

Reopening of Hope Community Church Baldivis (HCCB)

COVID-19 Safety Plan-version 1

Location:	Performing Arts Centre- Baldivis secondary College and individual homes and venues for small meetings
Service:	Hope Community Church Baldivis
Date prepared:	30/5/20 based on phase 3 of eased restriction from 6 th June 2020

Current WA Government restrictions that affect church meetings are:

- *Physical distancing and good hygiene apply*
- *2 square metres per person, 1.5m apart.*
- *Indoor and outdoor gatherings of up to 100 people per single undivided space.*
- *Patrons must remain seated (or may stand next to their seat) during the meeting*
- *Food may only be served in a seated environment*

To achieve compliance with the above the following will be implemented

1. **Physical distancing**

- Occupancy limits based on 2sqm per person requirements
- The *Performing Arts Centre* is approximately 23m x12.5m (287m²) enabling a maximum of 143 patrons to attend church and comply with physical distancing
- As Hope CCB has had more than 100 people in attendance each Sunday, Sunday school will commence at 9:30am along with creche and run for the length of the service. This will enable our services to abide by the 100-person rule and leave room for visitors to attend. This will be reviewed in coming weeks.
- Parents must collect their children from creche after the church service, they should not enter the room, but children be brought to them.
- Home group venues to be measured for determination of individual suitable group numbers. Where groups are larger than the home can accommodate Zoom video conferencing to be maintained.
- Physical distancing – ushers or hosts will set up chairs with 1.5m apart to comply with physical distancing rules.
- Family groups/households are permitted to sit closer to one another.
- NO physical contact greeting may occur such as hugs, handshakes, HCCB requests we greet one another with an elbow to elbow tap.
- At this time morning tea will not be provided until guidelines are prepared and training completed.
- Home visits from the Pastor/elders can recommence and hand hygiene must be observed, and physical distancing maintained.
- Children ministry: In line with childcare centres and school practices, children are not expected to maintain physical distancing, however queuing and holding hands should be avoided. Adults in this environment should distance from other adults.

- Children's groups should be kept separate rather than mixing several groups, a register must be maintained as to who attended each group.
- Time in outdoor spaces should be utilised for children's ministry where possible.
- Where prayer is required, the adults should either remain 1.5m apart in a small private place to facilitate prayer or should conduct the prayer meeting over the phone following the service. Where prayer with close proximity is required this should be limited to less than 15 minutes.

2. Hygiene

- No member must attend church services or other gatherings if they are unwell or have been in contact with a suspected or confirmed case of COVID-19. This must be well communicated and signage posted at entrance to the *Performing Arts Centre*.
- All attendees to practice hand hygiene on arrival, on leaving and as appropriate between times.
- Hand sanitiser, tissues and waste bin with liner will be provided at the entrance/exit to all rooms in use.
- Sneeze/cough etiquette posters to be displayed and this promoted
- Cleaning – increased regular cleaning of all high touch surfaces within the area to be undertaken. This includes the cleaning of toys that are shared with children. All toys used should be limited in number, sharing reduced where possible and cleaned after each gathering. No soft toys should be utilised.
- Microphones should be wiped with antibacterial wipes between different users and where possible limited to one user per service.
- Where food or drinks are provided at a small group all those eating should practice hand hygiene prior to touching food. All crockery and utensils should be thoroughly washed before and after use, where possible in a dishwasher. Plates should not be touched by multiple people or passed around the room. The host must practice hand hygiene prior to and after handling serving plates etc.
- Offering to be continued online with a receptacle also placed at the back of church for anyone wishing to place their offering into this prior to leaving. Those counting offering should practice hand hygiene before and after handling.
- Children should be supported to practice hand hygiene at the start and end of the session.

3. Staff training and education

- Training for the Pastor and ministry leaders to be considered if food service is resuming <https://hospitalityhygiene.com/aha-covid-19-hospitality-tourism-hygiene-course/>
- Signage must be visibly displayed in all rooms being utilized including 'social distancing' and 'stop the spread' and 'stay home if not well'. These messages must also be promoted in newsletter including notices during the service, etc.
<https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance>
<https://www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-simple-steps-to-stop-the-spread>

4. Compliance

HCCB is aware that in addition to the legal obligations arising from the *Emergency Management Act 2005* and the Directions made under that Act, that they must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

As such a safe working environment will be provided through the actions outlined above.

5. Response Planning

- Register – A register of all attendees should be maintained to enable contact tracing and all individuals to be encouraged to download the COVID safe app to their mobile device.

<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

The following information summarizes the above for implementation for specific ministries

1. Sunday Service Implementation

Set Up/Welcoming/Ushers

- We will need to set up 140 chairs, with rows 1.5m apart.
- Households groups can sit together, allowing a 2 chair distance between themselves and other group/individuals.
- A register of all attendees will be taken, including children. The regular attenders will be registered in Elvanto, and a registration sheet will be provided for visitors, using sanitiser before and after signing in.
- Entry will be through the usual way and two ushers will assist with seating people, leaving one welcomer at the door. The usher's role will include explaining the registration requirements and ensuring that attendees sign in. They will also ensure people are seated appropriately and assist with seating where required.
- After the service, the exit will be through the back doors, enabling people to chat in the undercover area, leaving through the big orange gates. This will minimise congregating in the foyer and allow for social distancing.

Music Ministry

- All sound set up volunteers to practice hand hygiene before and after handling equipment.
- Microphones should not be shared. Where this is not possible, they should be wiped with antibacterial wipes between users.

- Musicians must maintain physical distancing.

Kids Ministry

Creche:

- Children who are unwell will not be permitted to attend creche.
- A registration sheet of children attending must be completed
- All volunteers must practice hand hygiene and help the children to do the same. Hand sanitiser, tissues and a lined bin will be provided. Everyone must use the hand sanitiser on entry and exit to the room. The bin bag is to be taken home by one of the volunteers and disposed of.
- Wipe down tables and doorhandles with antibacterial spray before and after use.
- Antibacterial wipes will be provided for cleaning toys. No soft toys to be used. Only use easy to wipe down toys, before and after the session. Consider Christian videos/song videos to help keep the kids occupied.
- Children should be collected from the door by their parent upon completion. If parents need to enter the creche to settle children, they must observe the social distancing guidelines

Sunday School:

- While we have the 100 person/room restriction, the Sunday School will commence at 9.30am. Children can be taken to the classroom by parents or all congregate in the undercover area and go to the classroom together.
- A registration sheet of children attending must be completed.
- Children and volunteers to use hand sanitiser on entry and exit to the classroom. Where practical, spend some time outside of the classroom (for games etc).
- Wipe down tables and doorhandles with antibacterial spray before and after use.
- Children will be brought to the undercover area upon completion. No additional adults than those running the ministry should be permitted into the room.

Morning Tea

- At this time morning tea will not be provided until guidelines are prepared and training is completed.

Offerings/Counting

- There will be offering boxes placed at the rear of the church for the offerings. Online giving is encouraged.

- Volunteers counting the offering must use sanitiser before and after counting and use gloves during counting. Gloves to be discarded after use in the lined bins provided.

Lord's Supper

- For the time being, Lord's Supper will not be observed.

2. Outreach/Small Groups/ Youth and Prayer meetings Implementation

Toddler Jam

- Toddler Jam will recommence in term 3. Hand hygiene and social distancing, as well as applying the community centre regulations will be put in place at that time.
- The sharing of toys and equipment will be minimised, no soft toys used and all toys and equipment must be wiped down with disinfectant wipes before and after each session.
- Morning tea service will be reviewed in July.

Boards Games Night

- Social distancing must be maintained and maximum occupancy of rooms be observed taking into account the 2m² per person rule.
- Hand hygiene and sanitiser will be used on entry, exit, and during the activities.
- Where food or drinks are provided at the gathering all those eating should practice hand hygiene prior to touching food. Consider using disposable crockery and utensils and where this is not possible, items should be washed thoroughly before and after use, where possible in a dishwasher. Plates should not be touched by multiple people or passed around the room. The host must practice hand hygiene prior to and after handling serving plates etc.

Home Groups, Youth and Prayer meetings

- Social distancing must be maintained and maximum occupancy of rooms be observed taking into account the 2m² per person rule.
- Where groups are larger than the home can accommodate Zoom video conferencing to be maintained.
- Hand hygiene must be observed on entry and exit of the home/ venue. Where hand sanitiser is not available, hand wash must be observed and hands dried with disposable paper towels.
- Food and drinks service see general notes in 2. Hygiene above.