

WODEN VALLEY ALLIANCE CHURCH

COVID 19 SAFETY PLAN

05 JULY 2021
VERSION 8

As restrictions at a Federal Government and Local Government level begin to relax, we need to make sure that we continue to behave in a way that honours God and protects our ministry when face to face services and ministry recommences.

The purpose of this plan is to ensure that Woden Valley Alliance Church Inc (WVAC) meets the standards set out by authorities, but also most importantly, be considered responsible as we begin again to use our premises for the purposes for which it is intended.

As a church in the Australian Capital Territory (ACT), we are obliged to follow the guidelines set out by our local government.

The latest version of these guidelines are available for perusal at:

www.covid19.act.gov.au.

Canberra's recovery plan from the ACT Government is available on the website www.covid19.act.gov.au. The current plan is attached at Annex 1.

As of Saturday 20th February 2021, the ACT entered Stage COVID NORMAL of the plan. Under this stage, the use of the [Check In CBR app](#) is now **compulsory at all events and services for all attendees 16 years and over.** Use of the App along with compliance with all other venue requirements enables WVAC to move to a 1 person per 2sqm ratio for events and services in both the Church Hall and the Missions Centre buildings.

Woden Valley Alliance Church's floor area at a 1:2sqm ratio has a capacity for a total of 120 people not including ministry personnel. Admission to each service will be by ticket obtained through the WVAC online booking system and by registration with the Check In CBR App upon arrival. Those who are not able to check in with the App will be checked in by a nominated WVAC volunteer using the Check in CBR App's business check in feature. Once the online booking page has been completed a confirmation email together with a ticket (s) will be sent.

1. PREPARATION AND PREVENTION

1.1 WVAC Service Plan

WVAC will reopen for worship services on Sunday 2 August 2020 and will operate a 9.30am service from that date with the 4pm service commencing in

February 2021. Both services will use separate entrance and exits, and these will be clearly signposted

The church may also be used for funerals, weddings, play group, youth group and community choir activities as determined by the COVID Safe Responsible Persons. The same restrictions for social distancing (1.5m) and maximum numbers allowed under current regulations will apply for these activities.

The Missions Centre building

1.2 COVID Safe Responsible Persons/COVID Safe Warden

Two staff members have been designated to fulfil these roles:

- Pastor Ben Betz
- Pastor Andrew Edwards

These staff members are aware of all processes involved and have the authority to enact according to Federal and ACT restrictions as well as enforce the conditions of this WVAC COVID Safety Plan and to delegate this responsibility to others in their absence. The warden is also in charge of monitoring attendee numbers to ensure maximums are not exceeded.

1.3 Cleaning Plan

WVAC is cleaned each week by staff and or team members.

On top of the regular cleaning, the following procedures take place:

- Sanitisers are placed at entrances, exits, kitchen and toilets.
- Additional cleaning will be undertaken should there be more than 1 activity taking place between scheduled weekly cleans.

The following cleaning protocols are followed:

- Disposable gloves are used for cleaning and discarded after each use.
- Surfaces are cleaned thoroughly with disinfectant.
- If someone infected has been at WVAC, we follow the national protocols for cleaning.

More information is available at the Safe Work Australia website:

<https://www.safeworkaustralia.gov.au/covid-19-information/workplaces/cleaning-prevent-spread-covid-19>

1.4 Outbreak/Incident Plan

If anyone at WVAC, whether staff, volunteer helper or guest suspects someone may have the virus, or has been exposed to it, it is important to notify the

COVID Safe Warden immediately. It is their responsibility to oversee the Outbreak/Incident Response Plan.

A Safe Work Australia information sheet can be seen in Annex 2 of this document which outlines the process involved for an incident.

To summarise, the basic process for a COVID incident notification is:

- Notify the COVID Safe Warden on duty immediately
- Secure the site as outlined on the Safe Work Australia information sheet process
- Inform the ACT COVID-19 hotline and follow the advice of health officials

1.5 Monitoring COVID Safety Plan

Each Wednesday, WVAC Staff will meet to review the COVID Safety plan. The COVID Safe Warden and responsible persons are to bring to attention any incidents, updates, changes and recommendations to implement.

1.6 Contact Tracing and Record Keeping

All members of WVAC including staff, are required to download the Check In CBR App and use it to scan into services and events they are attending.

It is a requirement of WVAC by the Federal government that attendance records be kept of every attendee i.e. staff, team members and guests. These records are kept by means of an attendance sheet and are kept in strict accordance to privacy obligations. Records can be destroyed 28 days after the date of attendance.

2. BEFORE EACH SERVICE OR ACTIVITY

2.1 COVID Safe Posters

COVID Safe Posters are prominently displayed at WVAC entrances and key locations. These posters have been printed from Government & ACS templates.

2.2 Announcements/In Touch

In Touch will include announcements regarding COVID safe practices. These include:

- People should practise social distancing at a minimum of 1.5 metres at all times

- No physical greetings or exchanges such as handshakes or hugs
- Wash hands and maintain good hygiene practices
- Sneeze/cough into your elbow

2.3 Welcoming and Screening

Guests will be directed to queue at the entrance door at 1.5 m spacings prior to entry and are encouraged to arrive 15 minutes before the start of the service.

The ushers at the front door of WVAC will do the following:

- Welcome the guest in keeping with social distancing.
- Tactfully asking whether a guest/or their family has experienced any COVID or flu-like symptoms in the last two weeks.
- Tactfully asking whether a guest has recently returned from any identified, active hotspots in Australia; or recently returned from overseas. If the answer is 'yes' then the guest will not be allowed to enter the building.
- Direct guests to the Check In CBR QR Code to register their attendance OR sign them in using the App's business check in option.
- Direct the guests to the hand sanitiser stations.
- Direct the guests into the building.

2.4 Attendee registration process

Attendance to WVAC is recorded on the attendance sheet for the day as well guests being directed to use the Check In CBR App. Attendance records will be kept in the administrator's office. A careful count on the total number of people within WVAC is kept at all times.

2.5 Sanitation

Sanitation stations are set up at:

- Entrance and exit
- Toilets
- Kitchen

2.6 Seating Plan

In order to maintain social distancing, A gap of TWO SEATS is required between attendees.

- Seating rows are spaced at 1.5m apart throughout the building
- Attendees will be given a sign marked THIS SEAT IS NOT AVAILABLE to be placed on seats either side of them.

- Family groups can sit together but each group must be separated by 1.5 metres.
- Seating will be made one group at a time and moving of chairs will not be permitted.
- Musicians on the stage will adhere to the 1.5 metre distancing requirements.
- Congregational singing adheres to the 1.5 metre distancing requirement.

2.7 Gifts and Donations

- People are encouraged to use electronic methods.
- A collection box for offerings will be located at the rear of the hall.
- Any cash gifts are to be processed in a COVID Safe manner.

2.8 Communion

Communion is an integral part of our worship and as such, we do not want to compromise this remembrance in any way. Due to COVID-19, should we decide to partake in communion, we have made the following changes:

- WVAC has purchased individual sealed communion cups with wafer. These will be placed on a table at the entrance for attendees to take one as they enter.
- People are encouraged to take their cup and dispose of it when they leave the church. Any cups left on premises will be disposed of by those cleaning the auditorium.

2.9 Tea and Coffee provisions

Refreshments will be served as per the Morning Tea COVID Plan found at ANNEX 4.

Kitchen helpers will rigidly adhere to all hygiene practices, including the wearing of disposable gloves and possibly face masks.

2.10 Prayer.

Pre-service prayer will take place at the rear of the hall and/or prayer room under social distancing and room capacity requirements.

Post service prayer will be available and adhere to social distancing and hygiene requirements.

3. END OF DAY

3.1 Exit Strategy

- Attendees will be advised to:
 - Leave via the side door exit, not the front foyer
 - To not congregate in the building any longer than necessary
- People are encouraged to leave promptly after the service. Should people want to congregate, they are asked to do so outside the front of the building, ensuring not to block the exit and adhering to COVID-19 regulations.

3.2 Post-service cleaning

- Staff and volunteers will clean and disinfect the hall and toilets after each service. (Disposable gloves, Chux wipes and disinfectant spray bottles are supplied in each area).
- Band Members will be responsible for wiping down microphones and gear used before and after each service using the provided cleaning products
- The Warden/Cleaner will be responsible for ensuring door handles inside and out are disinfected at the end of each day.

4. RISK REGISTER

4.1 Risk Management

- A Risk Management form is attached in Annex 3 of this document.

4.2 Risk resources

- Safework Australia – <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>
- Australian Government Department of Health – <https://www.health.gov.au/>
- ACT – <https://www.act.gov.au/>

ATTENDEES

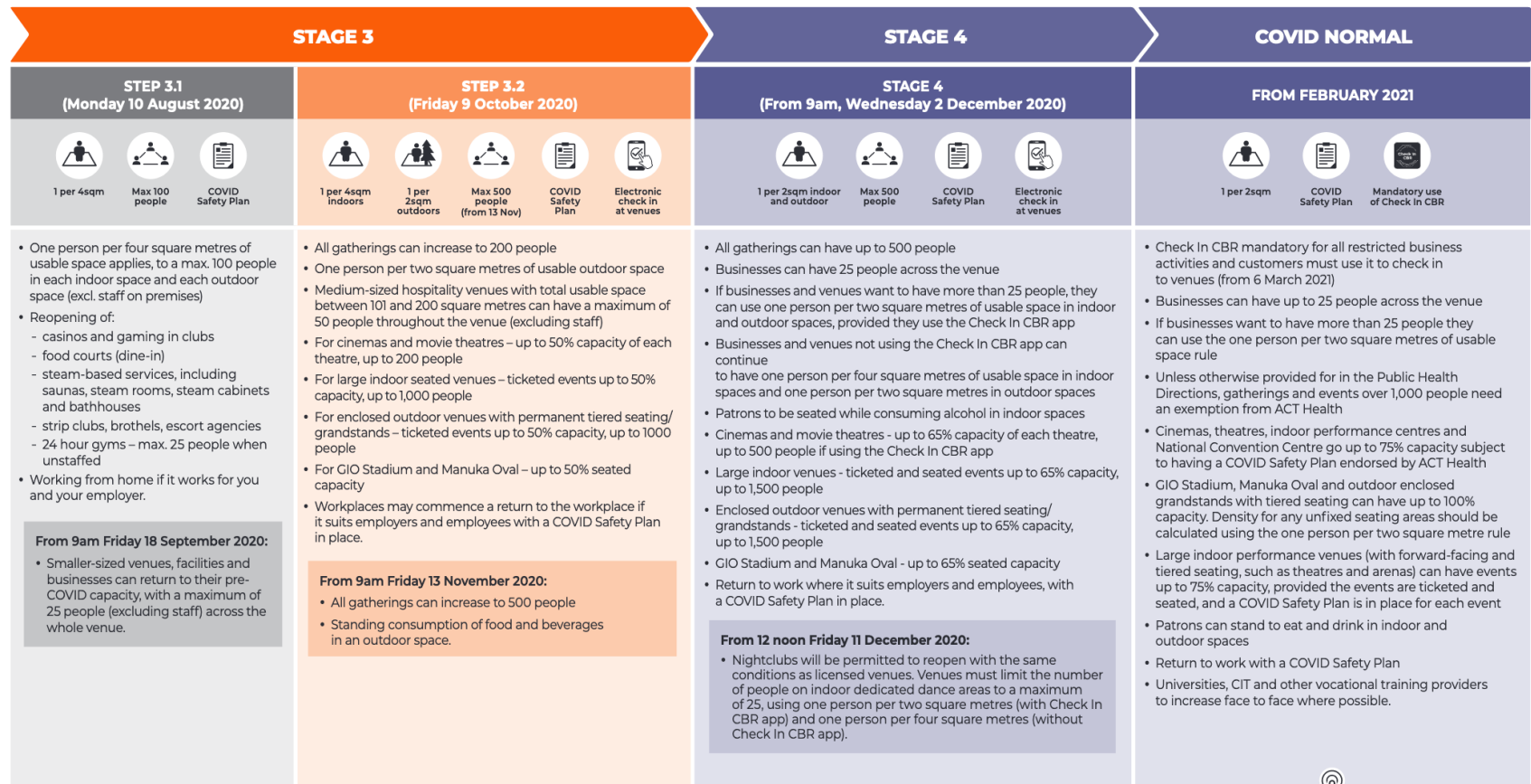
Social distancing requirements of 1:2sqm means the church hall can accommodate a maximum of 120 people—not including staff. Requirements will be updated to reflect the most recent ACT Government directives.

IMPORTANT INFORMATION PRESENTED TO ATTENDEES

- Please arrive 15-20 minutes before the service starts. The extra processes we need to follow will take some time
- Be mindful the service will be starting on time and the doors will be closing at 9:30am.
- On arrival, register your attendance using the Check In CBR App. If you need assistance, please speak to an Usher.
- Sanitise hands before entering the main hall - The ushers will direct you to the dispenser
- Enter and exit the building through the clearly marked doorways
- Comply with social distancing requirements e.g. no hugging or handshakes, make sure you are seated 1.5m apart (households/families can sit together)
- Use good hygiene practices
- Children must remain with their parents at all times

CANBERRA'S RECOVERY PLAN

Easing of Restrictions Roadmap (as at 19 February 2021)



Stages 1 & 2 Please refer to the Easing of Restrictions Roadmap as at 26 May 2020 for details of the already implemented Stages 1 and 2.



Avoid public transport in peak hour.



Keep CBR Safe and Strong



Maintain good hand hygiene



Keep your distance



Stay home if unwell and get tested



Check in for contact tracing



Monitor travel advice

Further information at
covid19.act.gov.au

ANNEX 2

swa.gov.au/coronavirus

updated: 29 April 2020

COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

The person you are concerned about is at the workplace



1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. 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.



5. IDENTIFY & 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.



6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace



1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



2. IDENTIFY & 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.



3. 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.



4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

If anything is unclear, see detailed guidance on the Safe Work Australia Website

Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your [WHS regulator](#)? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

State and territory health department helplines:

New South Wales
1300 066 055

Queensland
13 432 584

Victoria
1800 675 398

South Australia
1300 232 272

Western Australia
(08) 6373 2222

Tasmania
1800 671 738

Australian Capital Territory
(02) 5124 9213

Northern Territory
(08) 8922 8044



Coronavirus
COVID-19



safe work australia

05 JULY 2021

ANNEX 3

Risk Assessment Name: *	COVID-19 Church Attendance	
Consequence:	Major - Important consequences; major injury or disability	▼
Likelihood:	Unlikely - Could happen; heard of it happening; occurs somewhere from time to time	▼
	Risk Level: *	High
	You should consider whether this activity is safe enough to attempt at all. If attempted, a stringent Action Plan should be devised that reduces the risk to an acceptable level. You may need to consult with your Coordinator.	
Action Plan:	<div>The Church will comply with its COVID-19 Safety Plan which adheres to the requirements set out by the ACT Government's COVID directives.</div> <div>A copy of this plan is made available to all church ministries and activities as well as church members and Government officials who should request it.</div>	
Emergency Strategies:	<div>Should an incident occur, the church leadership will follow the procedures outlined in its COVID-19 Safety Plan</div>	

ANNEX 4

Morning Tea COVID Plan for AM Services

On Monday 7th June 2021, the Elders of Woden Valley Alliance Church approved the below plan for the reintroduction of morning tea on a trial basis for an initial period of six weeks.

Implementation and monitoring of this plan will be the responsibility of the Board of Deacons with a start date to be discussed and agreed upon by the Deacons and Elders.

It is recommended that the trial begin after the July School holidays to allow enough time for the following to occur:

- An education campaign to advise of the new arrangements and responsibilities involved with holding morning tea
- Creation of signage and instructions
- Training of kitchen volunteers

The recommended plan continues WVAC's position of working within the COVID guidelines as prescribed by the Government for Houses of Worship. Of note are the requirements to comply with 1.5m social distancing between individuals and, that we not encourage members to gather in communal areas.

This plan is subject to change pending changes to said recommendations.

1. Morning tea becomes beverages only – we will not serve food
 - a. Biscuits become an added issue as it's difficult to serve individual biscuits with tongs while also trying to serve tea and coffee.
 - b. Tea and coffee are the priority.
2. At the end of the service the exit door becomes the MIDDLE DOOR of the three on the church carpark side.
 - a. This will minimise the traffic flow congregating on the lino area of the church at the end of the service.
 - b. The arrangement of chairs on that side will need to be permanently adjusted. The current row of chairs by that door will need to be moved backwards to leave space and the final row of chairs will need to be on the lino.
 - c. Signs will need to advise of the new exit arrangements and advise those sitting in that row that it is an exit row.
 - d. Anyone in that row will need to clear the space once the service ends.
3. Tea and coffee are to be served from the servery in the Foyer only
 - a. This provides some space for people to queue at 1.5m distances, receive their drink and move out into the hall and outside.
 - b. The foyer doors can naturally provide an 'in' and 'out' pathway.
 - c. Cup return trays to be placed near hall facing servery window.
 - d. Kid's drinks can be placed outside on the tables.
 - e. People will be encouraged to spread outside and around the building keeping to 1.5m distances.

4. Kids Church
 - a. Kid's church will need to monitor the livestream and walk children down to the main building once the service ends.
 - b. Children should be walked through the side gate and into the backyard where they can enter the building via the back doors opened after the service.
5. Kitchen Servers
 - a. Those serving in the kitchen will need to be trained to follow the new guidelines.
 - b. Gloves must be worn while serving tea and coffee and also while cleaning up used cups. Washing up gloves are required when washing dishes in the sink.
6. Clear instructions and signage
 - a. Clear instructions must be provided for the morning tea process.
 - b. Clear instructions must be provided for the new exit arrangements.
 - c. Clear signage must be provided for both of the above.

