

# COVID-19 Safety Plan

Queanbeyan Bible Baptist Church

Document Information	
<b>Title</b>	COVID-19 Safety Plan
<b>Revision</b>	9
<b>Organisation</b>	Queanbeyan Bible Baptist Church (QBBC), Inc.
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<b>Next Review Date</b>	As soon as reasonably possible if requirements are changed, otherwise May 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
8	03/02/2021	Updated to respond to latest NSW Government requirements effective 29 January 2021 and update the return-to-church policy to fewer than 14 days from onset of symptoms if a negative Covid-19 test result is obtained and attendee is symptom free, unless a designated health practitioner or contact tracer has requested completion of a 14-day isolation period.
9	01/04/2021	Updated to respond to relaxed restrictions effective 29 March 2021

# Table of Contents

Introduction .....	3
Preparation & Oversight.....	4
Response to Requirements .....	5
Wellbeing of Staff & Congregants .....	5
Physical Distancing .....	7
Hygiene & Cleaning.....	9
Record Keeping.....	11
Service Checklist .....	12
Incident Response .....	15

## 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 to supplement the use of 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

Item	Requirement	Response	Actions
1	Exclude staff and congregants who are unwell from the premises	Agree	<p>This is managed at three levels:</p> <ol style="list-style-type: none"> <li>1. General communication to QBBC church family via email bulletins and text messages, that those who are unwell or have symptoms must not attend;</li> <li>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</li> <li>3. Screening of all actual attendees (whether registered prior or not) at point of entry including:               <ol style="list-style-type: none"> <li>a. Asking each attendee's health and contact history prior to entry (addressed below)</li> <li>b. Asking if attendees have travelled overseas or to a known case location</li> <li>c. Asking if attendees with whom we are not well acquainted have been in contact with someone with a confirmed case of COVID-19</li> </ol> </li> </ol> <p><i>For complete screening protocol, refer to Service Checklist section of this plan</i></p>
2	Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning	Agree	<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</p>

Item	Requirement	Response	Actions
			<p>at: <a href="https://www.nsw.gov.au/covid-19/face-masks">https://www.nsw.gov.au/covid-19/face-masks</a></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>
3	Display conditions of entry including requirements to stay away if unwell and record keeping	Agree	<p>Conditions of entry – including a notice about attendance record collection – are provided to each attendee prior to their attendance at services, and as material changes are implemented, via email for pre-registrations</p> <p>Signs with conditions of entry are placed at entry points to the building</p> <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>
4	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.	Agree	<p>The QBBC property does not have other facilities within the immediate premises.</p> <p>Use of other premises for Sunday School classes in separate, neighbouring building is controlled by the requirements of this plan</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>

## Physical Distancing

Item	Requirement	Response	Actions
1	Capacity must not exceed the greater of one person per 2 square metres of space in the premises, or 25 persons	Agree	<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</p> <p>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>

Item	Requirement	Response	Actions
2	Support 1.5 metres physical distancing where possible	Agree	<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>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>
3	Avoid congestion of people in specific areas where possible	Agree	<p>Ushers will monitor to ensure congestion is avoided where possible</p>
4	Consider having strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services	Agree	<p>Ushers will monitor to ensure congestion is avoided where possible</p> <p>Parents must supervise their children at all times within the building and ensure they are complying with the requirements</p> <p>Key areas will be monitored for physical distancing recommendations.</p>



## Hygiene & Cleaning

Item	Requirement	Response	Actions
1	Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue	Agree	<p>Hand sanitiser will be readily available throughout the building and supplies monitored by workers</p> <p>Online giving is encouraged, and an offering box is available in the auditorium</p> <p>Projection is used to supplement hymnbooks for those who prefer not to use a book.</p> <p>Posters will be used to reinforce messages relating to good hand hygiene</p>
2	Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers	Agree	Bathrooms will be well stocked with hand soap, paper towels, and bins and workers will ensure all contact surfaces including handles and buttons are cleaned after the completion of each service
3	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	Agree	<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"> <li>1. Wear gloves when cleaning and discard after each use</li> <li>2. Thoroughly clean surfaces using disinfectant</li> <li>3. If someone infected does attend QBBC, the national protocols of cleaning will be followed as required</li> </ol> <p>For more information see the Safe Work Australia website:  <a href="https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19">https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19</a></p> <p>A designated leader for cleaning will coordinate and supervise cleaning</p>

Item	Requirement	Response	Actions
4	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)	Not applicable	It is not practical for the church to open doors and windows, and they will remain shut. The church may investigate alternative filtration for the reverse cycle A/C units and will implement a solution if a better alternative is identified

## Record Keeping

Item	Requirement	Response	Actions
1	<p>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.</p> <p>Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged</p>	Agree	<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>Records will be:</p> <ol style="list-style-type: none"> <li>1. Collected electronically in the significant majority of cases via online registration form; and</li> <li>2. Retained for at least 28 days post attendance</li> </ol>
2	<p>Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.</p>	Agree	<p>Records will be provided to an authorised officer on request, if required</p>
3	<p>Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.</p>	Agree	<p>Paper records will be digitised within 12 hours of collection, with physical copies being disposed of confidentially</p>

## Service Checklist

This section is a checklist of minimum requirements for services.

Time	Requirement	Response
<b>Prior</b>	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 person per 2 square metres, per room.		
<b>During</b>	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"> <li>1. If they have experienced any COVID, cold or flu-like symptoms in the past 14 days</li> <li>2. If they have travelled to any known case locations in the past 14 days</li> <li>3. If they have had any contact with anyone confirmed with a case of COVID-19 in the past 14 days</li> <li>4. If they have travelled overseas in the past 14 days</li> </ol> <p>If yes to questions 1 or 2, entry conditions are:</p> <ul style="list-style-type: none"> <li>• They are symptom free</li> <li>• They have received a negative COVID-19 test result</li> <li>• They have not been asked to complete a 14-day self-isolation period by a designated health practitioner or contact tracer</li> </ul> <p>If yes to questions 3 or 4, they will be informed that they will be unable to attend</p>	

Time	Requirement	Response
	<p>If no to all four questions, attendees will be registered / recorded</p> <p>On entry, regular attendees are asked:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. If they have travelled to any known case locations within the past 14 days and have not received a negative COVID-19 test result</li> <li>3. If they have had any contact with anyone confirmed with a case of COVID-19 in the past 14 days</li> </ol> <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 be registered / recorded</p> <p><b>For clarity, someone who experienced symptoms or attended a known case location within the last 14 days is allowed to attend provided:</b></p> <ul style="list-style-type: none"> <li>• They are symptom free</li> <li>• They have received a negative COVID-19 test result</li> <li>• They have not been asked to complete a 14-day self isolation period by a designated health practitioner or contact tracer</li> </ul>	
	<p>During the service, announcements may include updates as needed on COVIDSafe practices, including:</p> <ol style="list-style-type: none"> <li>1. People should practise physical distancing at a minimum of 1.5 metres where possible</li> <li>2. Wash hands and maintain good hygiene practices</li> <li>3. Sneeze / cough into your elbow</li> <li>4. Other relevant COVIDSafe practices that apply</li> </ol>	
	<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 physical distancing practices</p>	
<b>After</b>	<p>The attendee records register is stored confidentially for at least 28 days in a secure, electronic location.</p>	

Time	Requirement	Response
	Post service cleaning is complete	
	This COVID-19 Safety 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 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