

COVID SAFETY PLAN

Version 5.1

Current as at 12 November 2021

To be reviewed on or before 27 January 2022

This document has been developed in line with the ACT [Public Health \(Restricted Activities – Gatherings, Business or Undertakings\) Emergency Direction 2021 \(No. 2\)](#) based on [these guidelines](#).

A hard copy of this document is to be kept in the church office to be produced if requested by compliance and enforcement officers.

RELEVANT REGULATIONS & ADVICE

- Current ACT Government [regulations](#), [advice](#) and [directives](#) (updated 12 November 2021).
- [Returning to worship](#) advice from the LCA NSW/ACT District
- Current ACT Government regulations allow religious ceremonies to take place with up to 25 people, or one person per four square metres, whichever is less, so long as the Check In CBR app is used. Currently we can accommodate up to 25 people in the worship centre, 20 people in the hall and 4 people in the meeting room. ‘Workers’ – which includes people conducting a worship service (worship leaders, musicians, tech volunteers and welcomers/ushers) – do not count towards this limit.
- [Good hygiene](#) and [physical distancing](#) must be practised.
- Current ACT Government advice includes:
 - Masks mandatory during worship indoors
 - Manage the flow of people to promote physical distancing, particularly where people enter and leave the place of worship.
 - Encourage physical distancing of 1.5 metres between each group or household.
 - Avoid using collection plates and other shared equipment during services.
 - Limit the use of books, if possible.
 - Singing carries a high risk of transmission of COVID, due to increased droplet spread. While singing is currently permitted in the ACT, venues and event organisers should take steps to minimise the risks associated with this activity.
 - Choirs and performers should maintain a minimum of two metres from each other and from the audience/ congregation.
 - Congregational singing is discouraged. However, if congregations wish to allow singing they need to include this in their COVID Safety Plan and ensure that members maintain a minimum of 1.5 metres from each other whilst singing.
- There are no government restrictions on the distribution of Holy Communion in the ACT.
- From the 12th November, 40 people will be able to gather in the Hall & 8 people in the Meeting Room
- From the 12th November, 80 people will be able to gather in the Church

CURRENT STATUS

- In-person Sunday morning worship has resumed in accordance with the risk assessment and controls listed below.

COVID Safety Plan – Version 5.1 – Current as at 12 November 2021

- Face masks are mandatory during worship in the church building and encouraged at other times and in other spaces
- The office is staffed and open during regular hours, and people may visit in person.
- The meeting room and hall are available for use by church groups in accordance with the risk assessment and controls listed below.
- External groups are able to hire the church and hall spaces, subject to the risk assessment and controls listed below.

NEXT STEPS / ACTIONS

Task	Person Responsible	Due Date
Review of COVID Safety Plan	Lachlan Mackenzie	29 January 2022

ONGOING ACTIONS

Task	Person Responsible	Review Date
Ensure adequate hand sanitiser, face mask and glove supplies.	Hannah Pietsch	29 January 2022
Ensure hand sanitiser is available for all hall users.	Hannah Pietsch	29 January 2022
Ensure adequate and up-to-date signage across the church premises.	Hannah Pietsch	29 January 2022

RISK ASSESSMENT: SUNDAY WORSHIP (INCLUDING COMMUNION)

Hazard	Likelihood & Risk	Controls in Place	Further Action Required?
Attendance by member or guest infected with COVID-19, which could be passed on to staff, or other members and guests.	<p>Moderate Risk</p> <p>Unlikely (there have been few cases locally).</p> <p>Major consequence (could result in serious illness or death).</p>	<p>Wearing face masks during worship.</p> <p>Attendees to sign in using the Check In CBR app on arrival with welcomers (ushers) overseeing the sign-in process and signing-in those who do not have the app using the business profile function.</p> <p>Hand sanitiser to be available at the entrance to the church building. Face masks to also be available for those who wish to use them.</p> <p>Physical distancing – no more than 80 participants to be allowed within the church</p>	No.

COVID Safety Plan - Version 5.1 - Current as at 12 November 2021

Hazard	Likelihood & Risk	Controls in Place	Further Action Required?
		<p>building in accordance with government regulation. Signs to be placed at the entrance of the building to advise of these restrictions and welcomers (ushers) to ensure number of attendees remains within this capacity. Physical distancing signs placed on all pews advising households groups to sit 1.5m distant.</p> <p>People to commune in household groups, coming forward only at the direction of the usher. Clear instructions to be given to maintain physical distancing.</p> <p>The wine to be distributed in individual single-use plastic 'glasses.' Intinction will not be an option. Communion elements to be prepared in way that minimises potential for touching of shared surfaces.</p> <p>Rostered singers to be at least 2m from other attendees during songs. Congregation to be directed to maintain 1.5 metres distance between family groups to minimise the risks associated with singing.</p> <p>Tissues, a bin, and hand sanitizer to be available at the back of the worship area.</p> <p>'Responsibility in Shared Spaces' posters on external doors to encourage good hygiene and physical distancing.</p> <p>Members are advised not to attend if they feel unwell, or have been advised by ACT Health to stay at home or quarantine.</p> <p>A designated welcomer (usher) to confirm attendance, advise members on physical distancing, and usher communion distribution.</p>	
<p>Person preparing / distributing infected with COVID-19, which could be passed on to other</p>	<p>Moderate Risk</p> <p>Unlikely (there have been few cases locally).</p> <p>Major consequence (could result in</p>	<p>Wearing face masks during worship.</p> <p>The person(s) distributing communion to wash their hands with soap and water prior to the service, and sanitize their hands for the distribution (including for the words of institution).</p> <p>People involved in preparation and distribution of communion are aware of</p>	<p>No.</p>

COVID Safety Plan – Version 5.1 – Current as at 12 November 2021

Hazard	Likelihood & Risk	Controls in Place	Further Action Required?
members and guests.	serious illness or death).	symptoms of COVID-19 and have been told to stay home and be tested if they aren't feeling well.	
Additional risk to vulnerable people	<p>Moderate Risk</p> <p>Unlikely (there have been few cases locally).</p> <p>Major consequence (could result in serious illness or death).</p> <p><i>Note: Those 'at-risk' are at a higher risk of complications from contracting COVID-19.</i></p>	<p>Wearing face masks during worship.</p> <p>Home distribution of communion to be made available and advertised to reduce any perceived pressure to attend physical gatherings.</p>	No.
Use of electrical equipment.	<p>Moderate Risk</p> <p>Unlikely.</p> <p>Major consequence (could result in severe injury)</p>	Electrical equipment used is stored correctly.	No.
Trip hazard from cables.	<p>Low Risk</p> <p>Moderate likelihood.</p> <p>Minor consequence (unlikely medical treatment will be required).</p>	<p>Only required electric and music cables to be used – all others to be stored correctly.</p> <p>Where cables are used outside of the music area (i.e. for cameras, laptops), these are to be securely taped to minimise trip hazards.</p>	No.

RISK ASSESSMENT: HALL AND OFFICE

Hazard	Likelihood & Risk	Controls in Place	Further Action Required?
Attendance by member or guest infected	Moderate Risk	Hand sanitiser is available in the office and placed on tables for groups using the	No.

COVID Safety Plan – Version 5.1 – Current as at 12 November 2021

Hazard	Likelihood & Risk	Controls in Place	Further Action Required?
with COVID-19, which could be passed on to staff, or other members and guests.	<p>Unlikely (there have been few cases locally).</p> <p>Major consequence (could result in serious illness or death).</p>	<p>meeting room/hall (out of reach of children).</p> <p>Wearing a face mask is encouraged.</p> <p>Physical distancing – no more than 8 people are allowed into the meeting room, and no more than 42 in the hall to allow for physical distancing. Signs are placed within the building to advise of these restrictions. Chairs are spaced out at 1.5m distance, and excess chairs stacked or removed.</p> <p>‘Responsibility in Shared Spaces’ posters on all external doors to encourage good hygiene and physical distancing.</p> <p>Hall users are advised not to attend if they feel unwell, or have been advised by ACT Health to stay at home or quarantine.</p> <p>Event attendees to sign in using the Check In CBR app on arrival.</p>	
Staff member infected with COVID-19, which could be passed on to other staff, members and guests.	<p>Moderate Risk</p> <p>Unlikely (there have been few cases locally).</p> <p>Major consequence (could result in serious illness or death).</p>	<p>Hand sanitiser is available in the office and placed on tables for groups using the meeting room/hall (out of reach of children).</p> <p>Attendees, hire groups and staff are aware of symptoms of COVID-19 and have been told to stay home and be tested if they aren’t feeling well.</p>	No.
Additional risk to vulnerable people	<p>Moderate Risk</p> <p>Unlikely (there have been few cases locally).</p> <p>Major consequence (could result in serious illness or death).</p> <p><i>Note: Those ‘at-risk’ are at a higher risk of complications</i></p>	<p>Online and telephone meetings provided for staff, volunteers, members and guests to use if they wish, rather than meeting in person. No person (at risk or otherwise) is required to attend in-person meetings – it is a personal choice to do so.</p>	No.

COVID Safety Plan – Version 5.1 – Current as at 12 November 2021

Hazard	Likelihood & Risk	Controls in Place	Further Action Required?
	<i>from contracting COVID-19.</i>		

RISK ASSESSMENT: SHARING FOOD

Hazard	Likelihood & Risk	Controls in Place	Further Action Required?
Attendance by member or guest infected with COVID-19, which could be passed on to staff, or other members and guests.	<p>Moderate Risk</p> <p>Unlikely (there have been few cases locally).</p> <p>Major consequence (could result in serious illness or death).</p>	<p>No self-serve food allowed</p> <p>Any eating (bring your own food only) will be seated and physical distancing will be practiced</p> <p>Wearing a face mask is encouraged.</p>	No.

RISK ASSESSMENT: EXTERNAL GROUPS IN CHURCH AND HALL

Hazard	Likelihood & Risk	Controls in Place	Further Action Required?
Attendance by person infected with COVID-19, which could be passed on to staff, or other members and guests.	<p>Moderate Risk</p> <p>Unlikely (there have been few cases locally).</p> <p>Major consequence (could result in serious illness or death).</p>	<p>We require each group to have a COVID Safety Plan that complies with current ACT regulations.</p> <p>Hand sanitiser is available in the office and placed on tables for groups using the hall and church (out of reach of children).</p> <p>Physical distancing – no more than 42 people are allowed into the hall, and no more than 80 in the church to allow for physical distancing. Signs are placed within the building to advise of these restrictions. Chairs are spaced out at 1.5m distance, and excess chairs stacked or removed.</p> <p>‘Responsibility in Shared Spaces’ posters on all external doors to encourage good hygiene and physical distancing.</p>	No.

COVID Safety Plan - Version 5.1 - Current as at 12 November 2021

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		Hall & church users are advised not to attend if they feel unwell, or have been advised by ACT Health to stay at home or quarantine. Attendees to sign in using the Check In CBR app on arrival.	