

WODEN VALLEY ALLIANCE CHURCH

COVID 19 SAFETY PLAN

25 FEBRUARY 2022
VERSION 13

As restrictions at a Federal Government and Local Government level continue 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 Friday 25th February 2022, the ACT continues under the 4th Stage of its Pathway Forward plan. Under this stage, there are now no density limits in place for places of worship and capacity signs don't need to be displayed. The use of the [Check In CBR app](#) is no longer mandatory for attendees and booking for services and events is also no longer required.

Masks are no longer mandatory for those attending events and services either inside or outside the building.

1. PREPARATION AND PREVENTION

1.1 WVAC Service Plan

WVAC will reopen for worship services on Sunday 14 November 2021 and will operate a 9.30am service from that date with the 4pm service commencing at a date yet to be confirmed. 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, community choir and other activities as determined by the COVID Safe Responsible Persons. The current regulations will apply for these activities.

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

Records are kept for services and events that have an online booking option.

Records are kept in strict accordance with 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:

- Wearing of masks while attending services and events
- Wash hands and maintain good hygiene practices
- Sneeze/cough into your elbow

2.3 Welcoming and Screening

Guests 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 good hygiene practices.
- Tactfully asking whether a guest/or their family has experienced any COVID or flu-like symptoms in the last two weeks.
- Direct the guests to the hand sanitiser stations.
- Direct the guests into the building.

2.4 Attendee registration process

Check in of guests at WVAC is no longer required in the ACT. WVAC online booking records for applicable events will be kept in the administrator's office.

2.5 Sanitation

Sanitation stations are set up at:

- Entrance and exit
- Toilets
- Kitchen

2.6 Seating Plan

Attendees are free to choose where they sit at services and events.

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 available after the service meeting COVID safe requirements.

2.10 Prayer.

Pre-service and post-service prayer will be available with volunteers exercising personal responsibility to maintain good hygiene practices.

3. END OF DAY

3.1 Exit Strategy

- At the end of services and events, attendees will exercise personal responsibility to maintain good hygiene practices and use the correct building exits.

3.2 Post-service cleaning

- The building will be spot cleaned before services and a full clean conducted by the employed cleaner on a weekly basis.

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

Attendees are encouraged to exercise their personal responsibility to maintain good hygiene practices and adhere to the current ACT Government COVID requirements. 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
- 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
- Use good hygiene practices and adhere to current ACT Government COVID requirements
- Children must remain with their parents at all times

THE ACT'S COVID-19 PATHWAY FORWARD – FROM 12 NOVEMBER 2021

Our guiding principles

- We will always put the health and wellbeing of the community at the forefront of our decision making, especially the impact on mental health.
- We will get as many people back to work as soon as we can.
- We will continue to listen to the community and businesses about the impact of the public health measures.

Our steps forward

Before we take each step we will consider:

- the current COVID-19 risk, both in the ACT and regional NSW
- our vaccination rates and effectiveness, including in our vulnerable communities

- the capacity of our health system
- our test, trace, isolate and quarantine measures and their effectiveness
- the vaccination rates of our younger groups until they reach 80% vaccination coverage to ensure the best possible protection for our community.

- From 29 October, our restrictions will be largely in line with NSW restrictions for vaccinated people
- We will continue to assess the situation here and in regional NSW, and remain flexible to adapting our pathway forward as necessary.

From 1 October 2021

- Lockdown continues
- No more than 2 people to visit another household at any one time
- 1 household (any size) or up to 5 people can gather outdoors for up to 4 hours for physical or recreational activities
- All non-essential retail can operate click & deliver or click & collect – up to 5 staff or 1 per 4 sqm
- Small businesses can operate click & collect or click & deliver or by contactless means – up to 5 staff or 1 per 4 sqm
- Outdoor bootcamps and personal training can recommence with no more than 2 people (excluding instructors)
- Outdoor and contactless coaching can recommence with no more than 2 people (excluding the coach)
- Nature Reserves and National Parks can open for recreational purposes – outdoor gathering restrictions apply
- All dental services can be undertaken, including preventative services

NOTE:

- Further detail can be found in the Summary of Restrictions Table available on the ACT COVID-19 website.
- These measures are indicative. It is difficult to predict the future with so many competing factors to consider.
- If the situation worsens we may need to delay further easing of restrictions or tighten restrictions again.

From 15 October 2021

- Lockdown lifted (11.59pm 14 October 2021)

The following activities can operate with a capacity of 25 people or density of 1 per 4 sqm, whichever is less for:

- Gyms (excluding classes) & organised outdoor training, weddings, outdoor play centres or amusement centres, places of worship, outdoor auctions, gaming & gambling venues, outdoor tours, community centres or facilities, to broadcast a performance
- Licensed venues, cafes and restaurants for seated service up to 25 people across venue or 1 per 4 sqm indoors. Businesses can have up to 50 people or 1 per 4 sqm if outdoors only. Not both.
- 5 people can visit another household at any one time
- 25 people can gather outdoors
- All non-essential retail can operate a click & collect or click & deliver service. Small business can also operate by contactless means – up to 10 people allowed or 1 per 4 sqm
- Open – hairdressers, beauty and personal services – up to 5 clients
- Open – accommodation, campgrounds, caravan parks and campsites – gathering restrictions apply
- Open – swimming pools for lessons only – up to 25 swimmers
- Gradual return to the workplace where it suits you and your employer
- Funerals increased to 50 attendees

Education:

- 18 October – year 11 & 12 return to on campus learning
- 25 October – early childhood reopens, pre-school to year 2 and years 6,9 & 10 return to on campus learning. Out of school hours care available to on campus learners.

From 22 October 2021 - Non Essential Retail

- Businesses reopen to the public
- 1 person per 4 sqm must be applied

From 29 October 2021

- Facemasks for indoors only (exemptions apply)
- No more than 10 visitors at home at any one time
- 30 people can gather outdoors

The following activities can operate without density limits up to 25 people. If over 25 people the following applies:

Indoor 1 per 4 sqm:

- Hairdressers, beauty & personal services

Indoor 1 per 4 sqm (no cap) or outdoor 1 per 2 sqm up to 300 people:

- Hospitality and licenced venues, gaming & gambling venues, cafes & restaurants, places of worship, weddings & funerals, gyms, fitness, community centres, facilities & youth centres, real estate & auctions
- Food courts for seated service – 1 per 4 sqm

Indoor 1 per 4 sqm (no cap) or outdoor 1 per 2 sqm up to 500 people:

- Organised sport and swimming pools – changerooms open
- Organised events can have up to 500 people without exemption – must be ticketed
- Open with restrictions – cinemas, galleries, museums, cultural institutions, historic sites & outdoor attractions
- Open with restrictions – events & performance venues, conferences & cinemas
- Dance classes, choirs & bands commence – up to 20 people or 1 per 4 sqm
- Businesses not covered elsewhere in the Direction (incl. retail) can open with 1 per 4 sqm to any areas accessible to the public

Education:

- 1 November – years 3,4,5,7 & 8 return to on campus learning
- All students can attend their usual out of school hours care programs.

From Monday 1 November 2021 – Interstate Travel

- Open to NSW and Victoria.
- High risk geographical areas will continue to be restricted, and exemptions required prior to travel

From 12 November 2021

- Facemasks for indoors only (high risk settings, public transport, schools and front of house hospitality)
- No limits on visitors at home or for informal outdoor gatherings

The following activities can operate without density limits up to 25 people. If over 25 people the following applies:

- 1 per 2 sqm indoors and no density limits outdoors.**
- Hairdressers, beauty & personal services
- Hospitality & licenced venues, food courts, gaming & gambling venues, cafes & restaurants, places of worship, weddings & funerals, gyms & fitness, community centres, facilities & youth centres, real estate & auctions, dance classes, choirs, bands & orchestras, nightclubs, galleries, museums, cultural institutions, historic sites, outdoor attractions, conferences and conventions,
- Eating & drinking while standing & dancing is permitted
- All class sizes are limited by density restrictions
- Cinemas – 100% fixed seating, sessions must be ticketed

Events with COVID safety requirements:

- Organised sport and swimming pools apply 1 per 2 sqm for indoor spaces and no density limits outdoors. Max 2000 across each site
- Organised Events (indoor or outdoor) – events over 1000 must be ticketed or pre registered; from 1000 -2000 must submit a COVID safety plan; events over 2000 require an exemption
- Indoor entertainment and event venues, theatre style 100% fixed seating capacity; unfixed seating venues apply 1 per 2 sqm; events up to 1000 must be ticketed or pre registered. Live performance venues can seek exemptions for events at 3 per 4 sqm
- Outdoor entertainment and event venues – 100% fixed seating; unfixed seating 1 per 2 sqm for indoor spaces; events from 1000-2000 must submit a COVID safety plan; events over 2000 require an exemption.

- Businesses not covered elsewhere in the Direction (incl. retail) 1 per 2 sqm to any indoor areas accessible to the public
- Interstate travel – further review of high risk geographical areas
- International travel – no quarantine if fully vaccinated with testing requirements and some quarantine for under 18s. If not fully vaccinated you must quarantine for 14 days at port of entry.

Ongoing →



Maintain good hand hygiene



Keep your distance



Stay home if unwell and get tested



Check in for contact tracing



Monitor travel advice



Wear a face mask



Covid safe plan



For more information:
covid19.act.gov.au



ACT
Government

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

25 FEBRUARY 2022

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:	<p>The Church will comply with its COVID-19 Safety Plan which adheres to the requirements set out by the ACT Government's COVID directives.</p> <p>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.</p>
Emergency Strategies:	Should an incident occur, the church leadership will follow the procedures outlined in its COVID-19 Safety Plan

ANNEX 4

Morning Tea COVID Plan for AM Services

Morning tea will be provided with the onus being on each individual attendee exercising personal responsibility for adhering to COVID safe requirements while partaking.

Kitchen volunteers will wear face masks and gloves when preparing and serving morning tea.