

COVID-19 Safety Plan

Queanbeyan Bible Baptist Church

Document Information	
Title	COVID-19 Safety Plan
Revision	7
Organisation	Queanbeyan Bible Baptist Church (QBBC), Inc.
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Next Review Date	As soon as reasonably possible if requirements are changed, otherwise February 2021

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
4	06/10/2020	Scheduled review of NSW Government requirements and updates to this plan
5	25/11/2020	Scheduled review of NSW Government requirements and updates to this plan
6	07/12/2020	Updated response to new compliance measures introduced in NSW on 7 December 2020.
7	21/12/2020	Updated to respond to changes introduced in NSW on 21 December 2020

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Introduction

This COVID-19 Safety Plan for Queanbeyan Bible Baptist Church (QBBC) has been developed in response to the national Coronavirus (COVID-19) pandemic and specifically to comply with NSW Government requirements for places of worship. Current maximum capacity for places of worship conducting religious services, as specified by the NSW Government, is 1 visitor per 2 square metres of publicly accessible space (excluding staff). This plan addresses how QBBC will comply with government requirements and help to keep church workers and 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, responses to increased restrictions in late July and ongoing updates based on changing requirements as advised on the NSW Government website. It 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:
 - a. Wellbeing of staff and congregants;
 - b. Physical distancing;
 - c. Hygiene and cleaning; and
 - d. 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 - Chris Tomlinson under the guidance of Kevin Beier
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

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 capacity numbers, provide services online, maximise safety of attendees and support efficiency of preparation and cleaning;
2. Preparation of the building to assess recommended 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 is Chris Tomlinson, who is ultimately accountable to Pastor Beier.

This plan will continue to be monitored and reviewed regularly to respond to changing requirements, improvement opportunities and as issues are identified. This plan is available from church administration and is published on the church website.

Response to Requirements

This section details the responses made by QBBC to the specific requirements provided on the NSW Government websites: <https://www.nsw.gov.au/covid-19/covid-safe/places-of-worship> and <https://www.nsw.gov.au/form/covid-safety-plan/places-of-worship>

Wellbeing of Staff & Congregants

Requirement	Actions
Exclude staff and congregants who are unwell from the premises	This is managed at three levels: <ol style="list-style-type: none"> 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

Requirement	Actions
	<p>3. Screening of all actual attendees (whether registered prior or not)at point of entry including:</p> <ul style="list-style-type: none"> a. Asking each attendee’s health and contact history prior to entry (addressed below) b. Asking if attendees have travelled overseas or to a known hotspot c. Asking if attendees with whom we are not well acquainted have been in contact with someone with a confirmed case of COVID-19 d. Taking each attendee’s temperature via a contactless thermometer. Anyone with a temperature above 37.5 degrees will not be allowed to enter
<p>Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning</p>	<p>Church workers have been provided with this plan</p> <p>If someone is exhibiting COVID-19, cold or flu symptoms, the public health advice is to get tested</p> <p>Physical distancing requirements are updated in line with changing requirements or lessening of restrictions.</p> <p>Face masks are available to all workers and congregants. Information on when and how to use face masks is available at: https://www.nsw.gov.au/covid-19/face-masks</p> <p>Cleaning is addressed specifically in its own section in this plan. A lead cleaner will coordinate and supervise the cleaning effort after each service</p>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate</p>	<p>Workers are required and supported to stay home if they are experiencing any symptoms or are required to self-isolate</p>
<p>Display conditions of entry (website, social media, venue entry)</p>	<p>Conditions of entry are provided to each attendee prior to their attendance at services, and as material changes are implemented, by text message, email, verbal announcements, or phone call</p> <p>Signs with conditions of entry are placed at entry points to the building</p>

Requirement	Actions
	<p>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</p> <p>The church website lists conditions of entry.</p>
<p>Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years)</p>	<p>Services are being live streamed and are accessible via the church website and YouTube channel</p> <p>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</p>
<p>Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.</p>	<p>The QBBC property does not have other facilities within the premises.</p> <p>For activities conducted offsite from the QBBC property at other venues, the requirements in this plan generally apply and will be tailored to each situation</p>
<p>Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.</p>	<p>For weddings or funerals conducted at the QBBC property, the requirements in this plan apply and will be tailored to each situation</p>

Physical Distancing

Requirement	Actions
<p>Capacity in regions outside of Greater Sydney must not exceed one visitor per 2 square metres of publicly accessible space. In Greater Sydney, capacity at a place of public worship or indoor religious gathering must not exceed 300 visitors, OR one visitor per 4 square metres of publicly accessible space, whichever is less. The density limit does not apply if there are 25 visitors or less at the premises. Children count towards the capacity limit.</p>	<p>The size of the QBBC church building allows up to a maximum of 130 visitors in the two main allocated meeting areas (not including workers conducting the service) with sufficient allowance for 2 square metres per person based on the publicly accessible area of the main portions of the building which has been measured and is compliant. Classroom spaces have not been included in the above measurements. Each classroom has been measured and appropriately signed to comply with 1 person per 2 square metres, with these spaces being in addition to the main meeting areas</p> <p>Services are configured to have one single group of up to 130 attendees attend Sunday School and/or Main Services on a given Sunday in the main meeting areas, with the potential for 18 additional people in the two classroom spaces and 10 additional people in the nursery</p> <p>Provision will be made for unanticipated (unregistered) attendees such as first-time visitors. This means that 125 pre-registered attendees will be allowed where required to cater for up to 5 possible unplanned attendees, and an additional 18 people in classroom spaces and 10 additional people in the nursery, for a total of 158 people in the building, not counting essential workers.</p>
<p>Support 1.5 metres physical distancing where practical, including:</p> <ul style="list-style-type: none"> • at points of mixing or queuing such as toilets and entrance and exit points • between seated groups • between staff 	<p>Tables have been moved to minimise contact surfaces</p> <p>Ushers will monitor seating at all times to ensure physical distancing is observed where possible</p> <p>If QBBC holds an outdoor service, areas will be marked out to assist with physical distancing</p>
<p>Ensure congregants remain seated throughout the service</p>	<p>Where reasonably practical, congregants will remain seated during services</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers</p>	<p>All attendees are instructed to comply with all signs and directions given by workers</p>

Requirement	Actions
<p>where people are asked to queue or stand</p>	<p>Crowd management will be achieved by communicating to attendees recommended physical distancing and that lengthy stays post service are discouraged.</p> <p>Classrooms will be signposted accordingly to comply with maximum numbers in each room</p> <p>The nursery will be available up to a maximum of 10 people at one time and all used items and contact surfaces will be cleaned after use</p> <p>Parents must supervise their children at all times within the building and ensure they are complying with the requirements</p> <p>Wardens will monitor crowding.</p>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical</p>	<p>Wherever reasonably practical, all workers and attendees will maintain 1.5 metres physical distance at all times</p> <p>Face masks are available to all workers</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p>Telephone, video conferencing or other communication methods will be used wherever practicable</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical</p>	<p>Wherever possible, contactless delivery methods will be used</p> <p>The default payment method is to pay by invoice and will be used wherever possible</p>
<p>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</p>	<p>Reminders are provided to attendees and any crowding that may occur is controlled by workers</p> <p>Key areas will be monitored for physical distancing recommendations.</p>

Requirement	Actions
physical distancing.	
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	<p>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.</p> <p>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</p>
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible and encourage passengers to wear masks whilst in the vehicle	<p>The church bus will be used according to instructions given by the driver or workers</p> <p>Bus journeys will be planned and strict controls will be implemented including:</p> <ol style="list-style-type: none"> 1. Maintenance of physical distancing 2. Provision of masks for passengers 3. Cleaning of surfaces after completion of bus route for each given Sunday 4. A record of passengers
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 and physically distance where practicable. Staff should continue to maintain 1.5 metres physical distancing from students where practicable	<p>Sunday School classes will be managed in line with all the other requirements in this plan</p> <p>Use of classrooms for Sunday School will be in accordance with the NSW Government guidelines on Schools</p>
Encourage congregants to wear a mask during attendance at places of worship, especially if there will be singing or chanting. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks	Face masks are available for all congregants

Requirement	Actions
<p>No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor, where practical. In indoor areas, congregants should not participate in singing or chanting. In outdoor areas, congregants 12 years and older should wear masks if singing or chanting</p>	<p>QBBC position on group singing is to continue to sing in obedience to the Bible. However, each attendee is free to choose whether they wish to sing and / or to wear a mask. Masks are available to all.</p> <p>Wind instruments will be allowed, with the instrument directed away from others and the musicians maintaining 1.5 metres distance between them.</p>

Hygiene & Cleaning

Requirement	Actions
<p>Adopt good hand hygiene practices</p>	<p>Hand sanitiser will be readily available throughout the building and supplies monitored by workers</p> <p>Shaking hands, hugging or other physical contact is not recommended at this time</p> <p>Offerings will be taken only when a single person can handle each offering bag. Online giving is encouraged and an offering box is available in the auditorium</p> <p>Projection is used instead of hymn books and printed, single-use disposable copies distributed to attendees who choose to use them</p> <p>Workers involved in cleaning will use disposable gloves at all times</p> <p>Posters will be used to reinforce this message</p>
<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers</p>	<p>Bathrooms will be well stocked with hand soap, paper towels and bins and workers will ensure all contact surfaces including handles and</p>

Requirement	Actions
	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	<p>Projection is used instead of hymn books, and printed, single-use disposable copies are distributed to attendees who choose to use them</p> <p>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</p>
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	<p>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.</p> <p>The following specific cleaning protocols will be used:</p> <ol style="list-style-type: none"> 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 as required <p>For more information see the Safe Work Australia website: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19</p> <p>A designated leader for cleaning will coordinate and supervise cleaning</p>
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers'	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

Requirement	Actions
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
In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air)	It is not practical for the church to open doors and windows and they will remain shut. The church is investigating alternative filtration for the reverse cycle A/C units and will implement a solution if and when a better alternative is identified.

Record Keeping

Requirement	Actions
Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.	<p>An attendance register is completed at every service and meeting to record this information and will be filled out under supervision of a worker prior to each attendee entering</p> <p>Attendance records will be:</p> <ol style="list-style-type: none"> 1. Collected electronically in the significant majority of cases via online registration form 2. Digitised within 12 hours of collection, with physical copies being disposed of confidentially 3. Retained for at least 28 days post attendance 4. Provided to an authorised officer on request, if required
Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record	<ol style="list-style-type: none"> 1. Records will only be used in the event they are required for tracing purposes 2. Records will be collected and stored confidentially and securely in digital format in an assigned safe, electronic location 3. Reasonably practical steps will be taken to select and operate an electronic method of record collection considering

Requirement	Actions
keeping' page of nsw.gov.au	privacy, security and usability
All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au.	QBBC has completed and continues to update this COVID-19 Safety Plan and has registered 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 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 physical 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	
	<p>On entry, new attendees with whom we are not familiar are asked:</p> <ol style="list-style-type: none"> 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 <p>If yes to any of these questions, they will be informed that they will be unable to attend</p> <p>If no, attendees will have their temperatures taken via contactless device and recorded</p> <p>On entry, regular attendees are asked:</p> <ol style="list-style-type: none"> 1. If there have been fewer than 14 days since the onset of any cold, flu, or COVID-like symptoms and if they are still experiencing symptoms. 	

Time	Requirement	Response
	<p>2. If they have travelled to any known hotspots within the past 14 days</p> <p>If yes to any of these questions, they will be informed that they will be unable to attend.</p> <p>If no, attendees will have their temperatures taken via contactless device and recorded</p>	
	<p>Use of printed materials will be handled by appointed workers and disposed of following services.</p> <p>Projection is used</p>	
	<p>During the service, announcements may include updates as needed on COVIDSafe practices, including:</p> <ol style="list-style-type: none"> 1. People should practise social distancing at a minimum of 1.5 metres at all times 2. Physical greetings or exchanges such as handshakes or hugs are not recommended 3. Wash hands and maintain good hygiene practices 4. Sneeze / cough into your elbow 5. Other relevant COVIDSafe practices that apply 	
	<p>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</p>	
	<p>There is a clear post-service plan to monitor and enforce social distancing practices</p>	
After	<p>The attendee records register is stored confidentially for at least 28 days in a secure, electronic location.</p>	
	<p>Post service cleaning is complete</p>	
	<p>This COVID-19 Safety Plan is monitored, reviewed and updated as required</p>	

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 in consultation with Pastor Beier.

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

Location of the person	Step	Actions
		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