

# COVIDSafe Plan

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21/03/2022



Name: St Stephen's Presbyterian Church

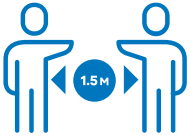
Address: 650 Canterbury Road, Surrey Hills, VIC 3127

Plan completed by: Joseph Daoud

Job title: Board Member

Date reviewed: 21/03/2022

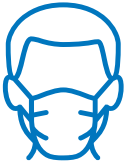
Next review: 21/06/2022



# 1. Physical distancing



RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p>	<p>Density quotients: the church is open to full capacity - a density quotient does not apply.</p>	<p>Board of Management</p>
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<p>Church services are to be live-streamed for church members to view online if they prefer not to attend.</p>	<p>Board of Management</p>
<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p>	<ol style="list-style-type: none"> <li>1. Ensure 1.5m distancing as much as possible between people.</li> <li>2. Wall signs are to be used to encourage the church attendees to social distance.</li> </ol>	<p>Board of Management</p>
<p>You should give training to workers on physical distancing while working and socialising. How will you do this?</p>	<p>Wall signs are to be used to encourage the church attendees to social distance.</p>	<p>Board of Management</p>



## 2. Face masks



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You must ensure all workers adhere to current face mask requirements. How will you do this?	Masks are not currently required in places of worship.  Wearing masks is recommended in the following circumstances:  <ol style="list-style-type: none"><li>1. If church attendees cannot be physically distant.</li><li>2. Have any COVID-19 symptoms.</li><li>3. Are with people who may be vulnerable to COVID-19.</li></ol>	All.
You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?	Wall signs can be used to encourage church attendees to wear their masks appropriately.	Board of Management
If your industry is subject to additional industry obligations, you may also be required to:	N/A.	N/A.



## 4. Hygiene



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You <b>must</b> clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p>	<ol style="list-style-type: none"> <li>1. Professional cleaning will occur during the week.</li> <li>2. Board members are to clean high-touch surfaces in between services.</li> </ol>	<p>Property Manager</p>
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<p>Cleaning will be done by professional cleaners once a week. High touch cleaning is done in between services.</p>	<p>Board of Management</p>
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<ol style="list-style-type: none"> <li>1. To place hand sanitisers at each church building entry, kids church, and creche; place soap at hand basins in toilets.</li> <li>2. If there is to be any food and drinks, follow food handler and preparation standards.</li> </ol>	<p>Board of Management</p>



### 3. Record keeping



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Every Victorian business (with some limited exceptions) <b>must</b> use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?	N/A.	N/A.
Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?	N/A.	N/A.
You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?	<ol style="list-style-type: none"> <li>1. People are to get tested and stay home if they feel unwell.</li> <li>2. Close contacts of Covid positive cases are to follow the public health directions.</li> </ol>	All.
It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?	<ol style="list-style-type: none"> <li>1. Engage professional cleaning</li> <li>2. Follow all directions of the Department of Health.</li> <li>3. Notify any affected persons.</li> </ol>	The Ministry Team, Board of Management, and Staff.



## 4. Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should reduce the time workers spend in enclosed spaces. How will you do this?	Doors and vents in services and air conditioners to be used to encourage ventilation.	N/A.
If your industry is subject to additional industry obligations, you may also be required to:	N/A.	N/A.



## 6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	<p>N/A in small church staff context.</p>	<p>N/A.</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> <li>• limit or stop workers working across multiple sites where practical</li> <li>• keep records of workers who are working for different employers across multiple premises.</li> </ul>	<p>N/A.</p>	<p>N/A.</p>