



# COVID-19 SAFETY PLAN 2020



# Purpose of the Policies



St Andrews Wahroonga is a church family of people from diverse backgrounds and contexts, bound together by the grace of God shown to us in Jesus, who died and rose again! Our life together is characterised by faith, hope and love in the Lord Jesus.

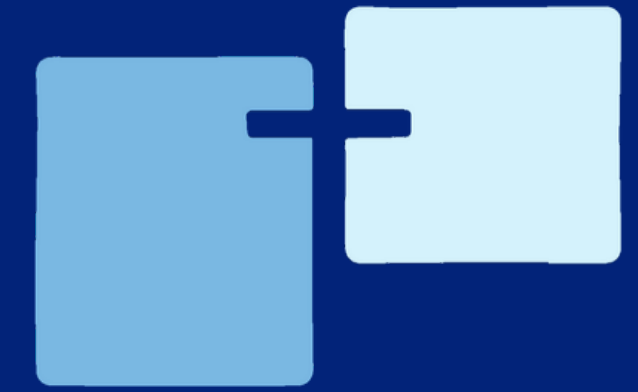
During this COVID-19 pandemic our primary concern is public health and the health of our church family.

These policies reflect the requirements of the Public Health Act and recommendations from the Sydney Anglican Diocese.

These policies aim to ensure we are following safe practices and are compliant with government guidelines.

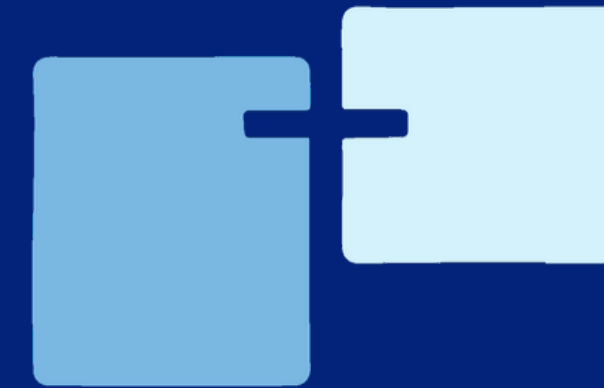
# Public Health Policy

## Stage 2 & 3



1. Anyone who is aware of or is showing symptoms of respiratory symptoms should remain home.
2. Social distancing regulations of 1.5m should be adhered to at all times
3. Meetings will have a maximum number of 50 people (Stage 2) in attendance to ensure that social distancing can occur.
4. Anyone in attendance must give their contact details to one of the welcomers
5. People will be contacted in the event that someone in attendance tests positive for COVID-19 in the weeks following attendance
6. Anyone who has been in contact with a confirmed case must be tested and self isolate for a 2 week period before re-entering the premises

# Specific requirements of Public Health Policy



1. There must be sufficient information displayed in and around the building encouraging COVID safe practices and hygiene requirements

2. All Ministry leaders and appointed Responsible persons should ensure they have read the policy requirements and are aware where all the resources required are located.

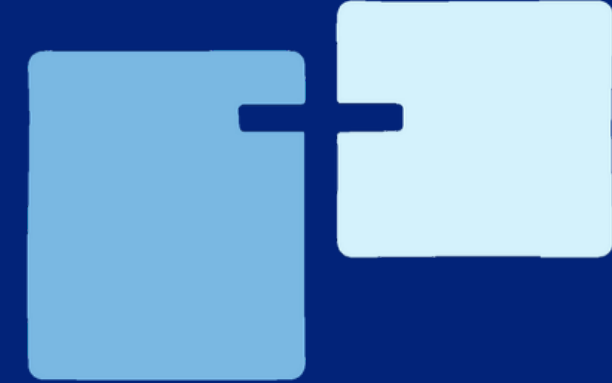
3. Hand sanitisers must remain at entrances to the building at all times.

4. All records of people in attendance should be done on designated ipads. The ipads should be placed in the church office after each service/ministry.

5. Ensure that seating arrangements encourage social distancing ie no groups of chairs placed together. Ushers to lead people to designated seats within main church.

# Cleaning and Hygiene Policy Stage

## 2 & 3



1. Upon entry to the premises people are required to use the hand santiser

2. All frequently touches surfaces must be wiped down after each service/ministry.

This includes but is not limited to:

- Door handles
- Pew railings
- Musical equipment
- Sound equipment
- Tables/benches
- Toilets, vanity and taps

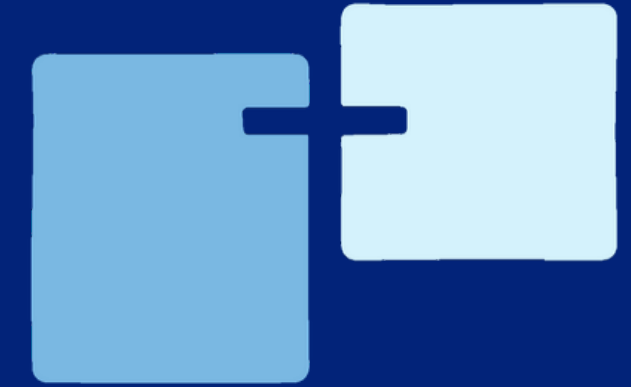
3. All cleaning is to use the provided disinfectant, paper towels and gloves

4. The premises will be cleaned once a week by a professional cleaner using hositpal grade products.

5. In the event of a confirmed case, a further 'deep clean' will be arranged as soon as possible.

6. No use of common materials such as church bibles, no paper based materials handed out.

# Specific requirements for Cleaning and Hygiene Policy



1. The ministry leader must appoint one responsible person to ensure the policies are undertaken for each meeting/ministry conducted onsite.

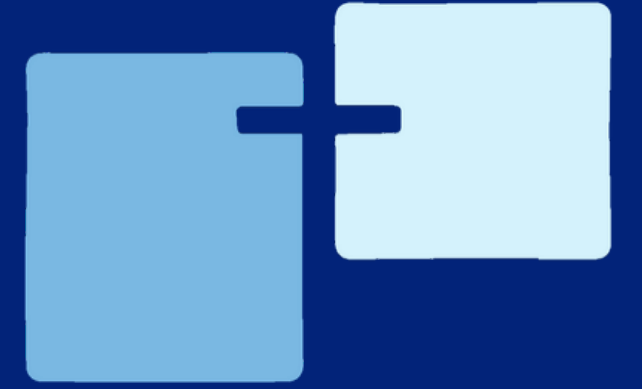
2. The St Andrews Cleaning Protocol must be accessible for reference in a common area.

3. All doorways that have high traffic area must be propped open.

4. Church giving to remain online, no cash offertories accepted.

5. Cleaning teams to be established for each gathering from within the people in attendance.

# Well Child Policy



For the protection of the children and families at church we will be asking everyone to follow these guidelines when determining whether to bring children to church:

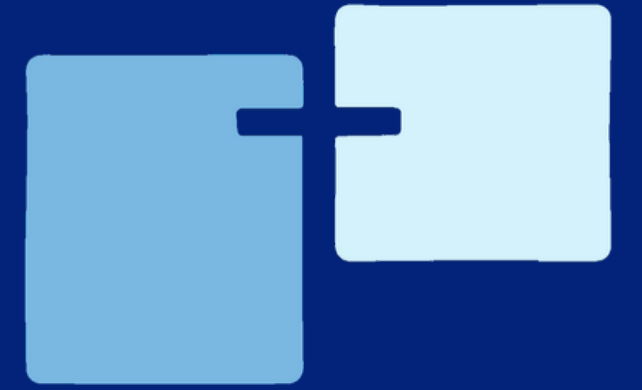
A Well Child has:

- No runny nose
- No cough
- No vomiting or diarrhea in the last 24 hours
- No fever
- No unexplained rashes
- No eye infections

If a child is displaying any of these symptoms they will be asked to leave and will be unable to attend any children's ministry groups.

If your child develops any of these symptoms while in our care you will be asked to collect them immediately.

# Workplace Policy



1. Prior to entering the offices at church people are required to use hand sanitiser

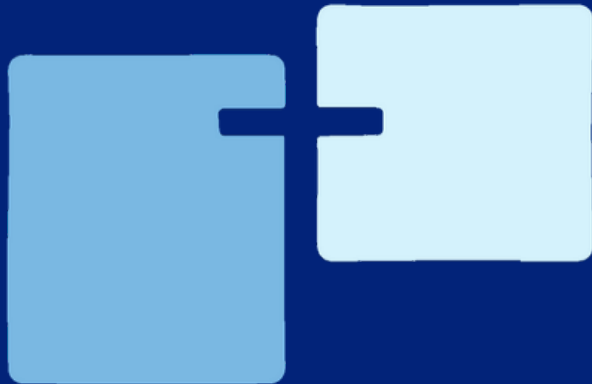
2. Social distancing principles apply. In main admin office no more than 3 people inside at any one time.

3. Each person is responsible for wiping down shared office equipment they have used at the end of each day eg: computers, iPad, photocopier etc

4. Each staff member to bring use their own stationary - no common stationary to be accessible.

5. All visitors staying more than 10 mins to give their contact details for contact tracing purposes. A 'visitor book' be established online - name, phone number, time of visit





# St Andrew's Wahroonga Physical Distancing Layout

UPDATED 9/6/20

**KEY**

- Number of people allowed calculated on 4m<sup>2</sup> rule
- Number of people allowed based on 1.5 m distancing layout
- Pew
- Seating location
- Single chair

