



Garratt Street Centre COVID-19 Safety Plan Version 3

The Garratt Street Centre is the home and registered office of Tuggeranong Baptist Church Incorporated. Its designated purpose is as a Place of Worship.

Prepared by	Daphne Bate, Ian Reid, and the Transition Team
Contact	Daphne 0422 261 672
Date	20 July 2020
Approved by:	Motion passed Elders' Meeting
Date of Approval	V1 1 - 22 July 2020
Revision Date	19 December 2020
Approved	19 December 2020
Revision Date	3 June 2021
Approved	8 June 2021

OVERVIEW

Revisions to the plan are initiated by significant changes to the restrictions need to be reflected in the Safety Plan. This revision includes adjustments to capacities and the use of the CBR Check-in App which allows us to move to the 2 sq mtr rule. **Family groups and people who know each other may sit together with 1.5mtr distancing between groups.**

Other minor changes reflect current or planned practices.

This plan satisfies the requirements of *Public Health (Restricted Activities – Gatherings, Business or Undertakings) Emergency Direction 2021*

The restrictions that apply to the various activities at the Centre are:

- *Business and Work/Weddings, Funerals and Places of Worship* <https://www.covid19.act.gov.au/business-and-work/weddings>
- *Business and Work/Gyms, Bootcamps and Personal Training* <https://www.covid19.act.gov.au/business-and-work/gyms,-bootcamps-and-personal-training>, and the
- *Business and Work/Retail* <https://www.covid19.act.gov.au/business-and-work/retail>
- *COVID19 School Arrangements* <https://www.education.act.gov.au/public-school-life/covid-school-arrangements> provide informs the COVID Safety plans of the Boys' and Girls' Brigades

The activities at the Garratt St Centre and Tuggeranong Baptist Church have adapted to promote COVID safe behaviours and so that we can play our part in educating Australians and slowing the spread of the virus.

Tuggeranong Baptist Church consists of a number of groups which meet in various locations around the Centre at various times as well as being the venue for worship services and religious and other instruction, and a workplace for its staff, governing and administering teams. The Centre includes small charity endeavours that provide martial arts classes and sells clean used clothing and other items to benefit the general public and to raise funds to support low income sole parents.

Each of the groups has provided a COVIDSafety plan even though it is only the Sunday religious service that is likely to total more than 100 in the gathering. Groups that are known to total more than 20 at a single gathering are Boys' and Girls' Brigade and the Craft Group. In this way, each ministry/group/team provides assurance to the Leadership Team of the church that we are taking responsibility to keep people safe because:

- A COVID Safe Warden and screening team is identified and trained
- Records for tracing purposes are kept and destroyed appropriately
- Hygiene and distancing measures are observed
- Frequently touched surfaces and toilets are cleaned and disinfected
- The cleaning requirements for the activity are identified.
- The parts of the building that are to be used are identified to minimize cross-infection between groups
- The total number of users of the building are known at any time
- They know what to do in the case of an infected person being detected or a case identified after the event

The Centre is also available to other small groups as part of our support for the wellbeing of the community. Each of these groups provides its own COVID Safety plan.

Staff and volunteers who are working on various projects or tasks under the direction of leadership/administrative teams are not a formal group and do not require a COVID Safety plan. However, in their work they are required to adhere to COVID Safe behaviours and are invited to record their attendance for tracing purposes.

All group plans have been assessed and approved by the Elders and tabulated to identify the main theme and highlight the differences between plans.

The strategic administration of all groups provides assurance to each group leader that the space they are meeting in has not been contaminated by the entry of person or persons unknown connected with another group. It also helps us comply with the Emergency Direction to *Carefully manage the entry, exit and flow of people through the premises.*

THE ROOM-BY-ROOM APPROACH

Set up for hygiene, cleaning and distancing

So that we can provide assurance that every possible measure has been taken to make the Garratt St Centre a safe place, we are treating the Centre as a collection of spaces and, provided the following in each of these spaces.

- Hand sanitizer station for each level
- Signage – standard and any that is specific to an activity in that room
- A Visitor Book and CBR Check In App QR code– as required by the Emergency Directions (people volunteer to include their details for tracing purposes)
- A folder with other resources that the COVIDSafety Warden and leader for that room/activity may require. This is a form of on-the-job training.
- A copy of the COVID Safety Plan for each ministry/activity that uses the room
- The Garratt St Centre COVID Safety Plan
- A hygiene kit containing wipes, sanitiser, tissues.
- A cleaning kit containing hospital-grade all-in-one detergent/disinfectant, disinfectant wipes, disposable cleaning cloths, non-latex gloves for cleaning.
- Cleaning instructions/checklist for the room – so that each space is cleaned to the desired standard.
- A 1.5 mtr measure

Room capacities and configurations

Room capacities – These have been measured and calculated for the 4 sqmtr and distancing rules, using architect's tools and services and are as follows:

Space	SQM	4 sqm Calce	2 sqm Calc	Adjusted for 1.5 mtr distancing	Users	comment
AUDITORIUM	205	51	102	56 By grouping families and people who know and assoiciatiate during the week together and distancing 1.5 apartt. We are able to accommodate 89.	Sunday service recording team – worship/Av team, studio set up Lead pastor	(includes the people conducting the service) Main area used for worship excluding (1) the area between the door through to the lift and the information desk, (2) the area between the information desk and the sound desk, (3) the area occupied by the room used as the creche, and (4) the platform
SANCTUARY/CRECHE	24.0	6	12	2 families	Creche	
SEMINAR ROOM	82.5	20	40	Variable depending upon groupings of people who know one another.	Groups as negotiated from time to time. Private Hire	As negotiated.
COMMUNITY ROOM	86.6	21	42	21 Configuration can be adjusted to take more.	Tuesday Connect Bible Study Craft (Alt Fridays) CAP Money Course National Council of Women Committee Mtg Church Team Meetings Private Hire Boys' Brigade - Seniors	28.1 sq m close to the north-facing windows = 7 people (vinyl floor/toy area) 58.5 sq m in the rest of the room = 14 people (carpet floor) Configured for 14 around individual tables and single chairs. Distancing tape at 1.5 mtr.
KIDS' SPACE	69.0	17	34		Girls' Brigade Kids' Church	Education guidelines applied. Only adults need record their personal details. GB attendance role available for tracing purposes.
CAFÉ	39.0	9	18	11	COVID Safety Team and other overflow from	Excludes the Kitchen area boundary with a line drawn from beginning of

					Sunday Physical Services	cupboards. This space would be used for screening and signing of visitor books for people using the Auditorium
TRAINING ROOM	61.6	15	30		Boys' Brigade (exclusive) Kids' Church	Education guidelines applied. Only adults need record their personal details. BB attendance roll available for tracing purposes.
STORAGE/BB ROOM	26.8	6	12		Boys' Brigade (exclusive)	Education guidelines applied. Only adults need record their personal details. BB attendance roll available for tracing purposes.
BOARD ROOM	70.0	17	34	5 at table 3 in lounges	Elders and Leadership Team Meetings GB. Other as negotiated.	Use of this room, other than for business meetings, is not recommended except under very strict supervision, because people touch multiple doors to enter, have access to seminar room, lift and the Level 1 spaces and to the kitchen area in the board room with its much more demanding cleaning requirements.
OP SHOP		10	20	10	Op Shop (exclusive)	Decided by the Op Shop team (includes volunteers on duty) takes into account the space taken up by shelves and cloth racks
JACK'S GYM		12	24		Jack's Gym (exclusive)	Decided by Jack's Gym to take equipment into account.
THE LIFT		1		1		The usual capacity of 15 people reduces to 1 person. [Source Public Service premises and

						Officeworks (similar size)]
ADMINISTRATION				6	Girls Brigade Exclusive)	Children/education distancing applies. Area opened up since original plan and restricted to this small group of older girls and one leader. Only adult required to record personal details.

Allocation of Space

As requests to use specific spaces arrive (usually via COVID Safety Plans), they are examined by the Transition team to determine whether and when the space can be safely allocated. A change of location, a change of startup date or a modification of activities may be suggested.

Considerations around the requested space include:

- Whether the space is a thoroughfare to other spaces which may be unsafe or present additional cleaning tasks
- How the activity fits with others wishing to use the same space representing additional frequency of cleaning
- The configuration required for the activity and the amount of distancing taping that would be required, when and by whom that can be done to the standard set for the building
- Whether a different space that has already been prepared can be used that will use less resource and require acceptable modification to the user's program (eg the Craft group move to the Community room)
- Whether the activity can operate without changing the current standard configuration for the room

Some activities operate across several spaces at the same time. Examples are:

- The Sunday services which, while the 1.5 mtr distancing rule applies, would be live in the Auditorium and, should the capacity to do so be developed, streamed, as determined by the bookings received, to the Creche, Community Room and Seminar Room and the Kids' Space would be used by TBC Kids during school term time.
- The Boys and Girls Brigade operate concurrently in spaces exclusively dedicated to them on level 1 and share ground floor rooms as listed in the table above via the staircase restricted to their use.

THE SEATING PLAN

Capacities in each space need to be recalculated, once the room is configured and distanced-taped for the planned activity.

While the 1.5 m distancing restriction remains in place, the rows of fabric chairs will be stacked and cordoned off and single chairs that can be cleaned effectively will be placed at 1.5 mtr distances. The Directions allows for couples and families to sit together. If they choose to do so, then Ushers from the COVID Safety will bring single chairs together. COVID Safety Team members will replace them after use.

Any fabric chairs used in the ground level room are treated with Glen 20 spray before and after use.

COVID SAFETY MEASURES FOR EVERY EVENT/ACTIVITY

Features include:

- Each event/space will be under the control of a trained COVID Safety Warden and screening team who have undertaken the Australian Government Department of Health Infection Control training <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- People make a booking to attend
- The room/s required would be cleaned and prepared before and after the event
- Screening and signing of Visitor Book or using the CBR Check In processes would be supervised by the COVID Safe warden for the room/s
- No handshakes, hugging or kissing.
- No morning tea will be served – people may be invited to bring their own beverage. Food services are a high risk activity.
- No cash will be received or counted
- No paper handouts or information desk
- No shared of containers or utensils during the Sunday services – offering containers, communion distribution, platters, cups, plates
- Appropriate safety measures for craft type activities eg scissors, pen and pencils, glue, shape punches.
- COVID Safe Warden and Screen team monitor numbers and ensure conversational clusters observe the 1.5 mtr restriction until they leave the premises
- Singing –is allowed by remains high rise. People are made aware of this ACT information and distanced as recommended in the caring for yourself section by ACT Health the Elders will regularly review the restrictions on singing and set guidelines for services which may be altered as and when necessary

Events may include additional COVID Safe features that relate to the specific activities for the event. These are outlined in the COVID Safety plan for the ministry/team/event.

THE CLEANING PLAN

Restricted access

To minimize the cleaning required, certain areas that are not being used by the particular group/activity will be cordoned off:

- Rows of chairs in the main auditorium will be stacked and cordoned off. Individual chairs will be place on markers on the floor to follow the distancing rules. (135 stacked fabric lined chairs replaced by 56 easy clean surface chairs). Level 1 is cordoned off to all users except team recording the Sunday services, Sunday services and Boys' and Girls' Brigade
- The Ground floor foyer and beyond only used for administration/team meetings with the exception of the Administration area which is used by Girls' Brigade and accessed via its external door.
- Stairs to Level 1 to be cordoned off except for Sunday Services
- Kitchens to be cordoned off
- The small tables from the Café have been removed and located in the Community Room to the area is set up as a reception area for signing of Visitor's Book. At the commencement of services, this area can be reconfigured to provide seating for the COVID Safety Team. 11 stacked chairs are available for this purpose.
- Toilets to be restricted in accordance with the particular activity

The 72 hour rule

- Q. Do I need to clean areas or equipment daily if no one has entered the area or used the equipment recently?
- A. Research suggests that the virus can survive on soft, porous surfaces (such as cardboard and fabrics) for up to 24 hours and hard surfaces such as plastic and stainless steel for up to 72 hours (three days). Any areas which have not had recent human contact, that is within the last few days, are unlikely to be a potential source of infection. You should consider this when deciding whether an area or equipment needs to be cleaned and disinfected (Worksafe Australia Website Q&A)

The Calendar of Events for each location

A calendar of events using each space will be consulted when deciding what cleaning needs to be done for each event.

If prior or post usage plans are unknown, then cleaning of all frequently touched surfaces will be undertaken.

As a precaution – cleaning with disinfectant wipe to be undertaken prior to each usage.

All keyholders have been requested to notify administration if they wish to enter a room at times other than those that have been previously booked/notified.

Cleaning of each room

A standard checklist/instructions has been prepared and attached to the cleaning kit for that room.

Cleaning of areas to be used for a specific event/ministry are the responsibility of the group using the room.

Cleaning of General Areas

Cleaning of foyer door handles, lift buttons and handrails, handrails on stairs will be undertaken by the ministries using those accesses.

Toilets will be cleaned by the ministries using them.

Recruiting and training of a cleaning team (volunteers or paid contractors) is in progress and will be in place prior to the re-opening of Sunday Services.

INCIDENT RESPONSE AND RECOVERY

As outlined in the Garratt St Centre Plan. If anyone in the church, whether staff, volunteer or congregant suspects that someone may have the virus, or has been exposed to it, it is important that they notify the [COVIDSafe Warden](#) immediately,

The process for a COVID Notification is:

- Notify the COVIDSafe Warden on duty immediately
- Secure the site as outlined in the Safe Work Australia information sheet process
- Complete normal incident reporting process and notify relevant government authority immediately
- Update the Association of Baptist Church in NSW&ACT.