

C3 CHURCH MONASH

COVID-19 SAFETY PLAN 2020

Responsible Person: Ben Aiken
June 2020
V1.4 Updated June 28

Introduction

The development and implementation of a COVID Safety Plan is an important step in keeping the staff, volunteers, and visitors of C3 Church Monash (C3 Monash) safe. C3 Monash has an obligation to follow current COVID-19 public health orders ensuring that our plan and its ongoing management adjust as and when restrictions or advice changes.

It is recognised that places of worship are potentially high-risk environments given the communal nature of religious services and other related activities i.e., Youth Groups, prayer meetings. Adhering to this plan will help ensure social distancing and good hygiene practices are complied with and that transmission opportunities are minimised for the safety of all who access our facility. Two key drivers underpinning our COVID Safety Plan are:

- A commitment to follow health advice <https://www.covid19.act.gov.au/>
- Directing staff, volunteers, and general public to remain at home if they are unwell.

C3 Monash understands the requirement for this plan to be produced when requested by an authorised person.

Definitions

- A **COVID-19 Safety Plan** means a plan:
 - in writing that addresses how the business or undertaking will manage its operations to minimise the risks posed to any person by COVID-19 because of the operation of the business or undertaking; and
 - developed with regard to published guidance material endorsed by the Chief Health Officer.
- **Place of worship** means 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.
- An **authorised person** means an authorised person under section 121 of the Public Health Act 1997.
- **Religious ceremony** includes, for example, weddings, funerals, christenings, dedications, or baptisms.

COVID-19 Safe Warden

C3 Monash has appointed **Ben Aiken** (current Risk Management Officer) as the COVID Safe Warden, Ben will be assisted by **Nat Kingston** (current EA, Events & Office Manager). The role of monitoring and implementing compliance measures and championing safe practices across the organisation will be carried out by Ben, Nat, and other staff/leaders.

Current Requirements – Worship, Weddings and Funerals

Minor details updated on Monday June 28, 2021. Plan continues to reflect Canberra’s Recovery Plan as of December 2. Stage 4 restrictions and the inclusion of new advice:

- As at midnight Sunday June 27, and until further notice, face masks are required in certain public settings within the ACT.
- Places of worship holding religious ceremonies (including weddings and funerals) may have up to 500 people (excluding church leaders and others involved in conducting the service or gathering), and function under the one person per 2 square metres rule where the Check In CBR app IS being used. Gatherings must remain at one person per 4 square metres where the Check in CBR app is NOT being used.
- Singing carries a high risk due to increased droplet spread. When singing, congregation/attendees should maintain a minimum of two metres from each other and cleaning of areas or equipment in range of singers/performers should be increased.

NOTE: Without a COVID Safety Plan in place all religious ceremonies, services and gatherings must remain at a maximum of 25 people with one person per 4 square metres.

C3 Monash Responsibilities

Well-being of Staff and Congregants

REQUIREMENTS/RISKS	ACTIONS/CONTROLS
Exclude staff and congregants who are unwell from the premises.	All staff, volunteers and visitors made aware of need to remain at home if unwell. Signage indicating the same also visible throughout facility. Anyone presenting as unwell will be kindly asked to leave with suggestion they visit a GP.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	All staff sent LINK to https://www.covid19.act.gov.au/protecting-yourself-and-others with instruction to become familiar with content.
Make staff aware of their leave entitlements if they are sick or required to isolate.	Staff have been sent a communication regarding their available leave. Provisions beyond available leave entitlements to be discussed on case-by-case basis.
Display conditions of entry (website, social media, venue entry).	‘Shared Responsibilities’ and max occupancy signage displayed in the foyer (the main facility entrance) and other locations throughout facility.
Seek the voluntary recording of visitor’s details via the CBR App or a visitors’ book for those without the app.	CBR Check In QR code located in the foyer (the main facility entrance) and at other sites across the facility.
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Fortnightly online services and online weekly devotionals remain in place as at June 27, 2021.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> • Any hired spaces e.g. community halls 	Safety plans will be sought and approved for any intended hire spaces before use.

<ul style="list-style-type: none"> Beyond Grappling (hirer of Monash facility) Building Hire cont. 	Beyond Grappling (hirer of C3 Monash) have provided Monash with their COVID Safety Plan https://www.c3monash.org.au/wp-content/uploads/2020/06/Beyond-Grappling-COVID-19-Safety-Plan.pdf
---	---

Physical Distancing

REQUIREMENTS/RISKS	ACTIONS/CONTROLS
<p><i>Worship services/weddings & funeral:</i> Up to 500 people (*excluding those conducting the service) and 1 person per 2 square meters where the CBR Check In App is being used or 1 person per 4 square meters where the app is not in use.</p>	<p>Sunday services will return on February 14, 2021. Registration is no longer required where the CBR Check In app is in use. Prayer and worship nights will be held mid-week (less well attended). Social distancing and hygiene protocols will be in place at all gatherings.</p>
<p>Ensure physical distancing of 1.5 metres between each family group or household as well as individuals.</p>	<p>Seating, in all rooms and for all gatherings, will be arranged to allow for 1.5m between families/households (2m where signing is involved). Signage reminding people of need to physically distance has been placed throughout facility and staff will verbally remind visitors when required.</p>
<p>Use signage to communicate maximum safe capacity and highlight physical distancing requirement.</p>	<p>Signage provided by ACT Gov has been placed throughout the facility, at entrances/exits and other visible locations.</p>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including meal breaks.)</p>	<p>Staff all have adequate space for physical distancing at current workstations. Meal room seating has been adjusted to accommodate the 1.5m spacing.</p>
<p>Carefully manage the entry, exit and flow of people through the facility.</p>	<p>Signage, crowd barriers and floor markings/directives have all been set up in the foyer (main facility entrance. These will allow for distancing as people enter and exit the facility.</p>
<p>Modify ministry times to avoid direct contact. Where not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.</p>	<p>Ministry time will not involve physical contact e.g. no laying on of hands, no 'catching' and no hugging or holding. Where practical 1.5m will be observed during ministry times.</p>
<p>Have strategies in place to manage organic gatherings that may occur immediately after services as well as outside the facility.</p>	<p>When restrictions require it Monash will borrow the community sport industry's 'get in, train, get out' mantra. Congregants will be encouraged to exit (orderly manner) at completion of services/gatherings and not linger or gather organically for 'catching up'. Pre-service gatherings will also be subject to health advice and changing restrictions.</p>
<p>Minimise number of large group worship (singing) situations. Where possible utilise a reduced number of musicians and vocalists. Ensure physical distancing between those on</p>	<p>C3 Monash has re-introduced Sunday services as of February 2021 as well as retaining the mid-week Hour of Power gatherings. Numbers will not exceed Gov directives with participants</p>

stage from each other and also the congregation.	asked to register via the CBR Check In app. Communal worship will be undertaken with appropriate social distancing in place.
--	--

Hygiene & Cleaning

REQUIREMENTS/RISKS	ACTIONS/CONTROLS
Communicate and adopt good hand hygiene practices.	Signage placed throughout facility and at each sink i.e. kitchen(ettes), restrooms. Hand sanitizer stations also located throughout facility.
Ensure bathrooms are well stocked with hand soap and paper towels.	Restrooms checked regularly to ensure they remain stocked. Stock ordered from suppliers as required.
Increase the frequency of cleaning for high touch areas and restrooms.	Contract cleaners have been increased back to twice weekly full facility clean as of December 2020. Additional cleaning of high contact/touch areas i.e., restrooms, handrails, tap handles etc. continues.
Avoid taking up a physical offering where cash is collected/exchanged between people. Limit the use of shareable items such as bibles, pens, microphones etc. if possible. If not, ensure they are cleaned between each use.	No physical offerings are to be taken up until all restrictions related to COVID-19 are removed. Shareable items will be removed, and people encouraged to use their personal bibles, pens etc. Worship team will clean/sanitise all microphones, and instruments before and after each use.
Adequate cleaning/disinfectant solutions need to be stocked and used in accordance with the manufacturers' instructions.	Cleaning stations (antibac wipes, hand sanitizer and sign off sheet) have been placed in each staff office, the multi-purpose room, Board room, Creche area, sound desk and the kitchen. Users of each space have been asked to clean/sanitize the used area and sign off after each gathering.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff have access to latex cleaning gloves and have been advised to wash hands before and after cleaning and also at regular intervals throughout the day.
Provision of food and beverage (F&B)	Opportunities where F&B are provided will be limited. Where possible food will be single serve packaged items e.g., cans rather than cups, pre-packaged snack type foods or pre-prepared single serve snack platters. Staff/volunteers preparing F&B will wear gloves and wash hands before and after preparation.

Testing for COVID-19

In the ACT people can be tested for COVID-19 where the following symptoms are present:

- Fever of 37.5 degrees or greater (or recent history of fever such as chills or night sweats); or
- Respiratory infection (such as shortness of breath, cough, or sore throat).

Any person presenting as such at C3 Monash will be asked to leave the premises and visit their GP or a testing location. All people who are tested should self-isolate until they receive a negative test result.

Collecting and Storing Visitor Information

The collection and storage of personal information, voluntarily given by visitors to C3 Monash, as part of this COVID Safety Plan will be managed in line with the C3 Church Monash Privacy Policy (<https://www.c3monash.org.au/wp-content/uploads/2020/06/C3-Church-Monash-Privacy-Policy-1.2.pdf>). Also note that personal information will only be provided to relevant health authorities where requested and all records, electronic and or hard copy, will be destroyed after 28 days.

Reporting

If C3 Monash is notified of a confirmed case of COVID-19 amongst church staff (inc. key, regularly attending volunteers) the COVID Safe Warden will notify WorkSafe ACT (worksafe@act.gov.au | 13 22 81) and will follow directives regarding potential closure or continuation of business.

C3 Church Monash Inc.