

St Paul's Lutheran Church Box Hill

COVID Safe plan

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This document is prepared in consultation with staff, church council and the risk and compliance team and will be reviewed each time the Australian and Victorian government changes the restrictions that apply to our location. Any changes to this document will be saved in a new version and communicated to the before mentioned groups.

Action to mitigate the introduction and spread of COVID-19

Good Hygiene Practices

We will provide and promote the opportunity for regular cleansing of hands

At 1201 Riversdale Road: Hand sanitiser is located at the office foyer entrance and the church foyer.

At 1207 Riversdale Road: Hand sanitiser is located at the end of the hallway entrance

At 711 Station St: Hand sanitiser is located at the upstairs foyer entrance and near the kitchen servery

All locations have soap and paper towels available for washing hands in the bathrooms and kitchens.

In areas where it is required, Personal Protective Equipment (PPE), shall be used and made available to those that do not have their own.

As per current Government directives all employees, volunteers and visitors must carry a face mask at all times, unless an exception applies such as being under the age of 12.

It is strongly recommended that people wear a face mask when unable to maintain 1.5 metres distance from other people. Congregational singing requires people to wear facemasks or be 5m away from other members.

A Safety Coordinator will ensure these practices are being adhered to.

Disposable gloves should be worn by those conducting cleaning of high touch surfaces.

Some disposable masks and gloves are available at 1201 Riversdale Road in the office foyer and the church foyer.

A shield has been installed at the office window to allow for additional protection.

Training shall be provided on the correct use and disposal of PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).

Infection control Information has been dispersed through the Sunday Paper, as well as posters placed in key areas in all locations.

Training for Safety Coordinators at all events and programs will be provided to ensure hygiene and social distancing practices are being adhered to.

Individuals should refrain from sharing where possible

There is to be no sharing of food, drink or other items by participants. Individuals may bring along their own food and equipment for activities or individually packaged items may be provided. Food may be prepared and served by people with food handling training wearing appropriate PPE.

Employees and volunteers are to avoid touching equipment or objects that do not belong to them but should clean any used items touched after use. They should not sit at another person's desk, or use IT equipment or other items other than their own, without permission and cleaning after use. When using communal equipment such as copiers or microwaves, employees and volunteers should wipe down after each use.

Where an employee or volunteer may handle items that are not regular workplace items, hygiene measures must be observed. Any money or mail handling should be done wearing gloves and thorough handwashing.

Action to mitigate the introduction and spread of COVID-19

Cleaning

Environmental cleaning has been increased, ensuring high touch surfaces are cleaned and disinfected regularly.

Deep cleaning is conducted on Fridays by an employee with an understanding of current cleaning requirements.

Individuals who go on site do so with the knowledge that they are to wipe all surfaces before departing, complete and sign a cleaning checklist for the relevant rooms and return to the office. A supply of cleaning checklists are available near any sign in area for people to complete.

Approved contractors are to be met by the organising member of St Pauls who will provide site access and complete the cleaning procedures.

Contractors with independent site access are responsible for completing the above mentioned cleaning procedures.

Any group activity will have a leader ensure that appropriate cleaning has been conducted at the conclusion of the activity and the cleaning checklist has been signed and returned to the office.

Adequate supplies of hygiene and cleaning products are maintained.

Cleaning supplies for additional procedures are located in the office foyer at 1201 Riversdale Rd, near the kitchen servery at 711 Station St and in the kitchen at 1207 Riversdale Rd.

Additional supplies of hand sanitising solution are stored in the Vestry cupboard, for re-filling dispensers.

The Administration and Communications Coordinator will ensure an ample supply of hand soap, paper towel, tissues, hand sanitiser, disposable gloves and masks, alcohol based disinfecting wipes and that bins (with no lid or foot operated opening lids) are placed in appropriate locations to allow easy disposal of used supplies.

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Ventilation

Fresh air is to be encouraged where practicable

While the risk of community transmission of the virus is low, the Safety Coordinator will assess whether to open windows and doors, weighing up other factors such as noise (particularly for streamed services), temperature, wind/rain and insects which may not make it practical to maximise ventilation.

If the government increases restrictions due to increased risk of community transmission or unknown sources of transmission of the virus, activities will be moved outside or to well ventilated areas and doors and windows will be kept open as frequently as practicable to ensure maximum ventilation.

Action to mitigate the introduction and spread of COVID-19

Physical distancing

Screening of employees and visitors shall be conducted before accessing the workplace.

Employees/Volunteers cannot work onsite if they are unwell. Upon entry employees/volunteers and visitors will answer screening questions if they intend to be onsite for longer than 15 minutes.

Any group participants will need to answer screening questions as part of the booking process.

Communal areas are configured so that there is no more than one person per two square meters indoors and people are spaced at least 1.5m apart.

All rooms are labelled with room capacity numbers according to the 2 sq m rule and should be adhered to by all people onsite. Signs encouraging distancing are also placed in key areas.

Where possible seating will be spaced at 1.5m apart. Volunteers in the band and choir will need to be 1.5m apart from each other and singers shall be spaced 5m from the congregation and shall all face the same direction.

Floor markings are to be used to provide minimum physical distancing guides.

Floor markings will be placed in appropriate rooms and outside the entrance to premises by the group or service leader prior to events taking place.

A table has been placed in front of the administration window to ensure visitors stand back appropriately distanced behind the shield.

Tables will be laid out to facilitate distancing and encourage people to face the same direction.

The office layout has 2 desks positioned at least 2 metres apart and face different directions.

Any tables set up for activities should place chairs only on one side of the table unless a household member is opposite.

Action to ensure effective record keeping

Record keeping

Records will be kept to assist identifying close contacts if needed, tracking incidents and cleaning procedures.

Any persons entering any of our locations are required to fill in a declaration of their wellbeing on the day including their contact information. All registration sheets and cleaning checklists will be kept for one month from the date of the event. Booking forms and review forms will be kept for one year.

Events, services and group bookings shall use an electronic check-in system for participants which will be operated by a designated person.

Any incident or accident reports shall be filled in separately, with preventative action and control measures recorded and kept for a minimum of 5 years.

Records of actions reviewed and changes to this plan will be made as they occur and retained in new versions of the document stored on the St Paul's server V:\Office\Compliance_LCA-PS-etc\COVID-19.

Action to encourage staff well being

Employee well being

Staff mental and physical wellbeing will be prioritised.

The LCA has adopted the Employee Assist Program Converge International. Staff on the HRS system and family members living in that household can make use of the service. Contact the Church worker support department or District Office for more information.

All staff are aware of the availability of carers leave if required.

If someone arrives onsite unwell they shall be asked to undertake testing, return home, and a discussion on why they attended shall be conducted remotely. The Administration and Communications Coordinator will ascertain whether infection control procedures need to be implemented.

If someone becomes unwell whilst onsite and has any of the COVID-19 symptoms they should get tested at a nearby testing location and return home. They must stay home until they receive a negative test result.

Action to prepare for your response

Our response to a suspected or confirmed COVID-19 case

A continuity plan mitigating the impacts of an outbreak and potential closure of the workplace includes the following:

All employees and volunteers are to document their usual procedures to enable continuity of work and give consideration to procedures for operating remotely. Job descriptions have been modified for 2020.

Resources have been provided to enable functions of the church to continue remotely.

We will assist DHHS with contact tracing by providing attendance records to support contact tracing.

In the event that DHHS requests information, the Administration and Communications Coordinator will find the relevant documents and send copies to the appropriate address.

We will undertake cleaning and disinfection of any affected premises if necessary and assess whether any closure is required.

In the event that someone with COVID-19 has been on the premises, the building will be closed until professional cleaning has been conducted in all relevant rooms.

A suspected or confirmed case during church related activities will have immediate action.

In the event that someone with COVID-19 has been on the premises, all personnel will be asked to return home, get tested and remain in isolation until negative test results have been provided.

Should a member contract COVID-19 as a result of ANY Church-related activity the person in charge should immediately put in effect the procedures outlined in the District Communications plan starting with notifying Stephen Mildred, the District Administrator on 0411 865 275. An incident report should be completed and the Executive of Church Council (Pastor, Chair, Secretary) should be notified via ccexecutive@stpaulsboxhill.org.au. The Chairman of Church council will report any positive cases of coronavirus (COVID-19) to DHHS, WorkSafe, Health and Safety Representatives, and notify relevant members of the community

Notification of personnel will take place in the event of a confirmed or suspected case.

In the event of a confirmed case of COVID-19 in the congregation, the individual or DHHS should inform the Church Council Executive who will handle the response, further planning, coordinate communications, and liaise with authorities. All activity and communications will be channelled through this group, and the group will call upon others as needed.

If a situation like this does occur, please contact one of the CC Exec immediately and allow them to manage the situation. Please do not distribute separate communications or share privileged information.

Confirmation that the premises can safely re-open and personnel can return to work.

Once professional cleaning has occurred, CC Exec will give approval for return to onsite work or programs to commence.

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed:



Date: 23/12/20

Stephanie Nidenko

Operations Manager