

COVID Safety Plan – Sonlife Church

This DRAFT plan has been produced under the guidelines of restrictions from the WA Government as of 6th June, 2020. This will be regularly reviewed and updated as the WA Government updates any guidelines.

Physical Distancing

- Gathering limits to be maintained
 - 100 person limit in café/auditorium space.
 - Added patrons may be allowed if they gather in different rooms. Maximum room limits must still be adhered to.
 - Person tasked with record keeping duties to monitor maximum number limits to make sure they are not exceeded.
- Pews/Chairs for gatherings to be spaced 1.5m apart to meet 2sqm physical distancing guidelines
- Limits of people allowed in each room determined to meet 2sqm physical distancing guidelines. Eg. Classroom 4 can have maximum 12 people. *Signs placed in each classroom.*
- Work stations/areas for staff separated to provide for 2sqm physical distancing guidelines. Note there are maximum 10 staff/volunteers working in the large building during normal business hours.
- Reception and waiting room. Maximum of 7 people allowed in reception area. Limits to be maintained. Chairs to be spaced in reception area.
- *Signage around building reminding members of the following: Physical distancing, maximum room limits and good hygiene practice.*

Hygiene

- **Supply** -
Hand Sanitiser supplied in each room
Handwashing stations/sinks in bathrooms and kitchen. Two sinks in classrooms may also be used for handwashing.
- **Communication** – Good hygiene practice signage, how to wash your hands signage at each hand washing station.

Cleaning

- Whole Building professionally cleaned weekly
- High-touch surfaces (Bathrooms – taps and toilets, Kitchen taps and surfaces, Microwave, fridge, Coffee Machine, Light switches, door handles, handrails, printers, air conditioning controls, soap dispensers and sanitiser dispensers cleaned after use of room.
- Chairs and tables used cleaned after each service/gathering attended by the public.
- Staff personal equipment/workstations to be cleaned by staff using them after use - Personal responsibility.
- Recording and AV equipment. Cleaned after use. Users encourage not to share equipment/stations unless necessary.
- NOTE: Cleaning with detergent is adequate for most surfaces. Food surfaces require additional application of food safe sanitiser. Bathrooms require additional disinfection when being cleaned. See end for notes on cleaning and disinfection. A surface must be clean and clear of mess for any disinfectant or disinfectant wipe to work properly.

- **Government information:** For most general cleaning tasks, a neutral detergent with pH between 6 and 8 should be used. The use of combined detergent / disinfectant wipes is acceptable, or solutions can be prepared fresh each day. If using a bleach solution look for products which give you a 1000ppm (0.1%) bleach solution either neat or when diluted with water.

Restocking

Supplies of hand soap, detergent, paper towels, hand sanitiser, food surface sanitiser and disinfectant cleaning products assessed twice a week and refilled/purchased as necessary.

Supplies required

- Disposable gloves
- Hand soap
- Paper hand towels
- Hand Sanitiser
- Food Surface sanitiser
- Disinfectant cleaning products
- Detergent

Church Services Other

- Communion individual packs will be used for once a month communion service.
- Baptisms are on hold for the present time. To be reassessed later in the year.
- One way traffic – people will enter in the front door and exit through the side doors in order to avoid congestion.

Signage

The following signage will be displayed on the premise.

- Maximum number of members that can be present within the building at any one time.
- Maximum number of people allowed to gather in classrooms.
- Practice physical distancing
- Practice good hygiene
- Not to enter the premises if unwell

Training and Education

Staff Personal: Staff education regarding personal hygiene practices, social distancing requirements while at work and on breaks and staying at home if unwell. Staff informed through staff meeting.

Staff Work: Staff education includes aspects of cleaning, requirements in place for gatherings at the church and responding to a COVID incident in the workplace.

- Staff will be notified of the COVID Safety plan through the staff meeting.
- Staff will be required to read through COVID Safety plan.
- Staff will be asked to wash hands thoroughly with soap and water before using the kitchen and appliances especially coffee machine, microwave and fridge.

Ministry Leader/Volunteers education

- Communication to ministry leaders and volunteers regarding social distancing requirements, additional hygiene and cleaning requirements. Food and drink service etc.
- Ministry leaders will be notified of the COVID Safety plan through special meeting.
- Ministry leaders will be required to read through COVID Safety plan.

Activities involving children/minors

- Normal sign in and sign out of children attending kids church.
- Record kept of children and adults attending any gathering together. Log in and out.
- Responsible adult will maintain that maximum room limits are adhered to.
- Leader will record name and parental contact details for each child who attends without a parent staying for the gathering eg: youth group.
- Physical distancing requirements will be communicated and encouraged.
- Children will be required to wash hands before attending gatherings.
- Hand sanitiser will be available in each classroom.
- Activities and play that uses toys/props will be minimised in order to allow for items to be cleaned thoroughly after use.
- Food will not be supplied in Kids Church at the moment.
- Pick up and drop off by parents – parents will be advised to physical distance when picking up and dropping off children to kids church etc. Kids church volunteers will monitor hallways for overcrowding.

Activities involving food/hospitality

- Food will not be served/provided for church gatherings involving the public at the moment. No communal food at gatherings. This will be reassessed if new guidelines emerge.
- Communal cutlery/cups/tea service etc will not be available to the public for the time being.
- Coffee machine is only operated by trained staff/volunteers.
- Disposable cups used for drinks.
- Water can be served in disposable cups from café. Tea also can be made if the coffee machine is operating.
- Members can be encouraged to bring their own water in bottles etc.
- Hospitality workers may need to complete an online AHA COVID-19 Hygiene course. <https://hospitalityhygiene.com/>

Equipment to be removed for the season for use by the general public attending services/meetings.

- Water filter. Water can be served at the café.
- Communal cups and cutlery

Venue Hire:

At present we will not be hiring out the Oxford street building to any external users.

Compliance:

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

Response planning

Record Keeping

- Records must be kept of all people who attend a gathering or meeting at the church. Please record date of meeting, time in and out and then for each person who attends a name and contact number/email is sufficient. Please have one person on recording duty for each gathering. Details to be recorded in logbook and logbook is to be stored in reception. Elvanto may be used for large services. Also requires people to be logged in and logged out.
- Note: Records are not required for patrons who visit the premises for a short period time and have minimal face-to-face interaction. For example, someone returning a book or dropping in clothing for the homeless.
- Note: these records are for contract tracing only, in the event that a COVID incident should occur at the church. These records are not to be used for any other purpose.

If there is a COVID incident:

Responding to a COVID-19 incident (Protocol from WA Government website)

If you are aware that someone with a case of COVID-19 has been at a gathering, in communication with Ps Binh, ring the COVID-19 Public Hotline 24/7 on 1800 020 080 and follow the advice of health officials.

If someone is confirmed as having COVID-19 or is getting tested for COVID-19, they should already be at home. However, there may be circumstances where a person in your workplace/gathering is displaying COVID-like symptoms or shares information (e.g. they have been in close contact with someone that has the virus) that causes you to have reasonable concerns about their health and the health of others in your workplace. The person could be staff, a client, customer or other visitor to your premises. Where this occurs:

1. Keep others away from the person If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, you must take steps to prevent the person from potentially spreading the virus by keeping others away from the person. The measures must be reasonable.
2. Contact Ps Binh and together - Seek advice and assess the risks to determine if it is reasonable to suspect the person may have COVID-19, talk to the person about your concerns and seek government health advice.
3. Transport - Ensure the person has safe transport home, to a location they can isolate, or to a medical facility if necessary.
4. Clean and disinfect - Follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected. Open outside doors and windows if possible, to increase air flow.
5. Assisting public health to identify close contacts Notify the state public health unit by contacting the COVID-19 Public Hotline 24/7 on 1800 020 080. The state public health unit may ask for your attendance records to identify close contacts of a confirmed COVID-19 case so that they can contact them and provide them with instructions, for example, in

relation to quarantine requirements. Public health officers have a range of powers to require you to provide information including personal information. In the meantime, for the purposes of undertaking a workplace risk assessment and to assist your state and territory public health unit, consider who the affected person may have had recent close contact with. Review risk assessment

DISPLAY – Sonlife Church must also display a COVID Safety Plan Certificate in a prominent location in your business. See template. <https://www.wa.gov.au/sites/default/files/2020-05/COVID-19-Safety-Plan-Other-Business-Pack.pdf>

Room sizes and maximum numbers of people allowed.

Note that as at 18 May 2020 the maximum number of patrons allowed to gather at the church is 20 plus up to 10 people required to perform and record service. Therefore, all rooms are capped at allowing up to 20 people to gather regardless of size and sqm available.

As of 6 June 2020 the maximum number of patrons allowed to gather at a church is 100 in each defined space/room as physical distancing allows.

Room name/number	Measurements (m)	SQM	People allowed
Room 4	6.4 x 3.9	24.96	12
Room 3	5.4 x 4.4	23.76	12
Room 2	5.4 x 6.9	37.26	18
Room 1	7.6 x 7.9	60.04	30
Auditorium	10.5 x 21.25	223.125	100
Cafe	10.5 x 10	105	52
Kitchen	5.1 x 1.55	7.9	4
Waiting Room	4 x 3.5	14	7
Reception waiting area	4 x 3.5	14	7
Staff Room	3.75 x 7.8	29.25	14
Ps Binh Office	3.8 x 3.75	14.25	7

Checklist for Gatherings/Services

Before meeting

- ⇒ Have chairs been spaced to allow for 1.5m between people?
- ⇒ Do I have someone tasked to record names and a phone number of every person who attends?
- ⇒ Do I have someone tasked to make sure that room number maximum limits are adhered to?

During

- ⇒ Do we have someone tasked to encourage people to either use hand sanitiser or wash hands with soap and water upon entry to the building?

After meeting

- ⇒ Chairs and tables used during the meeting are cleaned.
- ⇒ Bathroom taps, soap dispensers, toilet buttons and locks are sanitised.
- ⇒ Any high touch surfaces used are cleaned: light switches, remote controls, door handles, electrical equipment, sanitiser dispensers etc.
- ⇒ Record time people left the building after the meeting in the log.

Cleaning Recommendations:

Please note the following cleaning recommendations so that we clean our building, but we don't ruin some of the furniture. ☺

Auditorium chairs: Please use detergent in water solution and use a cloth that is damp but not saturated. Please don't use heavy chemicals/bleach etc.

Wooden surfaces: Detergent in water solution for cleaning. Food surfaces and bathroom surfaces require sanitation. Council requires use of 'food surface sanitiser' on food surfaces.

Bathrooms: Use Sanitiser spray/Domestos for sanitation.

Other surfaces: Detergent in water solution or sanitiser as recommended. Again use cloths that are damp but not wet. ☺

Cloths: Please keep blue/green cloths for bathrooms and use pink or purple cloths for other surfaces/rooms.

Disinfectant wipes: Please use sparingly as they are not always available/cost effective and don't use if you are unsure if they will destroy a surface.

References

<https://www.wa.gov.au/sites/default/files/2020-05/COVID-19-Safety-Plan-Other-Business-Pack.pdf>

<https://www.wa.gov.au/sites/default/files/2020-05/COVID-Safety-Guidelines.pdf>

<https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19>

<https://www.cocwa.com.au/> Churches of Christ WA recommendations.

<https://www.baptistwa.asn.au/view/resources/bcwa-response-covid-19> Baptist churches COVID safety plan pack.

Safework Australia checklist

https://mcusercontent.com/754627286cb440d30c6c1f25c/files/67f3433d-3c15-4dd1-b1a9-c310f5fe7cb2/COVID_19_Good_Hygiene_Cleaning_Checklist.pdf

Safework Australia Signage <https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19>

What is the difference between cleaning and disinfecting?

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in).

Which areas should be cleaned and disinfected, and how often?

Any surfaces that are frequently touched should be prioritised for cleaning, such as door handles, counters, phones, EFTPOS machines and workplace amenities, such as toilets. Any surfaces that are visibly dirty, or have a spill, should be cleaned as soon as they are identified, regardless of when they were last cleaned.

You should regularly clean and disinfect surfaces that many people touch. At a minimum, workplaces should be cleaned at least once daily. If your workplace has many customers or others entering each day, more frequent cleaning and disinfection is recommended. If your workplace is only attended by the same small work crew each day and involves little interaction with other people, routine disinfection in addition to daily cleaning may not be needed.

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: **Sonlife Church**

has a maximum capacity of Number: **172** patrons and agrees to the following Phase 3 safety requirements:

- A strict limit of a minimum of 2sqm per person
- Maintain records of patrons for the purposes of contact tracing where appropriate
- Comply with patron limit
- Carefully manage shared spaces to ensure physical distancing

- 1** Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at wa.gov.au
- 2** Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3** The COVID-19 pandemic is an evolving situation - review your plan regularly and make changes as required.
- 4** Print and display the **COVID Safety Plan Certificate** available at the end of this form.

**We're all
in this
together.**

Premises details

Premises name:	Sonlife Church	Prepared by:	S. Phillips
Type of premises:	Place of Worship	Position title:	Administration
Street address:	338 Oxford Street	Completion date:	6 June 2020
Contact no:	94433232	Revision date:	
Email:	info@sonlife.org.au		

* For the sections below, please complete the form and attach additional pages or information as required.

1. Physical distancing

• What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 2sqm requirements; management of waiting areas etc.

See attached document.

2. Hygiene

• How will you ensure required hygiene standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

See attached document.

3. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: staff training; records of training; additional education; signage; guidance material etc.

See attached document.

4. Compliance

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

Yes No

Comments:

5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

See attached document.



Premises name

Sonlife Church

COVID Safety Plan Certificate

Welcome.

We can accommodate

Number:

172

patrons and agree to maintain the WA Government's safety measures



2sqm per person



Staff education



Frequent cleaning and disinfection



Contact tracing

We're doing our part to help keep you safe. Please respect the rules and our staff.

We're all in this *together.*

Prepared by:

S. Phillips

Date

6 June 2020