

COVID Safe plan

Our COVID Safe Plan

Business name:	Genesis Church Inc.
Site location:	9 Neill Street Maryborough & Ballarat North Community Centre
Contact person:	Jim McMillan (Lead Pastor)
Contact person phone:	0433 256 445
Date prepared/last updated:	November 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<p><i>Hand sanitiser stations will be located at all entryways of buildings as well as readily available throughout areas of operation.</i></p> <p><i>Hand soap and paper towels will also be readily available to ensure adequate washing of hands. It is expected that all people on the premises use these hygiene stations regularly and wash their hands properly and thoroughly.</i></p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Make sure that windows, doors and air conditioning are set for optimum air flow during use of the facility</i>
In areas or workplaces where it is required, ensure everyone is to wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to those that do not have their own.	<i>Face coverings and PPE are required for everyone in accordance with the Victorian government advice. This means face coverings must be worn correctly covering the mouth and nose unless a lawful exception applies. It is encouraged that everyone should bring and wear their own face coverings and PPE as this is the best option. Otherwise Genesis Church will have some spare face masks made available.</i>
Provide signage for the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<p><i>Practice of hand and cough hygiene is strongly encouraged. This includes washing and sanitising hands correctly. Face coverings and PPE must also be worn correctly to minimise any potential risks to other persons.</i></p> <p><i>All parishioners MUST NOT attend services if they are unwell</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Replace high-touch communal items with alternatives.	<p><i>Any sharing of food, drink, condiments and coffee is not permitted.</i></p> <p><i>Where possible non touch options have been implemented. This includes contactless payments, rubbish bins, etc.</i></p> <p><i>Sharing of equipment such as phones, headsets or other equipment is also strongly discouraged and should be avoided where possible.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning and ensure high touch surfaces are cleaned and disinfected regularly (and a final wipe down after services).	<i>Shared spaces must be cleaned at regular intervals.</i> <i>High touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens etc) will be regularly cleaned and disinfected especially after all services with all those carrying out such cleaning to wear gloves at all times and discard the glove appropriately afterwards.</i> <i>Disinfectant wipes and sprays are available throughout the facility.</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<i>Disinfectant wipes, disinfectant sprays and other cleaning supplies will be made available throughout the facility. Please notify any of the Pastoral Staff if you notice cleaning products are running low. Supplies of cleaning products will be monitored and regularly restocked.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Congregational requirements during services and physical distancing	
Ensure that Singers, Musicians & Worship Leaders are aware of the rules surrounding the use of Masks and Social Distancing measures.	<i>Singers, Musicians & Song Leaders are required to maintain social distancing. (1.5 meters apart) However, they are not required to wear a mask while singing or playing.</i>
All Musicians and singers are to operate in a COVID safe way at all times.	<i>All singers & Musicians are to use their own instruments and have their own water bottles. There is to be no sharing of Microphones, instruments or water bottles.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
To limit the use of printed materials and “handouts” to assist in social distancing.	<i>Moving all of our information and marketing material to online platforms and assisting as many as possible to access them.</i>
Configure all Auditoriums so that there is one person per four square meters space, and that all attendees are spaced at least 1.5m apart.	<i>The number of people allowed in Auditoriums is limited to no more than density quotient allows (one person per four square meters). All seating & equipment will be arranged to ensure physical distancing.</i> <i>Signage or posters will be put up to reflect the density limits.</i>
Use floor markings to provide minimum physical distancing guides in areas that are likely to create a congregation of people.	<i>Areas have been identified that require floor marking, such as toilets, information/registration desks, kitchen areas, printer collection areas.</i>
To use the sealed Communion elements at all communion services.	<i>Each sealed Communion cup & wafer package to be given out by an usher on the way into the auditorium before the service begins. The usher would be required to wear gloves during distribution.</i>
Minimise the build-up of attendees waiting to enter and exit the facility.	<i>Attendees will be encouraged to use different doors for entry and exit where possible. These entries and exit systems will be contactless where possible and quick to enter and exit.</i>
Provide signage that provides information on physical distancing expectations while attending Worship Services	<i>Signage will be displayed throughout the facility to encourage the maintaining of physical distancing. The message that physical distancing requirements are to be maintained during all services will be by COVID Officers and Pastoral Staff</i>
The appointment of a COVID officer at all Genesis Church events.	<i>The role of the COVID officer is to supervise All services at Genesis Church, ensuring the correct implementation of the COVID safe plan.</i>
COVID safe protocols are to be applied to the handling of all offerings and payments.	<i>All offerings are to be encouraged to be “online”. If the receiving of offerings are unavoidable, they are to be taken in a contactless system. E.g. All handers and counters wear gloves at all times.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Genesis Church is committed ongoing education & training of volunteers, service leaders and the congregation.	<i>We will utilise all of the methods we can with regard to communication and the implementation of the COVID safe plan as we can. We will use the Website, Signage, Volunteer training and Announcements to assist all of our attendees to understand our COVID safe plan.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of all people attending worship services at Genesis Church.	<p><i>A register of attendance will be established and maintained for everyone that attends all of our Worship services</i></p> <p><i>These records are only to be used for tracing COVID-19 infections only. Any leaders that have access to this file, must handle this information in accordance with our privacy policy since it includes personal information.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the Worship facility.	<p><i>In the event of a positive case, this will be communicated with all attendees and relevant stakeholders.</i></p> <p><i>Priority will be placed on essential services (including community support and food supply, recording and broadcasting of religious service, and unavoidable pastoral care giving) where a thorough risk assessment will be conducted prior to reopening such services. Non-essential services may be closed, postponed and/or modified when safe to do so.</i></p>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<i>Genesis Church will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected. This will assist in contact tracing should an attendee of a worship service test positive. Relevant leaders & stakeholders will be contacted regarding possible transmission and to support contact tracing.</i>

Guidance	Action to prepare for your response
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<p><i>Where a suspected case is present at the facility in the 48 hours prior to the onset of symptoms or while symptomatic, parishioners must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected areas where they attended and high-touch surfaces.</i></p> <p><i>Where a case is confirmed to have been in the facility, cleaning must be undertaken in accordance with DHHS guidance.</i></p>
Prepare for how you will manage a suspected or confirmed case that may attend a Worship Service at Genesis Church.	<i>An attendee suspected to have COVID-19 is to be supported to travel home immediately, the attendee must wear a mask and be physically distancing from all other people present. As a Church leadership we would strongly advise that the suspected person undergo a COVID-19 test and self-isolate</i>
Prepare to notify Worship Service attendees of confirmed or suspected case.	<p><i>For a confirmed case, all Worship Service attendees would be notified and direct them to stay in self-isolation.</i></p> <p><i>For a suspected case, Genesis Church would inform all attendees of the effected service to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</i></p> <p><i>The most effective way of quickly communicating with attendees of a Worship Service where there is or has been a suspected or confirmed case will be via their contact details provided. Therefore, emphasis is placed on maintain up to date attendance records of those entire on site.</i></p>