

EBC COVIDSafe Plan

17-19 Margot St Chadstone



Created: 13 Nov 2020

Under COVID restrictions there are certain requirements for Places of Worship to operate which includes having a COVIDSafe Plan. Places of Worship [fall into this category for certain activities](#), which for Encounter Baptist Church ('EBC') include:

- (1) Sunday's livestream service, (preparing/pre-recording for them)
- (2) Other religious gatherings at different times during the week

This COVIDSafe Plan follows the [obligations outlined by Business Victoria](#), and the direction of the [Baptist Union of Victoria](#) (BUV), in the context of Encounter Baptist Church.

Working From Home

Where possible all staff, pastors and volunteer ministry leaders will work from home as advised by the Victorian government stipulations.

Working on-site

Permits

Staff and volunteers will be supplied with permits for those needed to come on-site for the reasons above. The only reason to be on-site is for the reasons above, if the reason for coming on-site is different to the above then one should not be there.

Permits are available through Senior Pastor David Wanstall.

Record Keeping

Anyone who does come on-site is required to sign in/sign out using our COVID tracer QR codes available at the entrances.

In addition we require each of our home churches and other groups to keep similar records with their own QR codes. For example a home church would use the same QR code whichever location they happened to meet in.

The information required is first and last names and mobile number. The data will be kept for 28 days before being automatically deleted.

Room Requirements

We continue to adhere to the 4m² rule in all rooms and offices on the property.

Employee and Volunteer Health

Anyone coming on-site is to be in good health. Workers (paid or voluntary) cannot be on-site if they are unwell.

If you are unwell then you are not required to work as you usually would. Please stay at home. If necessary, please get a COVID-19 test and quarantine at home until you have your result.

If you receive a positive result please tell one of the pastoral staff immediately.

EBC will go ahead and report any positive cases to DHHS, Worksafe, Health and Safety representatives, and others who work at EBC.

Please see below (page 10) for more details about this.

Cleaning

Our property is to be cleaned with the supplied cleaning materials available.

See below (page 9) for more details.

EBC COVID Safe Plan

Business name: Encounter Baptist Church

Site location: 17-19 Margot St Chadstone

Contact person: David Wanstall

Contact person phone: 0414 330 298

Date prepared: November 13, 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering buildings and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none"> • Hand sanitiser is provided in the church office, chapel, hall, and Noah's Arts • Toilets regularly cleaned and soap dispensers filled. • Soap provided at sinks on the property. • Paper towels provided in each usable toilet.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> • Windows and doors will be opened, as practically as possible, while the building or room is in use.
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none"> • Face masks are to be worn by all people who are on-site at all times, unless: <ul style="list-style-type: none"> ○ A person is alone in their own individual office. ○ A person is speaking in the livestream broadcast or recording for the broadcast. ○ A person is singing in the livestream broadcast or recording for the broadcast. • Face masks will be provided to workers if required.

Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> • Signage is placed in rooms and on buildings, including toilets, to direct the correct use of face masks and other PPE. • All PPE used is to be appropriately disposed of in the bins provided.
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • Collecting the offering (if/when it occurs) will be done with a stationary bowl in the chapel - bags won't be passed around. • Communion is currently suspended.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly).	<ul style="list-style-type: none"> • COVID Cleaning checklist is to be filled out each time the building is used. The identified areas/items are to be cleaned before the next use of that area.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • Cleaning detergent and disinfectant products are supplied in the church kitchen/hall. • Cleaners will inform David of any products that are low and required to be purchased.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	

Ensure that all staff that can work from home, do work from home.	<ul style="list-style-type: none"> All staff and volunteers are working from home and will only come on-site for the essential tasks connected to live streams, preparation for live streams, or permitted onsite religious gatherings.
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> Current staff only work either from home and occasionally from our site
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<ul style="list-style-type: none"> All workers and visitors are required to sign-in using the QR system. Anyone who presents as unwell or becomes unwell while on-site will be asked to return home and get tested as required.
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	<ul style="list-style-type: none"> All staff in the church office have their own office or are adequately distanced from another staff member in their usual setting. All offices and rooms have been measured for correct four square metre rulings and all workers will abide by these. Workers are to keep 1.5m distance from each other.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<ul style="list-style-type: none"> Masking tape is used to designate areas in the church auditorium.
Modify the alignment of workstations so that employees do not face one another.	<ul style="list-style-type: none"> All workstations currently in use do not face each other.

Minimise the build up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> Workers will keep the 1.5m distance between one-another upon entry into the premises.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunch breaks).	<ul style="list-style-type: none"> Workers are to remain 1.5m apart at all times, including in kitchenettes and during breaks. This is communicated in person and through signage. Staff are not to share cups or utensils.
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> Any deliveries on-site are to be contactless.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> Current work schedules mean there is minimal overlap of people present in the building.
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <u>'four square metre' rule.</u>	<ul style="list-style-type: none"> All spaces and rooms have been measured and now have signage that is in accordance to the four square metre rule. Other signage appropriate to hygiene and on-site protocols have also been placed in areas.

Guidance	Action to ensure effective record keeping
Record Keeping	

Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> • Covidtracer QR codes are present at the church entrances for people to sign in and out. • The information required is first and last names and a phone number • Data is only kept for 28 days. • This same system will be used for home churches and other groups as they are allowed to meet in different locations.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	

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 workplace.	
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • All sign in/sign out data will be given to DHHS to help with contact tracing. • All people in sign in/sign out records will be notified if they are a close contact. • Any questions about the day, if there is a confirmed case, will be provided to the authorities.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<ul style="list-style-type: none"> • In the event of a confirmed case, all operations will cease and a deep clean will take place. <ul style="list-style-type: none"> ◦ Whether this will need to be the whole or part of the premises will be taken on advisement. • The cost and company who will complete this clean will be on advisement.

<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • If contacted about a confirmed case during work hours the process will be: <ul style="list-style-type: none"> a. Isolating the person who is deemed positive to COVID-19. b. Sending all other workers on-site to get tested, and then onto their homes for self-isolation. c. Authorities called to alert about a positive case. d. Contacts for the day, and previous few days, will be contacted and advised of positive cases. e. Notification to our church community about positive cases occurring will be communicated ASAP.
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • All workers and contractors on-site of the day, and days prior, to the confirmed or suspected case will be notified.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • Worksafe will be contacted by a staff member immediately when a confirmed case is made known to the church.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • Only after all protocols for cleaning have been completed, and confirmation of our premises is given by the authorities will be open again and have activities on-site.

CLEANING PROCEDURE

This cleaning procedure will need to be adhered to after every activity.

- Wear gloves when cleaning and discard after use.
- Thoroughly clean surfaces using detergent and water.
 - A cleaning solution has been made up for those cleaning post-service to use on hard surfaces. This will include, but is not limited to: chairs, tables, pulpit, microphones and all audio and visual equipment, livestream equipment, doors handles, window handles, light switches, fan switches, and toilet/s.
 - **The process is: spray onto a paper towel or cloth and wipe hard surfaces.**
- High touch surfaces will be disinfected at the end of each service. This involves wiping the surface, spraying with disinfectant, waiting for at least 10 minutes before cleaning.
 - There shall be no spraying of cleaning materials onto electrical goods. The use of a paper towel or cloth is most appropriate.
- Only use a disinfectant after cleaning with the detergent and water
- Frequently touched surfaces including door handles and bathrooms will be cleaned often.

If someone infected has been at our venue we are to follow the national protocols of cleaning, for more information see the Safe Work Australia [website](#) (also [here](#)) and the [DHHS guidelines](#)

EBC COVID-19 INCIDENT RESPONSE AND RECOVERY PLAN

If anyone in our church, whether it is staff, volunteer or attendee suspects that someone may have the virus, or has been exposed to it, it is important that they notify the COVIDSafe Officer immediately. They will be responsible for overseeing the COVID-19 Incident Response Plan.

Safe Work Australia has [important information for businesses where COVID-19 may be found](#). It is important to understand that where you have staff or volunteers at a location in Australia, it is classified under health and safety laws as a workplace.

Therefore, the process for a COVID incident notification is:

1. Notify the COVIDSafe Officer on duty immediately.
2. Secure the site as outlined on the [Safe Work Australia process](#).
3. Complete incident reporting process for EBC.
4. Notify relevant government authority immediately.
 - a. "Duty holders must notify WorkSafe Victoria when they become aware of a case of COVID-19 where it is the cause (or suspected causes) of a death at a workplace. Incident notification procedures are detailed on the WorkSafe Victoria website. Notification must be made regardless of whether the Victorian Department of Health and Human Services is already aware of the case."
5. Update the BUV and Baptist Insurance office.
6. Follow the instructions given by governing authorities (DHHS, WorkSafe Victoria etc.)