

# DONVALE PRESBYTERIAN CHURCH

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## COVIDSafe Plan

Business name:	Donvale Presbyterian Church
Site location:	343 Springvale Road, Donvale
Contact person:	Mr Doug Scott
Contact person phone:	0408 518 326
Date prepared:	Tuesday, 24 November 2020

Please Note: This plan takes account of the latest directions issued by the Chief Health Officer on Sunday, 22 November 2020. As these directions are updated and/or replaced we will review and update our COVIDSafe Plan accordingly.

There are three sets of directions (all can be viewed by clicking on the relevant link) that impact how we operate at Donvale Presbyterian Church:

- a) [Stay Safe Directions \(Victoria\) \(No 2\);](#)
- b) [Restricted Activities Directions \(Victoria\) \(No 2\);](#) and
- c) [Workplace Directions \(Victoria\) \(No 10\).](#)

The [Stay Safe Directions](#) cover how we are to keep each other safe from spreading and/or contracting COVID-19, while the [Restricted Activities Directions](#) detail how we are to operate under the COVID-19 restrictions. The [Workplace Directions](#) details how we apply the density quotient and how the people we employ are to keep safe in the workplace.

This document summarises the requirements under each of the directions and details the actions required to ensure we meet both sets. The plan is grouped into the six COVIDSafe principles. These include:

- a) [Ensure physical distancing](#)
- b) [Wear a face covering](#)
- c) [Practise good hygiene](#)
- d) [Keep records and act quickly if workers become unwell](#)
- e) [Avoid interactions in enclosed spaces](#)
- f) [Create workforce bubbles](#)

The last section summarises requirements of all users of the DPC premises – see [Summary of Responsibilities](#).

## Introduction

A Place of Worship may operate only for the following activities (as from 11:59pm Sunday, 22 November 2020):

- Indoor religious gatherings or ceremonies for a maximum of 150 people if the overall density quotient (currently 4 square metres per person) allows.
- Outdoor religious gatherings or ceremonies for a maximum of 300 people if held in open space proximate to a place of worship, plus one religious' practitioner.
- Weddings for up to 150 guests indoors, including the couple being married, plus the celebrant, photographer and others who may be necessary to perform the ceremony.
- Funerals may be held either indoors or outdoors with a maximum of 150 mourners, plus those necessary to provide the service.

**PLEASE NOTE:** Infants under 12 months of age do not count in the numbers quoted above. In addition, neither does the Lead Pastor, Assistant Pastor, two Sound Desk operators where it is absolutely necessary (e.g. Sunday Worship Services) or a pianist.

Further, in all the cases mentioned the following provisos also apply:

- all requirements of this approved COVIDSafe Plan are agreed to;
- the space available in each indoor space is suitable to ensure those in attendance are reasonably capable of maintaining a distance of 1.5 metres from each other;
- no food, drink, crockery, utensils, vessels, or other equipment is permitted to be shared. To assist in meeting this proviso the kitchen is closed to all users;
- there cannot be an indoor gathering at the same time as an outside gathering.

The following COVIDSafe Plan covers all the activities that can be carried out at DPC including, but not limited to, Services of Worship, Bible study groups, or prayer meetings.

**PLEASE NOTE:** Religious gatherings are those primarily of a religious nature, for example the Youth Group meeting to conduct a Bible Study is a religious gathering, but not if the Youth Group was only gathering for a social event that was opened in prayer.

For events held at DPC that are meetings or social events different restrictions apply. Non-religious indoor gatherings fall under the restrictions for community activities, so while the maximum number in attendance does not change, there is a group limit of 20 persons, which means if there were 40 persons attending they would need to be split into two groups of 20 persons and each group would need to be separated into different indoor spaces.

## Ensure physical distancing

**Requirement:** *We must ensure all persons entering the church buildings (i.e. worship auditorium, multi-purpose hall, office space and the Ministry Centre) keep 1.5 metres apart as much as possible.*

### Action taken:

- Signs have been placed at all entrances to the buildings and rooms stating the limit on the number of people that can be accommodated in that particular space.
- All persons employed by DPC have been informed that they are to work from home wherever possible.
- All deliveries to the Church are minimised and if possible are contactless. Where it is necessary for a delivery to be received in person, the person responsible is on-site for a minimal period and physical distancing must be practiced.
- For religious gatherings there may be a maximum of 150 people. In addition, for a service of worship held at DPC the density quotient allows a maximum of 103 persons in attendance, excluding our two Pastors, two persons to operate the Sound Desk and a pianist. In addition:
  - Different doors are to be used for entry and exit;
  - Entrance door is kept open and only one person will close the entrance door once everyone is inside. On entering the foyer, everyone will be required to sanitise their hands using the free-standing unit;
  - Floor markings are to be used to provide minimum physical distancing guides at entrances and exits.

**Requirement:** *We must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that there is no more than one employee per four square meters of enclosed workspace and there is no more than one member of the public per four square meters of publicly available space indoors.*

### Action taken:

- Signs have been placed at all entrances to the buildings and rooms stating the limit on the number of people that, based on the density quotient, can be accommodated in that particular space.
- Furniture in common areas is kept to the minimum required to ensure physical distancing, with excess chairs stored and roped off with signage indicating they cannot be used.
- Chairs in each of the rooms is restricted to one for each person permitted to be accommodated under the density quotient.
- Leaders of each of DPC's groups are responsible for enforcing the maximum number of persons accommodated in any particular space. Failure to comply will see the group's access to the premises suspended.

**Requirements:** *We should provide training to workers on physical distancing expectations while working and socialising. This should include informing employees to follow current public health directions when carpooling; and informing employees to work from home wherever possible.*

**Action taken:**

- All employees and leaders of our various groups have been informed of the current expectations regarding working and socialising. All persons must ensure they exercise physical distancing and wear a face mask while indoors and on occasions where physical distancing is not possible. While carpooling is not generally used at DPC, all persons involved at DPC are requested to read the information on [carpooling](#) (that can be accessed by clicking on the hyperlink) on the DHHS website.
- Signage is placed around the buildings to reinforce that physical distancing needs to be maintained during work and during social interactions.
- All persons employed by DPC have been informed that they are to work from home wherever possible.
- All persons employed by DPC have been informed that they are **NOT** to attend the office if they are feeling unwell and, if showing even mild COVID-19 symptoms, they are to be tested and to stay home until they have their results. If positive for COVID-19 they must continue to self-isolate for a minimum of fourteen days.

## [Wear a face covering](#)

**Requirements:** *We must ensure all employees and persons entering the DPC buildings wear a face covering as per public health advice. This includes providing adequate face coverings to employees/visitors that do not have their own*

**Action taken:**

- Approved face masks are to be worn by **ALL** persons attending DPC for any reason **inside** the buildings in accordance with the current restrictions. Face masks can only be removed:
  - by the Pastor leading the religious gathering or preaching the Sermon/Message as long as they maintain a minimum distance of two metres from anyone else while doing so.  
**Please note: When not leading or preaching face masks **MUST** be worn;**
  - by the singers rostered on to lead the singing as part of the Music Roster, as long as they maintain a minimum distance of two metres from anyone else while doing so.  
**Please note: When not actually singing face masks **MUST** be worn;**
  - you are working by yourself in an enclosed indoor space (unless and until another person enters that indoor space);
  - you are working or in an outdoor space, provided that you and those around you not members of your household, can maintain a minimum of 1.5 metres apart at all times;
  - you are communicating with a person who is deaf or hard of hearing, where visibility of the mouth is essential for communication;
- Face masks are not required to be worn if the person has a physical or mental health illness or condition or disability which makes wearing a face covering unsuitable.

- A supply of single use face masks is held at the building entrance for anyone who is lawfully required to wear a face mask but do not have one with them.
- Leaders of each group using the DPC buildings are required to monitor the use of face coverings in all persons attending, unless a lawful exception applies.

**Requirements:** *We should provide training, instruction, and guidance on how to correctly fit, use and dispose of face masks.*

**Action taken:**

- Face masks **must be fitted to cover both the nose and mouth**, and once fitted the user should avoid touching or adjusting the face mask. Fitted means a mask or covering that fits securely around the face, it should fit snugly on your face and be secure around your neck and lower face.
- Cloth face masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.
- Single use face masks should be taken home by the wearer and disposed of appropriately. In **no circumstances** are single use face masks to be disposed of using any of the bins at DPC.

For more information on face masks use this link: [face masks](#).

## Practise good hygiene

**Requirements:** *We must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.*

**Action taken:**

- All tables, benches and plastic chairs and other surfaces are to be cleaned using appropriate cleaning products, including detergent and disinfectant
- Door and cupboard handles, kitchen counters must be cleaned after use with an appropriate sanitiser, and all rubbish removed and placed in the bins outside the building.
- Pulpit, PC keyboards and sound equipment (incl microphones) must be cleaned after each service using an appropriate sanitiser.
- While our commercial cleaner will come in each week it is important that each user takes responsibility for ensuring each area used is clean and tidy before they leave.
- In the main building, hand sanitiser is available on the mobile stand in the entrance foyer. Hand sanitiser stations are also located throughout the building for the use of everyone present in the building.
- In the Ministry Centre, hand sanitiser stations are located at the entrance and throughout the building.
- Wash basins in the toilets of both buildings are provided with soap dispensers and paper towel, with a rubbish bin to collect used paper towel. In addition, in the main building, hand sanitiser stations are located just inside the toilet entrances for use when entering or leaving. In the Ministry Centre the hand sanitiser station is located on the wall opposite the toilets.

## Keep records and act quickly if workers become unwell

**Requirements:** *We must support employees to get tested and stay home even if they only have mild symptoms.*

### Action taken:

- We will not require employees to use leave or suffer a loss of pay while they are waiting for test result.
- Employees who test positive, will be asked to use accumulated sick leave, but if this is not available will be given special leave for the 14 days of self-isolation. Should their case require hospital treatment we consider ways of providing financial support, if required.

**Requirements:** *We must develop a business contingency plan to manage any outbreaks. Including how to deal with positive case identified at DPC etc*

### Action taken:

- All persons attending DPC be they employees or volunteers are requested to confirm they are well and have not been in contact with anyone diagnosed with COVID on arrival.
- All persons, feeling unwell for any reason **MUST** stay home and if they have even slightest COVID symptoms they should immediately get tested.
- Should someone receive notification that they are a positive case while attending DPC, they will be required to self-isolate immediately, and if they can, take themselves home immediately. All areas where that person has frequented will be immediately closed off and a commercial cleaner contracted to do a deep clean and to sanitize the area. If necessary, the property will be closed until all cleaning has been completed.
- All persons in the building at the time of the known positive case will be declared close contacts and will be required to self-isolate and to be tested immediately.
- It is the responsibility of the Session Clerk, or his delegate, to immediately contact DHHS, WorkSafe of the positive case/outbreak of COVID-19.
- The person(s) who have tested positive will not be able to return to DPC without proof of a negative test result after 14 days or clearance from a medical practitioner.
- Once the property has been deep cleaned and 24 hours has elapsed since the outbreak/positive case the property will be considered safe to open again and WorkSafe will be informed by the Session Clerk or his delegate.

**Requirements:** *We must keep records of all people who enter the property for contact tracing.*

### Action taken:

- For those rostered on to help with the livestream the details of all involved will be maintained by the Music Director and/or provided to the Church Office.
- A complete list of all persons attending DPC for any approved activity must be kept by the leader of the group using the building. The records must include, as a minimum, the date and time of the event, full name of the persons attending and their contact telephone number. These records will need to be kept for 28 days.
- On completion of the activity, a copy of the records of attendance should be emailed to the Church Office and this will be stored electronically.

- All activities to be conducted on the Church Property **MUST** be added to the Church Calendar and approved by the Session. It is the responsibility of the leader of each group using the property once they have received Session's approval for their activity to occur to contact the Church Office to ensure an appropriate record is maintained of their activity that includes the correct day and time.
- Once the Office is reopened, it will be necessary for **ALL** employees to take note of the days and times they enter and leave the Office to ensure complete contract tracing can be taken, if necessary. This can be done by the individuals or recorded on an attendance record (see [Attachment A](#)).

## Avoid interactions in enclosed spaces

**Requirements:** *We will reduce the amount of time employees and/or volunteers are spending in enclosed spaces.*

### Action taken:

- When working in the office spaces, either the windows will be opened to increase airflow, or alternatively the air conditioning will be operating at all time.
- Employees and those attending activities at DPC are encouraged to take breaks by moving outside the buildings.
- When using the Ministry Centre, if in the new rooms the air conditioning should be run at all times, or the windows kept open. In the older part of the building the evaporative cooling unit requires that windows and doors to be open when it is being used. If the cooling is not used, external doors and the windows should be kept open to enhance airflow.
- Users should not adjust the air conditioning settings for each of the rooms in the Ministry Centre, with the exception of temperature controls. Units are set for optimum air flow in the rooms.

## Create workforce bubbles

**Requirements:** *We should keep groups of employees rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.*

### Action taken:

- All employees of DPC work at a single site and so there are no examples of where employees work across sites.
- Where there is a possibility of employees working at a different site, e.g. visiting a Police Station as Police Chaplain, all necessary precautions are to be taken and the second site informed and, if determined inappropriate, the visit will not occur.
- If possible, staggered start and finish times are implemented at DPC to reduce use of common areas at the same time.
- Employees are encouraged to minimise time in shared facilities when taking breaks.

**Requirements:** *Maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.*

**Action taken:**

- Up to date records of all employees who have disclosed that they are working for different employers across more than one work premises are maintained and updated as required.

## Summary of Responsibilities

- It is everyone's responsibility to maintain physical distancing at all times (i.e. keeping at least 1.5 metres apart, unless the persons involved are from the one household).
- It is everyone's responsibility to maintain good hygiene. For example, this includes:
  - Using the provided hand sanitizer to keep hands clean, including before and after coming inside or leaving the buildings and after using the toilets.
  - Keeping surfaces clean and dry, including kitchen surfaces, tables, table tops and the lectern and sound desk in the Worship Auditorium.
- Until such time are the restrictions are changed, it is everyone's responsibility to ensure they are wearing a properly fitted face mask when indoors, unless they have a lawful reason not to wear one.
- It is everyone's responsibility to ensure they do not attend any activity at DPC if they are feeling unwell or have even the slightest symptoms of COVID-19. If you have even the mildest symptoms of COVID-19, you must get tested and stay home until you obtain your results. If positive, you must self-isolate for a minimum of 14 days.
- It is the responsibility of each group's leader to ensure that everyone in attendance is familiar with this plan and follows its requirements.

**I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.**

Signed:



Name:

Doug Scott

Date: Tuesday, 24 November 2020

# Workplace attendance register

ATTACHMENT A

## Instructions:

Under current public health advice, from [date], all Victorian workplaces are required to establish and maintain a register of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers, clients or visitors permitted in the workplace (including workplace inspectors).

If an employee or visitor tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the prior 48 hours.

If you already have a system in place to capture this information, it is not necessary to use this template. This template can be adapted or used by workplaces that do not already record the attendance of employees and visitors to the workplace.

For more information regarding the definition of a close-contact, see: <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

## Business details

Business name: Donvale Presbyterian Church

Site/location: 343 Springvale Road, DONVALE

Contact person: Doug Scott, Session Clerk

Workplace attendance register						
Date	First name	Phone number	Check-in time	Check-out time	Relationship with business	Area(s) visited
e.g. DD/MM/YY	e.g. John	e.g. 1234 5678	e.g. 10am	e.g. 11am	e.g. employee, contractor, customer, client, inspector, visitor, etc.	e.g. warehouse, factory, office, loading dock, etc.