

COVID Safe plan

Berwick Church of Christ

Our COVID Safe Plan

Business name: Berwick Church of Christ Inc.
Site location: 446 Centre Road, Berwick Vic 3806
Contact person: Karen Fletcher
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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.	<i>Hand sanitiser is available in several locations throughout the church facilities. All people are encouraged to use the sanitiser on entry.</i> <i>Hand soap stations and paper towel dispensers are available in the toilet facilities. Rubbish bins are available to dispose of paper towels.</i> <i>Signage is displayed throughout the facilities with information on how to wash and sanitise hands correctly.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Where possible air flow is enhanced by adjusting air conditioning or opening doors. In vehicles, open windows wherever possible and avoid having the air conditioning on recirculate.</i>
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.	<i>All staff, volunteers and visitors are required to wear a face mask indoors unless an exemption applies and when outdoors are recommended to wear a face mask if they cannot keep at least 1.5m apart from others. All passengers are required to wear a fitted face mask when travelling in a vehicle if not from your household. Face masks are available upon request from the Operations Manager.</i> <i>All persons attending a Church Service or Event are required to wear a face mask indoors at all times, unless an exemption applies. When outdoors, a face mask is strongly recommended to be worn when anyone can't maintain 1.5 metres distance from other people.</i>
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).	<i>At staff meetings, opportunity is provided for training on the correct use of PPE and good hygiene practices, as required.</i> <i>Cleaning kits are provided with detailed instructions on how to clean and what must be cleaned in each room/area.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Replace high-touch communal items with alternatives.	<p>Staff and volunteers are required to clean all items/surfaces they use whenever they attend the Church facilities. Cleaning Kits have been provided in all rooms. The Cleaning Kits provide all PPE and cleaning products required to be used with instructions on what must be cleaned prior to leaving the facilities. Our Cleaner regularly sanitises all surfaces in common areas at least twice a week and upon request.</p> <p>No food, drink, crockery, utensils, vessels or other equipment is permitted to be shared by participants. Individual sealed communion cups are placed on seats in the auditorium (by one person wearing gloves). We encourage people to give any tithes and offering online or to put cash in a locked box located at the Next Steps Desk.</p>

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 (at least twice daily).	<p>Our cleaner has a schedule for regular cleaning in place. Additional cleaning is provided upon request.</p> <p>All high touch areas (including high touch surfaces in vehicles) are cleaned and sanitised regularly, e.g. door handles, table tops, etc.</p> <p>Service times allow sufficient time for cleaning between services, including toilets and all high touch areas.</p>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Adequate supplies of cleaning products and sanitisers are maintained and monitored regularly by the cleaner.

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.	Staff may work from home when it is practicable to do so.
Establish a system that ensures staff members are not working across multiple settings/work sites.	<p>We do not have multiple sites.</p> <p>Home visitation by Pastors, Staff or Pastoral Carers is permitted. All persons are to keep at least 1.5m apart and wear a face mask if they cannot keep 1.5m apart.</p>
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<p>All Staff and visitors must check-in using the Service Victoria QR Code system.</p> <p>Anyone who is unwell will be asked to go home and seek medical assistance, and will not be permitted on the Church facilities.</p> <p>People booking to attend a service or gathering, are reminded to not attend the Church if they are unwell or have Covid symptoms.</p>
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.	<p>All rooms and areas have signs advising of the number of persons permitted in that room/area.</p> <p>The reception area has a glass sliding screen.</p>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	If it is determined that there is the likelihood of people queuing or lining up (i.e. at the Info Desk, Reception, Entrance to Auditorium), barriers, tape or other clearly visible markings will be used to identify a 1.5 metre.

Guidance	Action to mitigate the introduction and spread of COVID-19
Modify the alignment of workstations so that employees do not face one another.	<i>Not applicable.</i>
Minimise the build-up of employees waiting to enter and exit the workplace.	<i>Not applicable.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>At Staff Meetings opportunity is given for any training required on physical distancing expectations, as required.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>There is minimal contact between delivery drivers and staff.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>All staff have set days of work and physical distancing is encouraged.</i>
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 ‘four square metre’ rule .	<i>All rooms have visible signage identifying the maximum occupancy of each room, as determined by the four square metre rule.</i>

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.	<p><i>Upon entry there are signs displayed to check-in using the Service Victoria QR Code and it is a requirement upon entry that everyone check-ins using this.</i></p> <p><i>Online Bookings are used for services, events and gatherings which will obtain names and mobile numbers of those attending and ensure numbers do not exceed Government requirements. People must also check-in using the Service Victoria QR Code.</i></p> <p><i>The Welcome Team electronically check all service attenders in, to ensure the maximum number of people is not exceeded. Should the limit be reached, people will be turned away and encouraged to watch online.</i></p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>Workplace health and safety procedures are in place, including recording information about incidents.</i>

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.	<i>The Executive Forum and the Board of Elders meet on a frequent basis, and are responsible for managing the potential closure of the Church due to the impacts of an outbreak.</i>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<p><i>Everyone is required to check-in using the Service Victoria QR Code upon entering the Church venue.</i></p> <p><i>Yes, electronic records including staff details and visitor registers with contact details will be available to DHHS for contact tracing purposes.</i></p>

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.	<i>Cleaning/sanitising and disinfection of the premises is maintained by the cleaner. Further cleaning/sanitising and disinfection, and workplace closure will be determined by the Executive Forum and/or the Board of Elders, should an outbreak happen.</i>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<i>Positive diagnosis and self-isolation procedures will be followed for all suspected or confirmed cases.</i>
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<i>Positive diagnosis and self-isolation procedures including notification procedures will be followed for all suspected or confirmed cases.</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<i>Yes, in the case of a positive confirmation Worksafe Victoria will be notified immediately and formal notification provided within 48 hours.</i>
Confirm that your workplace can safely re-open and workers can return to work.	<i>The Church is thoroughly cleaned every week, with scheduled cleaning procedures in place and all staff have been given a copy of the Covid Safe Plan and are expected to adhere to the plan.</i>

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

Signed by the Senior Pastor, Braam Botha



Signature:

Date: 26/06/2021