

Considerations for Safe Return to worship (updated 10 November 2020)

Preparation and planning for Return to Worship and use of Church building				
	ACTION	WHO	By When or frequency	Review
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Develop a COVIDsafe plan and communicate this widely Click the <a href="#">link</a> or go to <a href="https://www.coronavirus.vic.gov.au/covidsafe-plan">https://www.coronavirus.vic.gov.au/covidsafe-plan</a></li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Be aware of, and abide by, State Government restrictions on attendee numbers and persons per square metre in a worship place (currently for indoors one person per 4-metre square rule plus 1.5 metre distancing in Victoria). Find more about calculating the space <a href="#">HERE</a> or at <a href="https://www.dhhs.vic.gov.au/four-square-metre-rule-covid-19#what-is-the-four-square-metre-rule">https://www.dhhs.vic.gov.au/four-square-metre-rule-covid-19#what-is-the-four-square-metre-rule</a></li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Appoint an individual or team of individuals in the congregation who undertake to be responsible for reading and sharing District and LCA communications both in this time of COVID - 19 but also ongoing. This is may be a role for synodical delegates and a Church Council member. <a href="#">Sign up to Vic Tas District eNews here</a> <a href="#">Sign up to LCA eNews here.</a></li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Attendance records are to be kept for use in case of possible outbreak. (Ensure multiple pens and hand sanitiser are available at sign in. Please sanitise pens). This record should be signed by the responsible person at the completion of worship and retained in your church office for a minimum of twenty eight days after the date of worship or event. Download <a href="#">Sign In Sheet</a></li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Consider which volunteer roles are necessary as reduced numbers may be worshipping, affecting volunteer pool. Communicate changes and new procedures to volunteers</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Communicate to the congregation regarding the plans for return to worship and use of building, and particularly any changes to worship times and practises</li> </ul>			

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>With staff and ministry leaders consider how and when ministry areas might resume. What health and safety concerns will need to be addressed? Who will undertake the communications?</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Observe good cleaning and hygiene practises. The Victorian Government Department of Health and Human Services provides information on cleaning and disinfecting workplaces <a href="#">HERE</a></li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure clear signage at entries and exits regarding hand washing, social distancing and other changes to activities. Some example of signage can be found <a href="#">HERE</a>. Some have spaces that you can use to note specific details relating to your worship centre, for example maximum number of people per room, “This room is 80 square metres and can hold 20 people,”</li> </ul>			
<input type="checkbox"/>	<p>Consider any ‘traffic flow’ both in and out the building and rooms. You might wish to establish directional travel – e.g. everyone travels clockwise, or arrows on the floor</p>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Provide clarity on social distancing in the building using tape, chalk or other visible indicator</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Purchase hand sanitiser and disposable gloves in sufficient quantities that it is available for all using the space, and particularly for those distributing Holy Communion or collecting or counting money</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Regard the passing of the peace as verbal only and announce this clearly</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Minimise handling of all objects before, during and after worship. Consider removing any items in the pews and consider treating the offering collection as a retiring offering thereby minimising handling. Promote REGonline as a safe alternative to the offering bowl.</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>When administering Holy Communion be aware of infection risk during Consecration and Distribution Utilise Individual (preferably disposable) cups and minimise handling of the wafer/s</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Communicate that there are no hospitality events at the church until a further easing of restrictions allows for this.</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Money handling is a high infection risk activity. Those counting the offering need to be informed of the need to take protective measures</li> </ul>			

	<ul style="list-style-type: none"> <li>• Ensure supply of gloves and/or hand sanitiser</li> <li>• Continue to encourage <a href="#">REGonline</a> giving through the LLL</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Consider likely behaviour after the service has finished. While people may be able to observe restrictions within the confines of the building, as they leave they may relax into the usual social habits.</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Between services (where multiple service are taking place) thorough cleaning of the church space must take place including communion vessels, pews and other 'high touch' surfaces</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Consider what use may be made of the church that is not worship related. Who will be responsible for <ul style="list-style-type: none"> <li>i. for cleaning the surfaces including pews</li> <li>ii. for attendance register (see below)</li> <li>iii. for ensuring sanitiser is available and used</li> <li>iv. for deep clean after room use</li> <li>v. for ensuring people don't linger after the meeting</li> </ul> Guidelines for cleaning and disinfecting the building can be found <a href="#">HERE</a> including fact sheets on guidelines for cleaners and for building owners and managers</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Where the church is used by outside users on a hire basis consider management of communicating general principles and expectations to these groups under COVID – 19 conditions</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Check First Aid kits to ensure an ample supply of disposable gloves and masks. Consider the purchase of CPR pocket masks in case CPR is required. You might consider a non-contact thermometer depending on the type of users of the building</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Be alert to pastor, staff and volunteer well being. Have staff including the pastor, taken leave? Are volunteers requiring rest from duties?</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Monitor, review and revise your safety plan regularly</li> </ul>			
<input type="checkbox"/>				
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