold or flu symptoms, the public health advice is to get tested  Physical distancing requires 4 square metres per person, to a maximum of 65 attendees at a service (not counting essential workers)  Cleaning is addressed specifically in its own section in this plan. A lead cleaner will coordinate and supervise the cleaning effort after each service |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate | Workers are required and supported to stay home if they are experiencing any symptoms or are required to self-isolate |
| Display conditions of entry (website, social media, venue entry) | Conditions of entry will be provided generally to each attendee prior to their first attendance at services, and as material changes are implemented, by text message, email, verbal announcements, or phone call  Signs with conditions of entry will be placed at entry points to the building  For unanticipated (unregistered) attendees, such as first-time visitors who attend on the day without prior notice being given to the church, entry will be controlled directly at those points of entry via worker communication and screening  The church website and Facebook page may also be used to communicate these conditions |
| Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years) | Services are being live streamed and are accessible via the church website and YouTube channel  If someone in what is deemed to be a high-risk category (such as a person over 70 years of age, a person with a chronic health condition or a person with compromised immunity) wishes to attend and is well, the church position is to allow that person to attend if they so choose |
| Ensure COVID-19 Safety Plans are in place, where relevant, for:   1. Community centres and halls (if hiring out premises) 2. Restaurants and cafes 3. Weddings 4. Funerals | For activities conducted offsite from the QBBC property the requirements in this plan apply and will be tailored to each situation |

## Physical distancing

| **Requirement** | **Actions** |
| --- | --- |
| Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding the persons involved in conducting the service), to a maximum of one person per 4 square metres. | The size of the church property allows up to a maximum of 65 visitors (not including workers conducting the service) with sufficient allowance for 4 square metres per person based on the area of the building which has been measured and is compliant  Services are configured to have one single group of 65 attend both Sunday School and Main Services on a given Sunday.  Provision will be made for unanticipated (unregistered) attendees such as first-time visitors. This means that 60 pre-registered attendees will be allowed where required to cater for up to 5 possible unplanned attendees |
| Group singing or chanting is particularly high risk and so should continue to be avoided | QBBC position on group singing is to continue to sing in obedience to the Bible, but strictly only using masks. However, each attendee is free to choose whether they wish to sing |
| Wedding services can have a maximum capacity of 150 people, and funeral services can have a maximum capacity of 100 people. See the NSW Government website for wedding and funeral service COVID-19 Safety Plans | The church building only allows for a maximum of 65 attendees  If a wedding or funeral is to be held, a specific CovidSafe Plan will be developed prior to the event if additional measures are needed in order to be compliant. |
| Use signage to communicate the maximum safe capacity | Signs have been placed throughout the building in key locations such as entry doors or areas that do not support sufficient physical distancing |
| Move or remove tables and seating as required | Tables have been moved to minimise contact surfaces  Seating in the auditorium has been signposted to demarcate where attendees are / are not allowed to sit  Chairs have been placed according to required physical distancing requirements  Ushers will monitor seating at all times and ensure physical distancing requirements and the total capacity of 65 attendees are maintained |
| Reduce crowding wherever possible and promote physical distancing | All attendees are instructed to comply with all signs and directions given by workers  Crowd management will be achieved via defined entry and exit routes and by communicating to attendees that lengthy stays post service will not be possible  High-traffic areas such as entry points may be marked as required with tape/stickers to show physical distancing requirements  Classrooms will be signposted accordingly to comply with maximum numbers in each room  The nursery will be available up to a maximum of 5 people at one time and all used items and contact surfaces must be cleaned after use  Parents must supervise their children at all times within the building and ensure they are complying with the requirements  Wardens will monitor crowding and remind attendees of physical distancing requirements |
| Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks and in offices or meeting rooms) | Wherever reasonably practical, all workers and attendees will maintain 1.5 metres physical distance at all times |
| Use telephone or video for essential meetings where practical. | Telephone, video conferencing or other communication methods will be used wherever practicable |
| Review regular deliveries and request contactless delivery and invoicing where practical | Wherever possible, contactless delivery methods will be used  The default payment method is to pay by invoice and will be used wherever possible |
| Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services. This may involve suspending or adjusting the practice of greeting congregants as they arrive or depart to ensure appropriate physical distancing. | Reminders are provided to attendees and any crowding that may occur is controlled by workers  Key areas will be monitored for physical distancing requirements |
| Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur | QBBC does not engage public providers to transport attendees to church. Each individual is responsible for their own transportation, unless they use the church bus.  When required, and wherever reasonably possible, attendees identified as arriving to or departing from the venue via public transport will be briefed on requirements and will need to comply |
| Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers | The church bus will be used according to instructions given by the driver or workers  Bus journeys will be planned and strict controls will be implemented including:   1. Registration and screening of passengers 2. Maintenance of physical distancing 3. Cleaning of surfaces after completion of bus route for each given Sunday |
| Solo singing and wind instruments can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience | Surgical masks will be provided to each attendee for the purpose of singing, as identified previously  No wind instruments will be used  Solo and small group singing will be conducted with at least 3 metres distance from the audience |
| Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical | Sunday School classes will be managed in line with all the other requirements in this plan  Use of classrooms for Sunday School will be in accordance with the NSW Government guidelines on Schools |

## Hygiene and cleaning

| **Requirement** | **Actions** |
| --- | --- |
| Adopt good hand hygiene practices | Hand sanitiser will be readily available throughout the building and supplies monitored by workers  Shaking hands, hugging or other physical contact will be discouraged  Offerings will not take the normal format using offering bags. Rather, online giving is encouraged and an offering box will be available in the auditorium  Projection is used instead of hymn books and printed, single-use disposable copies distributed to attendees who choose to use them  Workers involved in cleaning will use disposable gloves at all times  Posters will be used to reinforce this message |
| Ensure bathrooms are well stocked with hand soap and paper towels | Bathrooms will be well stocked with hand soap, paper towels and bins and will be monitored closely by workers to ensure all contact surfaces including handles and buttons are cleaned after the completion of each service |
| Consider modifying religious rites or rituals to avoid direct contact where practical, such as communion or other similar practices. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser | Communion, when served, will be according to required safety measures including the use of gloves, hand hygiene, and monitored distribution. |
| Avoid sharing books, drinking cups or other shared objects used during the service such as collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these | Projection is used instead of hymn books and printed, single-use disposable copies distributed to attendees who choose to use them  If morning/afternoon tea is provided, disposable cups and utensils will be used along with designated servers responsible for preparation and distribution using appropriate PPE, utensils and pre-packaged food |
| Clean frequently used indoor hard surface areas (including children’s play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day | The church will be cleaned following each service, using appropriate cleaning agents such as detergent, disinfectant and PPE, with a particular focus on high-traffic contact surfaces including door handles, handrails, seating, bathrooms and the nursery.  The following specific cleaning protocols will be used:   1. Wear gloves when cleaning and discard after each use 2. Thoroughly clean surfaces using disinfectant 3. If someone infected does attend QBBC, the national protocols of cleaning will be followed   For more information see the Safe Work Australia website: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>  A designated leader for cleaning will coordinate and supervise cleaning |
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers’ instructions | Cleaning supplies have been purchased to meet requirements, will be maintained to ensure sufficient supply at all times, and will be used in accordance with the manufacturer’s instructions |
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water | Workers involved in cleaning will wear disposable gloves at all times, as well as masks if desired and will wash hands thoroughly before and after with soap and water |

## Record keeping

| **Requirement** | **Actions** |
| --- | --- |
| Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. For households, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely | An attendance register template has been prepared to record this information and will be filled out under supervision of a worker prior to each attendee entering  Records will be kept confidentially in digital format in the Senior Pastor’s Drive account, retained for at least 28 days post attendance and only used in the event they are required for tracing purposes |
| All places of worship must register their COVID-19 Safety Plan through nsw.gov.au. | QBBC has registered this COVIDSafe Plan through nsw.gov.au |
| Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required | Workers and attendees are aware via the public health communication channels |

# Service checklist

This section is a checklist of minimum requirements for services.

| **Time** | **Requirement** | **Response** |
| --- | --- | --- |
| **Prior** | Pre-service communication to attendees on requirements has been provided |  |
| Cleaning was completed after the last service |  |
| COVIDSafe posters are displayed prominently at the entrance and in key locations |  |
| COVIDSafe wardens are easily identifiable and are ready at assigned areas as required |  |
| Greeting volunteers have been trained in screening |  |
| Online registration is used by majority of attendees  Attendees who have not completed an online registration are required to register upon entering, which in most cases is completed by a worker on their behalf |  |
| Appropriate hand sanitation is set up throughout the building in prominent locations |  |
| A seating plan is established at 1.5 metres apart  Adequate plans are in place to ensure social distancing, such as 1 family per row |  |
| **During** | When people arrive, they should wait in a line at least 1.5 metres apart if there is a queue |  |
| On entry, new attendees with whom we are not familiar are asked:   1. If they have experienced any COVID, cold or flu-like symptoms in the past 14 days. 2. If they have travelled overseas in the past 14 days. 3. If they have travelled to any known hotspots. 4. If they have had any contact with anyone confirmed with a case of COVID-19    1. If yes to any of these questions, they will be informed that they will be unable to attend.    2. If no, attendees will have their temperatures taken via contactless device and recorded   On entry, regular attendees are asked:   1. If there have been fewer than 14 days since the onset of any cold, flu, or COVID-like symptoms and they are still experiencing symptoms. 2. If they have travelled to any known hotspots. 3. If yes to any of these questions, they will be informed that they will be unable to attend. 4. If no, attendees will have their temperatures taken via contactless device and recorded |  |
| Use of printed materials will be handled by appointed workers and disposed of following services.  Projection is used |  |
| During the service, announcements may include updates on COVIDSafe practices, including:   1. People should practise social distancing at a minimum of 1.5 metres at all times 2. No physical greetings or exchanges such as handshakes or hugs 3. Wash hands and maintain good hygiene practices 4. Sneeze / cough into your elbow 5. Other relevant COVIDSafe practices that apply |  |
| COVIDSafe wardens monitor attendee numbers to ensure the maximum number of people is not exceeded in any given area. The exception is student classrooms, where children are following the NSW guidelines for schools |  |
| There is a clear post-service plan to monitor and enforce social distancing practices |  |
| **After** | The attendee records register is stored confidentially for at least 28 days in the Senior Pastor’s Drive |  |
| Post service cleaning is complete |  |
| This COVIDSafe Plan is monitored, reviewed and updated as required |  |

# Incident response

This section outlines the process of responding to a suspected case of or exposure to COVID-19.

If anyone at QBBC - whether worker or church attendee - reasonably suspects that someone may have COVID-19 or has been exposed to it, they must notify the COVIDSafe Warden immediately, who will be responsible for overseeing the incident response plan.

QBBC is classified under Health & Safety laws as a workplace. Therefore, the process for a COVID-19 incident notification on site is:

1. Notify the COVIDSafe Warden on duty immediately; and
2. Secure the site as outlined in the following process:

| **Location of the person** | **Step** | **Actions** |
| --- | --- | --- |
| The person is on site | Isolate | Prevent the spread  Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear |
| Seek advice | Call the National Coronavirus Health Information Line - 1800 020 080  Follow advice of public health officials |
| Transport | Ensure the person has transport to their home or to a medical facility if required |
| Clean | Clean and disinfect the areas where the person and close contacts have been  Do not use those areas until this process is complete  Use PPE when cleaning |
| Identify and inform | Consider who the person has had close contact with  If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements |
| Review | Review risk management controls relating to COVID-19 and review whether work  may need to change  Consult QBBC Committee and workers on WHS issues |
| The person was recently on site | Seek advice | Call the National Coronavirus Health Information Line - 1800 020 080  Follow advice of public health officials |
| Identify and inform | Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements |
| Clean | Clean and disinfect the areas where the person and their close contacts have been  Do not use those areas until this process is complete  Use PPE when cleaning |
| Review | Review risk management controls relating to COVID-19 and review whether work may need to change  Consult QBBC Committee and workers on WHS issues |