

Nationlight Church

COVIDSAFE MANAGEMENT PLAN

Stage 2 to 3 at 19.07.2020

Date	19.07.2020	Version	July 2020
Next review Date:	As needed by ACT Government changes		
CovidSafe plan undertaken by:	Ps Marcus Ravichandra Lawrence		
Responsibility:	Senior Pastor		

CONTEXT

Context	Sunday evening service and activities are held at 80 Murrarji Street, Hawker, ACT 2614
Scope	<p>This CovidSafe management plan is based on the Australian Government 3 step Framework for a CovidSafe Australia and includes the following essential requirements:</p> <ol style="list-style-type: none"> 1. Ensure gathering are no larger than 100 people 2. Maintain 1.5m social distancing and 4m² in Auditorium seating and practice good hygiene and respiratory protocols 3. Stay home if unwell 4. Frequently clean and disinfect communal areas 5. Implementation of this CovidSafe Plan
WHS policy statement	Australian Christian Churches is committed to a healthy and safe workplace. We aim to remove or reduce and manage risks to the health, safety and wellbeing of all workers (Pastors, employees, volunteers, and contractors), congregational visitors, and anybody else who may be affected by our ministry activities, and also to ensure all work activities are undertaken in a safe manner.

COVIDSAFE PLAN		
Critical control point	Support material	Further information or support material
<p>Good hygiene for workers</p> <p>All workers/congregational visitors are inducted into our ‘good hygiene’ protocols. This means:</p> <ul style="list-style-type: none"> • We wash our hands often with soap and water. This includes before and after eating and after going to the toilet and transitioning between work spaces • We use alcohol-based hand sanitisers when we cannot use soap and water • We avoid touching our eyes, nose and mouth • We clean and disinfect surfaces we use often such as benchtops, desks and door handles • We clean and disinfect objects we use often such as items used for the specific use at services etc • We use ‘tap and go instead of cash’ where possible • We ensure bathrooms are well stocked with hand wash and paper towel. • We follow and ensure social distancing etiquette 		<p>How to handwash poster: https://www.who.int/gpsc/5may/How To HandWash Poster.pdf?ua=1</p> <p>How to hand rub poster: https://www.who.int/gpsc/5may/How To HandRub Poster.pdf</p> <p>Simple steps to help stop the spread poster: https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-print-ads-simple-steps-to-stop-the-spread-coronavirus-covid-19-print-ads-simple-steps-to-stop-the-spread.pdf</p>
<p>Good hygiene for our congregational visitors</p> <ul style="list-style-type: none"> • We have installed signage reminding everyone of these requirements and obligations for good general health • We have sanitiser set up in key touch point locations 	Wellness poster	

COVIDSAFE PLAN		
Critical control point	Support material	Further information or support material
<p>Social distancing</p> <p>Social distancing is one of the best things we can do to stop the spread of coronavirus. Whenever and wherever we can, this protocol will be applied, including:</p> <p>Initial requirement: Sign on at entry point with name and contact phone number</p> <ul style="list-style-type: none"> • Placement of social distancing markers on the floor in areas where congregational visitors line up or where workers perform tasks. • Line management continually monitor to ensure everyone is keeping the required distance from each other • Service counters/reception desks set up to support social distancing requirements 	<p>Social distancing poster</p>	<p>Keeping your distance poster: https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-keeping-your-distance.pdf</p> <p>Physical distancing checklist: https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf</p>

COVIDSAFE PLAN		
Critical control point	Support material	Further information or support material
<p>Cleaning</p> <p>We recognise that cleaning is an essential part of disinfection because dirt and grime can inactivate many disinfectants. Cleaning reduces the amount of dirt and so allows disinfectant to work. Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.</p> <p>As such, our service has developed a cleaning program that has taken into consideration touch point locations and other cleaning needs.</p> <p>Refer to our 'Cleaning Plan'.</p>	<p>Routine environmental cleaning information</p> <p>Cleaning plan</p>	<p>Retail cleaning: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19</p> <p>Cleaning checklist: https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19_Cleaning-Checklist.pdf</p> <p>Safe Work Australia https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning</p>

COVIDSAFE PLAN		
Critical control point	Support material	Further information or support material
<p>Handling goods and infection control</p> <p>According to the World Health Organisation, it is not certain how long the COVID-19 virus can survive on surfaces. Reports and studies are telling us that time can vary from a few hours to several days, depending on the type of surface.</p> <p>In line with this, we take reasonable precautions by:</p> <ul style="list-style-type: none"> - Wearing gloves and masks when required - Cleaning children’s toys with a disinfectant solution - Washing our hands with soap and water or use an alcohol-based sanitiser - Avoiding touching our eyes, mouth and nose <p>We encourage all to also implement infection control procedures. We display information to promote this action.</p>	<p>Signage</p>	<p>NSW Health COVID 19 – Frequently asked questions https://www.health.nsw.gov.au/Infectious/covid-19/Pages/frequently-asked-questions.aspx</p>
<p>Worker/congregational visitors / entry and exit protocols</p> <p>Social distancing considerations are applied when workers/congregational visitors clients enter and exit the facility.</p> <ul style="list-style-type: none"> • Where possible, separate entry and exit doors are used or entry / exit give way protocols implemented. ▪ Sanitiser is made available at all entry/exit points 	<p>Signage</p>	

COVIDSAFE PLAN		
Critical control point	Support material	Further information or support material
<p>Number of people inside our building space</p> <p>In line with the new State and Federal restrictions, the number of people inside our worship space will be strictly monitored.</p> <p>Our worship seating space is (4m²) and is able to accommodate (96) of congregational visitors We display signage to assist adhere to our identified numbers</p>	<p>As per the measurements provided from Harrison School on square mts in each area we hire and then dividing by 4m² allowing number of chairs</p>	<p>Physical distancing checklist</p> <p>https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf</p>
<p>Money handling</p> <p>Where possible, we encourage contactless payment and, if handling cash, all workers are diligent about washing their hands and not touching our face. The wearing of disposable gloves is also encouraged along with regular hand washing.</p>	<p>Congregation will walk their offering/tithe to the containers set in specific area and counted by designated volunteers wearing disposable gloves</p>	

COVIDSAFE PLAN		
Critical control point	Support material	Further information or support material
<p>Vulnerable workers</p> <p>We acknowledge that some of our workers/congregational visitors may be at greater risk of more serious illness with COVID-19 and we undertake measures not to put these people at risk.</p> <p>These vulnerable workers include:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions • People 65 years and older with one or more chronic medical conditions • People 70 years and older • People with compromised immune systems <p>Where a vulnerable person is identified, we will risk assess each case and provide options such as re-assigning seating options where they do not need to have contact with others.</p>	<p>All people will be tested with a Thermal Forehead Temperature reading apparatus on entry to the facility and all people will be asked to sanitise their hands before signing in</p>	<p>Vulnerable workers:</p> <p>https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/vulnerable</p>

COVIDSAFE PLAN		
Critical control point	Support material	Further information or support material
<p>Incident management</p> <p>Our process for a COVID incident notification is:</p> <ol style="list-style-type: none"> 1. Notify the responsible line manager immediately 2. Secure the site as outlined on the Safe Work Australia information sheet process 3. Complete an incident report immediately 4. Work with ACC on the appropriate government notification 	<p>Incident report paperwork on hand to complete should anything need to be reported as an issue</p>	<p>What to do if a worker has COVID 10: https://www.safeworkaustralia.gov.au/doc/what-do-if-worker-has-covid-19-infographic#picModal</p>
<p>Attendance register</p> <p>For the purposes of contact tracing, all workers/congregational visitors, clients and visitors are required to provide their names and contact details as well as the date / time of attendance. This information is not to be used for any other purpose and may only be accessed by the responsible officer or their delegate.</p> <p>The form is designed to be separated into slips that can be individually completed and balloted in a box / container to prevent accessibility by persons other than the responsible officer.</p> <p>Information on attendance is to be securely retained for a period to enable contact tracing should an incident occur and for no longer than 3 months.</p>	<p>Attendance Register placed at entry point after temperature check is made and the hand sanitising is completed .</p>	

Resources



Stat Dec

COVID-19 Visitor Health Check

The below must be completed by each worker each time they attend for duty at Nationlight workplace.

Note: Flu like symptoms include fever, chills, muscle aches, cough, congestion, runny nose, headaches and fatigue.

Date:		Name:	
I am feeling well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I am experiencing cold or flu like symptoms	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I have been in contact with anyone that is confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Manager/Supervisor Signature:			

Date:		Name:	
I am feeling well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I am experiencing cold or flu like symptoms	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I have been in contact with anyone that is confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Manager/Supervisor Signature:			

Date:		Name:	
I am feeling well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I am experiencing cold or flu like symptoms	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I have been in contact with anyone that is confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Manager/Supervisor Signature:			

Date:		Name:	
I am feeling well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I am experiencing cold or flu like symptoms	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I have been in contact with anyone that is confirmed (or currently being tested) to have COVID-19	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Signature:			
Manager/Supervisor Signature:			

Social Distancing



Australian Government

Help us practise social distancing.

When in store, please **maintain a 1.5m distance** from others at all times.



BE COVIDSAFE

For more information about Coronavirus (COVID-19), please visit [health.gov.au](https://www.health.gov.au)



Coronavirus
(COVID-19)

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **health.gov.au**



Routine environmental cleaning and disinfection Information

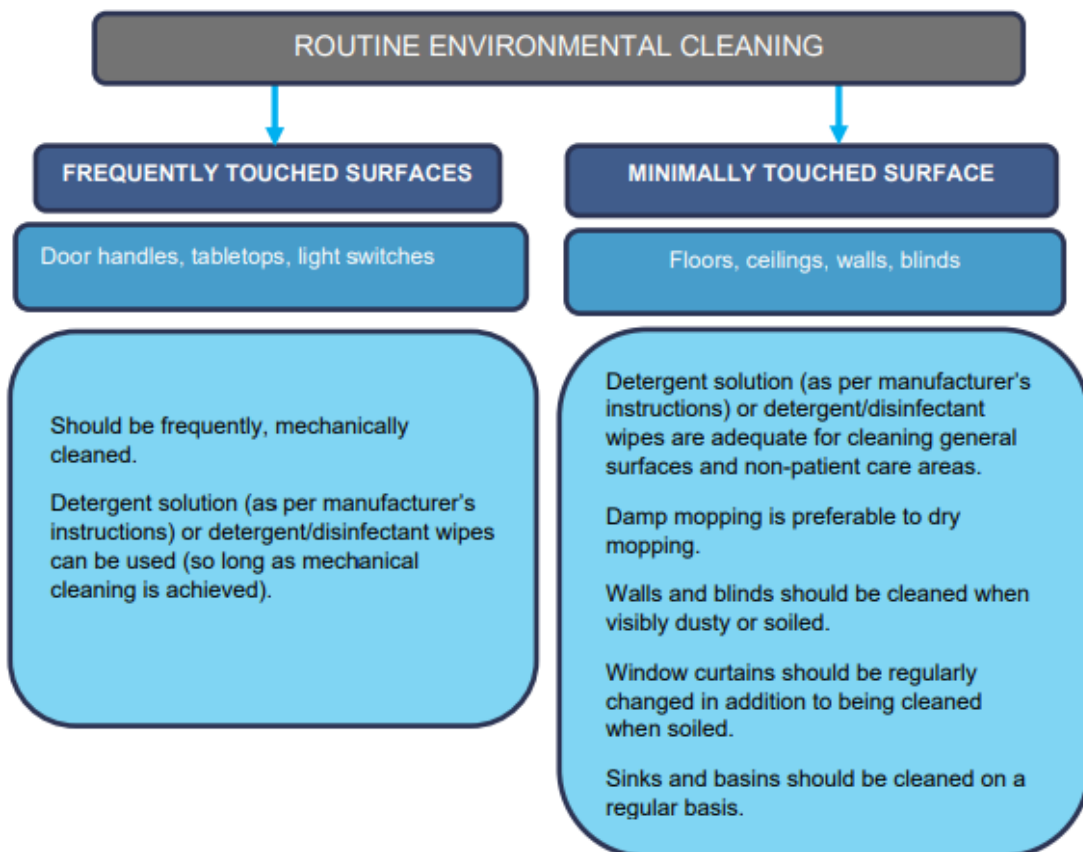
Cleaning is an essential part of disinfection because dirt and grime can inactivate many disinfectants. Cleaning reduces the amount of dirt and so allows the disinfectant to work. Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

The length of time the virus that causes COVID-19 can survive on inanimate surfaces varies depending on factors such as the amount of contaminated body fluid (e.g. respiratory droplets) or soiling present, and environmental temperature and humidity.

Coronaviruses can survive on surfaces for many hours or more but are readily inactivated by cleaning and disinfection. It is good practice to routinely clean surfaces as follows:

- Clean frequently touched surfaces with detergent solution (see diagram below).
- Clean general surfaces and fittings when visibly soiled and immediately after any spillage

Routine environmental cleaning requirements can be divided into two groups:



Source: <https://health.govcms.gov.au/sites/default/files/documents/2020/05/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community.pdf>



Australian Government

Attention

If you have experienced a **fever, cough, sore throat, shortness of breath** or **travelled overseas** in the past month, please **do not** enter this facility.



BE COVIDSAFE

For more information about Coronavirus (COVID-19), please visit [health.gov.au](https://www.health.gov.au)



Covid Safe Cleaning Information regarding your Purchase

We take care to select quality items for sale in our shop and have implemented our own cleaning processes however, we still recommend that when customers take their purchases home they:

- Wash all clothing, Manchester and soft furnishing prior to use
- Cleaning children's toys with a disinfectant solution
- Wiping down shoes, accessories, handbags, books and homewares with a disinfectant solution
- Wash your hands with soap and water

Examples for the use of Personal Protective Equipment (PPE)




						
Changing a continence pad or assisting with toileting						
COVID-19 case or unwell person in quarantine	✓	✓	✗	✓	✓	✓
Well person who is in quarantine for COVID-19	✓	✓	✗	✓	✓	**
Well person	✓	*	✓	✗	✓	✗
Delivering essential items like a meal tray (stay 1.5 metres away from the person and don't have any contact with their surroundings)						
COVID-19 case or unwell person in quarantine	✓	✓	✗	✗	✓	✗
Well person who is in quarantine for COVID-19	✓	✓	✗	✗	✓	✗
Well person	✓	✗	✗	✗	✗	✗
Driving someone who is sitting in the backseat						
COVID-19 case or unwell person in quarantine	✓	✓	✗	✗	✗	**
Well person who is in quarantine for COVID-19	✓	✓	✗	✗	✗	✗
Well person	✓	✗	✗	✗	✗	✗
Providing social support and you cannot maintain physical distancing						
COVID-19 case or unwell person in quarantine	✓	✓	✗	✓	✓	✓
Well person who is in quarantine for COVID-19	✓	✓	✗	✓	✓	**
Well person	✓	*	✗	✗	✗	✗
Cleaning a room (while person is in there)						
COVID-19 case or unwell person in quarantine	✓	✓	✗	✓	✓	✓
Well person who is in quarantine for COVID-19	✓	✓	✗	✓	✓	**
Well person	✓	✗	✗	✗	✗	✗

* Consider wearing a surgical mask if you cannot maintain physical distancing and/or are worried about exposure from spitting, coughing or sneezing.
 ** You should consider wearing goggles if you are going to be in close contact but they are not mandatory if the person is well.

<https://www.covid19.act.gov.au/business-hub/non-government-community-disability-and-health-service-providers#Personal-Protective-Equipment-PPE->

PPE use

For non-government community and health service providers



ACT
Government

ACT Health

Steps for putting on PPE for clients in quarantine or isolation for COVID-19*

Steps for putting on PPE for clients who are not in quarantine or isolation for COVID-19

Call ahead to determine whether the person or anyone in their residence is in quarantine or isolation for COVID-19. Ask them or their care giver if they have any respiratory symptoms.



Wash your hands or use an alcohol-based hand sanitiser.



Put on a long-sleeved impermeable gown if you might come into direct contact with the person, body fluids, their surroundings or equipment.
Make sure you do up the ties at the back of the gown.



Put on a surgical mask.
Make sure it covers your nose and mouth.



Put on goggles* if you might come into direct contact with the person, body fluids, or their surroundings or equipment.
**Goggles are not mandatory if the person is in quarantine and is well, but they should be considered if you are going to be in close contact.*



Perform hand hygiene.



Put on disposable gloves.
Make sure the cuffs go over your sleeves.

Now you're ready!

Terms to know:

Quarantine: person has been in contact with someone who is confirmed to have COVID-19.

Isolation: person is suspected of having or confirmed to have COVID-19.

Physical distancing: maintaining 1.5 metres between people.



Wash your hands or use an alcohol-based hand sanitiser.



Put on an apron if you are going to be providing care where you might come in contact with body fluids.



Put on a surgical mask if the person has respiratory symptoms or you cannot maintain physical distancing and are worried about exposure from spitting, coughing or sneezing.



Perform hand hygiene.



Put on disposable gloves if you are providing care where you might come in contact with body fluids.

Now you're ready!

Remember the five moments of hand hygiene:

1. Before patient or client contact
2. Before a procedure
3. After body fluid exposure risk
4. After patient or client contact
5. After contact with the patient or their surroundings.

If you are seeing multiple people in the same premises, change your PPE between each person, repeating the steps above each time.

Ask clients who have respiratory symptoms, or are in quarantine or isolation for COVID-19 to wear a surgical mask, if possible.

***See the ACT Health website (health.act.gov.au) for information for NGOs about how to perform a risk assessment prior to visiting clients**

Illustrations © State of Queensland (Queensland Health) 2020. Reproduced with permission.

<https://www.covid19.act.gov.au/business-hub/non-government-community-disability-and-health-service-providers#Personal-Protective-Equipment-PPE->

Covid 19 Audit

This checklist is to be complete (insert frequency)

Date: _____ **Time:** _____

Auditor: _____

Audit area	Pass / Fail	Issue Identified/Corrective action
All workers are inducted into good hygiene protocols?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Where required, workers are using PPE appropriately?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Workers are observed practicing good hygiene?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Signage is in place at all entry points advising workers and visitors of entry requirements?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Clients on site are observed following good hygiene directions?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
There are adequate stores of PPE including hand sanitiser	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Workers are observed following social distancing protocols?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Cleaning plan has been established?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Cleaning plan is being implemented as per directions?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Adequate cleaning products are available to carry out plan?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
A hand sanitiser station is set up at worksite entry points and other frequented touch point locations?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
The people number limit inside the workspace is being adhered to?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Hazards are being reported where identified?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
Where possible, contactless payment methods are being used?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
All 'fail' or 'non-compliance' issues identified have been reported as a hazard?	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	



Attendance Record

Date:	
Name:	
Address:	
Contact Number	

Date:	
Name:	
Address:	
Contact Number	

Date:	
Name:	
Address:	
Contact Number	

Date:	
Name:	
Address:	
Contact Number	

Date:	
Name:	
Address:	
Contact Number	

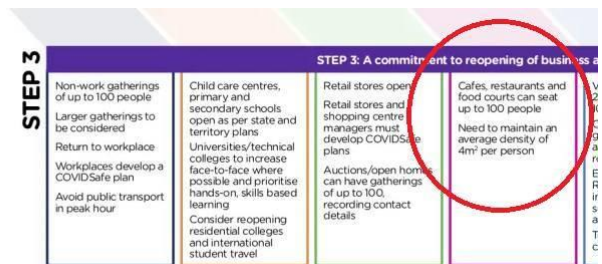
Date:	
Name:	
Address:	
Contact Number	

Calculating the Maximum capacity of your Church with Covid-19 Limits.

We are all yearning to be able to gather together again for congregational worship. The announcement that religious gathering of up to 100 will be permitted under step 3 has encouraged many to hope that we can resume public congregational gatherings (albeit limited to 100 people). Sadly, however, this will not be the case for many, because our churches are simply not large enough to comply with the physical distancing rules that will still be in effect.

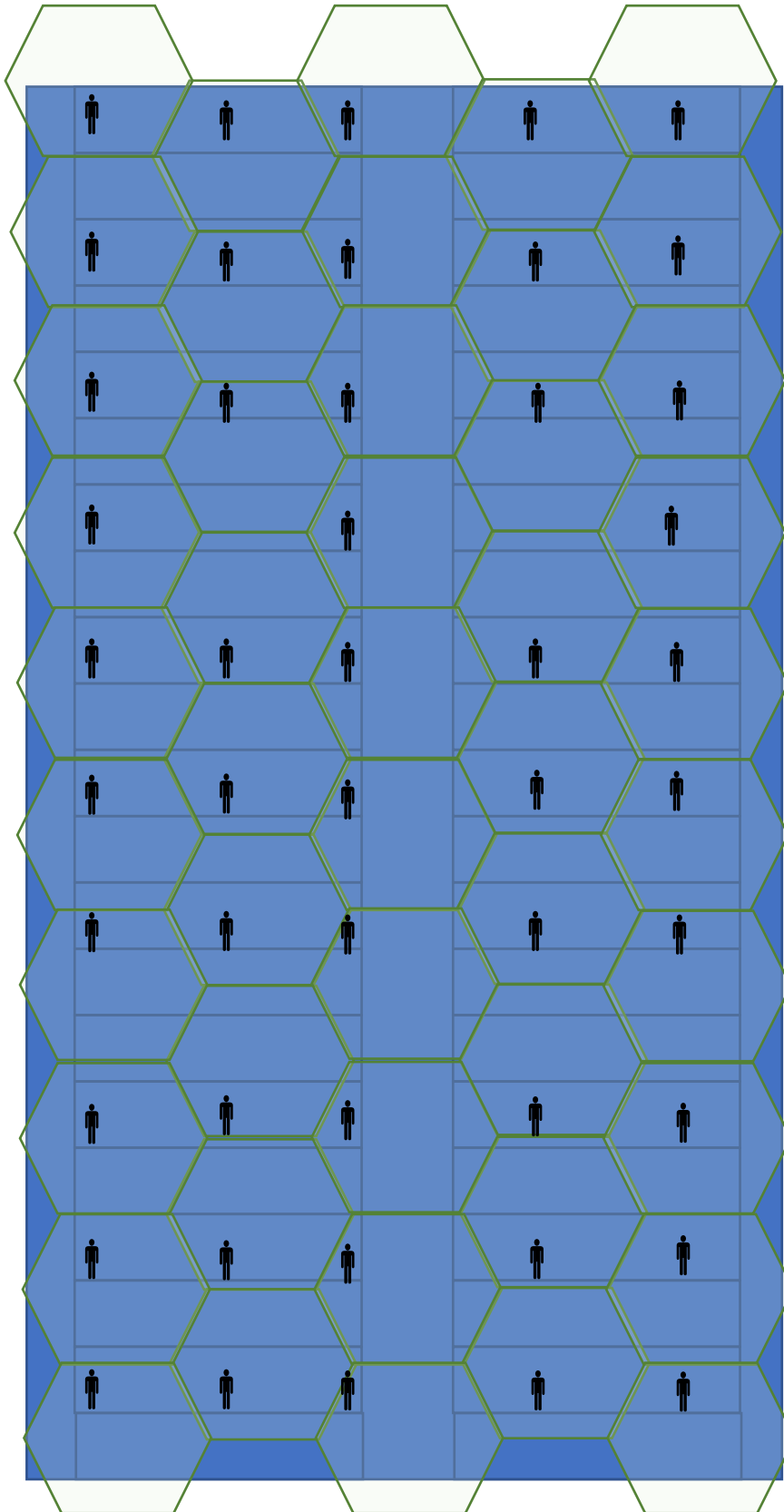
The NSW Government has not yet released the details on the Public Order rules that will apply when we get to step 3, so the analysis below is based on the assumption that religious gatherings during step 3 will need both 4m² per person and 1.5m physical distancing. These assumptions are based on the data currently available, including the following.

- Step 3 in the Government’s framework shows that the 4m² rule will continue to apply for gatherings of up to 100 in cafés and restaurants. Although the framework does not say anything either way about religious gatherings, it is reasonable to assume that the same rule will apply, because of the same risk factors (people seated in proximity for an hour or more).



STEP 3: A commitment to reopening of businesses				
STEP 3	Non-work gatherings of up to 100 people Larger gatherings to be considered Return to workplace Workplaces develop a COVIDSafe plan Avoid public transport in peak hour	Child care centres, primary and secondary schools open as per state and territory plans Universities/technical colleges to increase face-to-face where possible and prioritise hands-on, skills based learning Consider reopening residential colleges and international student travel	Retail stores open Retail stores and shopping centre managers must develop COVIDSafe plans Auctions/open homes can have gatherings of up to 100, recording contact details	Cafes, restaurants and food courts can seat up to 100 people Need to maintain an average density of 4m ² per person

- The 4m² rule comes from clause 8 from the [Public Health \(COVID-19 Restrictions on Gathering and Movement\) Order 2020](#). The [NSW Government webpage](#) that explains what you can and can’t do under the 4m² rule says that the rule applies to “**people gathering in the same, undivided indoor space.**” Therefore, it is not legitimate to include the total footprint of your building (crèche, adjacent hall, chancel, kitchen etc) in the floor space calculation. For most churches, the floor space for the calculation should be limited to the nave only (which includes the aisles).
- A place of public worship is [defined](#) as
a building or place used for the purpose of religious worship by a congregation or religious group, whether or not the building or place is also used for counselling, social events, instruction or religious training.
- 100 people means 100 individuals - children are included in this count. While family units can sit within the 1.5m physical distancing, each person in the family unit needs to be allocated This new maximum capacity is 23.8% (50/210) of the normal maximum capacity.
- The 4m² is the key limiting factor in these calculations.
- If the only rule was to maintain physical distancing at 1.5m, this could be achieved if everyone was allocated a hexagon with side length of 90cm, i.e., area = 2.1m²). This almost doubles the capacity of the church, and if family units can sit within 1.5m of each other, there is even greater capacity. The 100 person limit applies to the church site as a whole as a place of public worship. You cannot have two gatherings of 70 people (70 in the church, 70 in the hall) on site at the same time.



CHECKLIST ¹Reminder



Have you reviewed your
COVID-19 checklist
today?