

COVID Safety Plan for Church Services v 3

Name of Ministry/Team/Activity	Sunday Services at Tuggeranong Baptist Church
Facilities used at the Garratt St Centre	Level1 – Auditorium, Sanctuary, Kids’ Space, Connect Café (adapted to be a reception area) Ground Level – Seminar Room, Community Room Access – Lift, Foyers, 1 Staircase, Underground Car Park, Handrails, Toilets
Operating hours/days	9:00 to 12:30 each Sunday, Good Friday and Christmas Day each year.
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Approved by:	Elders
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Background

FEDERAL AND ACT GOVERNMENT RECOVERY PLANS

This plan relate to the Federal Government’s Framework for National Reopening (November 2020) and Step 4 of the ACT Recovery Plan .It may be applied to later stages simply by changing the capacities of each space. These are outlined in the Garratt St Centre Plan which outlines how the building will provide a COVID Safe environment for the all activities.

This plan should be read in conjunction with The Garratt St Centre Plan which outlines standards for screening, cleaning, hygiene, and distancing.

The plan relates to how the activities specific to a church service will occur.

Prepare and Prevent

PREPARE

Signage

Visitor’s Book/Instruction Book and CBR Check In QR code prepared for each room

Stacking of rows of chairs which are cordoned off.

Offering containers will be stored for the duration of the pandemic.

Marking with distance tape: Level 1 balcony, foyer, reception area and around the sound/information desk.

Marking 1.5 mtr apart with tape.

Single chairs are placed in Auditorium, Seminar and Community Rooms. Chairs are disinfected.

Small white tables to be used to cordon off Level 1 kitchen and access to Board Room on the Ground level.

Small tables to be used by people who wish to sign the Visitor's books or use the CBR Check In QR code in each room.

COVID Safety Wardens and Screening teams are trained and provided with folders for each room used.

The Platform and Sound Desk will be cleaned and prepared by the Worship Team.

A system for booking system is developed

The capability to stream the service to Ground level will be developed (if possible/required).

1. BEFORE THE EVENT

Bookings are received from those wishing to attend the service.

The number of rooms required is determined, the rooms are cleaned and seating prepared according as outlined in the Garratt St Centre plan.

Accesses – foyers, lift, handrails and level 1 balustrade are disinfected.

All COVID Safe Wardens and Screening Team members needed (in lieu of Welcome Team/Greeters), are alerted.

2. DURING THE EVENT

When people arrive, they should wait in a line at least 1.5 metres apart if there is a queue to get in.

Attendees are checked off the bookings list to ensure number are not exceeded.

On entry, all attendees will be asked the appropriate screening questions and, if okay, enter using either the lift or stairs.

On entering the Auditorium they are invited to complete the Visitor Book using their own pen or to use the CBR Check in App. This step is required by legislation. This is for tracing purposes. *This is not compulsory.*

Distribution of printed versions of *The Connector* and all other printed materials previously handed out at the door or placed on seats will be discontinued.

The Offering part of the service will be modified to a prayer of thanksgiving – all will be encouraged to give electronically. Offering containers will not be used. No cash will be received or counted.

The following steps will be taken to minimise the risks associated with congregational singing: taping of floors and placing of chairs so that singers are able to maintain a distance of 1.5 mtrs when singing.

Announcements and pre-service loop will include a slide advising:

- People should practice social distancing at a minimum of 1.5 metres at all times
- No physical greetings or exchanges such as handshakes or hugs
- Wash hands and people should maintain good hygiene practices
- Sneezing/coughing into your elbow
- Morning Tea will not be provided.
- Other relevant COVIDSafe practices that apply (eg parts of the building may be off limits if they have not/cannot be cleaned and disinfected for your event.

[Selections from WHO, Australian Govt and ACT Health may be used to vary the appearance of the messages.]

The COVID Safe Warden monitors attendee numbers to ensure maximums are not exceeded.

3. AFTER THE EVENT

The COVID Safe Warden monitors conversational groups to ensure distancing is practiced and the permitted number for the specific room is not exceeded.

The Visitor Book is collected by church admin for storage and destruction after 28 days. When the CBR Check In App is used, the data is sent direct to ACT Health who destroy after 28 days.

Post event cleaning is completed as outlined in the Garratt St Centre plan and according to the instructions provided with each room's cleaning kit.

Incident Response and Recovery

As outlined in the Garratt St Centre Plan.