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**COVIDsafe base plan for congregational staff**

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| **Action Taken Y/N** | **Action or instruction**This is a base plan and should be adjusted where necessary for changes of restriction level | **Review date** |
|  | * appoint an individual or team of individuals in the congregation who undertake to be responsible for COVID safety including a review of these procedures on a regular basis and communicating to staff (including return to workplace plans). See the Resources page following for more information
 |  |
|  | * per current Government directives under State of Disaster all employees or volunteers are to wear face coverings when in the company of others
 |  |
|  | * ensure that any employees that can work from home are able to do so. You can contact district office for information on working from home if required. **Under stage 4 restrictions** you must work from home except for the permitted activities per email to pastors dated 06 August 2020
 |  |
|  | * restrict visitors to the workplace until restrictions are relaxed sufficiently for regular business to take place
 |  |
|  | * necessary visitors to the workplace must register on entry. Information required includes the date, their name and contact phone number. Records will be retained for 28 days Download [Sign In Sheet](http://www.vic.lca.org.au/wp-content/uploads/2020/05/200522-Sign-In-Sheet.docx)
 |  |
|  | * where multiple staff (or volunteers) are present ensure one employee per four square metres of enclosed workspace or in shared areas
 |  |
|  | * further steps of physically indicating boundaries may be put into place by use of floor tape
 |  |
|  | * unless an exemption applies, ensure that employees do not work across multiple sites, or for multiple employers.
 |  |
|  | * staff must notify employers if they intend to work at a different workplace. Under current stage 4 restrictions this is not allowed without specific exemption
 |  |
|  | * ensure that employees are in good health - employees cannot work if they are unwell and employers must not require employees with symptoms to work
 |  |
|  | * if an employee is unwell, send them home and direct them to be tested. They must stay home until they have their result
 |  |
|  | * be sensitive to staff’s mental wellbeing as well as their physical well-being. The LCA has adopted the Employee Assist Program **Converge International**. Staff on the HRS system and family members living in that household can make use of the service. Contact the Church worker support department or District Office for more information.
 |  |
|  | * Ensure staff are aware of the availability of carers leave if required
 |  |
|  | * develop an infection control policy and plan for what to do if staff arrive unwell at work (e.g. identify an isolation room or separate area).
 |  |
|  | * report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe, Health and Safety Representatives, and notify your workforce
 |  |
|  | * regularly clean your facilities, shared spaces and provide additional cleaning supplies
 |  |
|  | * ensure as far as possible good ventilation of the workplace
 |  |
|  | * Infection control includes measures such as
* Cover your coughs and sneezes with your elbow or a tissue. (not hands)
* Put used tissues straight into the bin.
* Avoid touching your eyes, nose and mouth.
* Use alcohol-based hand sanitizer.
* Wash your hands often with soap and water, including before and after eating and after going to the toilet.
* Observe the correct hand washing procedure.
* Wearing of a mask as prescribed under current restrictions
 |  |
|  | * undertake risk assessments for cleaning and the potential closure of your workplace in certain situations. The District Communications plan in the event of an outbreak is available on the district website
 |  |
|  | * ensure an ample supply of tissues, hand sanitiser, disposable gloves and masks, alcohol based disinfecting wipes and if deemed necessary provide safety glasses. These are not required for most ministry and administration roles
 |  |
|  | * employees are to avoid touching any equipment or objects that do not belong to them. do not sit at another person’s desk, use their IT equipment or other items
 |  |
|  | * where an employee may handle items that are not regular workplace items hygiene measures must be observed. For example any money handling or mail handling should necessitate wearing of gloves and thorough handwashing
 |  |
|  | * where staff are present in a workplace ensure regular disinfecting of light switches, power switches, phones, keyboards, keypads (photocopier etc.), kitchen equipment, door handles and other frequently touched items
 |  |
|  | * ensure signage regarding prevention of infection are clearly visible. Links to DHHS suggested signage are below

[Door sign for maximum number of patrons](https://www.business.vic.gov.au/__data/assets/pdf_file/0003/1903305/Door-sign-Our-maximum-number-of-patrons-is.pdf)[Wash your hands regularly poster](https://www2.health.vic.gov.au/about/publications/policiesandguidelines/wash-your-hands-regularly-poster)[Cover your cough and sneeze poster](https://www2.health.vic.gov.au/about/publications/policiesandguidelines/cover-your-cough-sneeze-poster)[Reduce your risk of coronavirus](https://www.dhhs.vic.gov.au/reduce-your-risk-coronavirus-poster) |  |
|  | * if an external cleaner is used investigate their understanding of the cleaning requirements and adjust usual cleaning arrangements as needed.
 |  |
|  | * meetings should take place online. Familiarise staff and volunteers with the District Church Council meeting guidelines available on the District website
 |  |
|  | * when it is possible to meet in person ensure cleaning protocols for meeting organiser, and availability of likely disinfecting needs. Ensure these are visible or clearly indicated. Attendees to take own glasses etc. to dishwasher, not leave for others.
 |  |
|  | * hospitality is to be avoided until the restrictions indicate otherwise. This includes for any face to face meetings that are deemed necessary and for funerals
 |  |
|  | * crockery and cutlery must be washed by a dishwasher where it is available. Hand washing of items must be thorough. Crockery and cutlery to be put away after washing to avoid possible contamination
 |  |
|  | * communicate this plan to employees. Be open to feedback and expressions of concern regarding suggested plans, and review as necessary.
 |  |
|  | * Record actions reviewed and changes to the plan as they occur and retain these records. Ensure any changes are communicated to staff. Each change of restriction level should be responded to by a review of the COVIDsafe plan
 |  |

Accepted and implemented by [congregation or parish] on [date]

Signature of Chairperson

**COVIDsafe base plan for congregational staff - RESOURCES**

**Victorian Government Coronavirus (COVID-19) restrictions Victoria**

<https://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria>

including announcements on changes to restrictions

**Department of Health and Human Services COVID 19 page**

<https://www.dhhs.vic.gov.au/coronavirus>

including information on religion and ceremony, (weddings and funerals) and
[preventing infection in the workplace](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#resources)

**DHHS Restrictions**

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

**Business Victoria COVIDsafe plan FAQs**<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan-faqs>

**Recommended COVID safe plan practical guidance** [COVID Safe Plan guidance (DOCX 81.33 KB)](https://www.business.vic.gov.au/__data/assets/word_doc/0011/1920728/COVIDsafe-plan-guidance.docx)

**Recommended COVID safe plan practical template** [COVID Safe Plan template (DOCX 73.49 KB)](https://www.business.vic.gov.au/__data/assets/word_doc/0008/1920824/COVID-Safe-Plan-template.docx)

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/other-services>

[Fact Sheet: COVID Safe Plan for employees (PDF 147.23 KB)](https://www.business.vic.gov.au/__data/assets/pdf_file/0010/1918675/Fact-Sheet_COVID-Safe-Plan_for-employees.pdf)

[Fact Sheet: COVID Safe Plan for employees (DOCX 79.73 KB)](https://www.business.vic.gov.au/__data/assets/word_doc/0009/1918674/Fact-Sheet_COVID-Safe-Plan_for-employees.docx)

[Fact Sheet: COVID Safe Plan for employers (PDF 73.01 KB)](https://www.business.vic.gov.au/__data/assets/pdf_file/0004/1918678/Fact-Sheet_COVID-Safe-Plan_for-employers.pdf)

[Fact Sheet: COVID Safe Plan for employers (DOCX 79.17 KB)](https://www.business.vic.gov.au/__data/assets/word_doc/0012/1918677/Fact-Sheet_COVID-Safe-Plan_for-employers.docx)

[See our COVID Safe Plan FAQs for further information](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan-faqs)

**Worksafe Victoria**

https://www.worksafe.vic.gov.au/

**Premier of Tasmania**

<http://www.premier.tas.gov.au/>

**Tasmanian Government website**

https://www.coronavirus.tas.gov.au/

**Safe Work Australia**

<https://www.safeworkaustralia.gov.au/>

**National COVID 19 Coordination Commission**

<https://www.pm.gov.au/media/national-covid-19-coordination-commission>