

KEAC COVID-19 SAFETY PLAN

Current as of 1st July 2020

As a church we are required to have a 'COVID-19 Safety Plan'. This document contains the details of our plan.

We are not implementing this safety plan simply because we are required to do so. More than that, we believe that following the details contained in this plan will reduce the risk of the spread of COVID-19 and other illnesses in our church family. This is a good way in which we can love one another and love the society in which we live – especially those who are more vulnerable.

Another attachment provides our responses to the NSW Government's 'COVID-19 Safety Plan for Places of Worship'.

Our 'COVID-19 Safety Plan' plan for KEAC covers the following areas:

1. **Signage.** Various COVID-19 related signage has been placed entry points to our church facilities and in public rooms.
2. **Sanitiser.** Hand sanitiser is available at entry to church and will also be available at any on-site ministries. People will be directed to use this hand sanitiser upon entry.
3. **Space.** We are advised by the NSW Government and the Anglican Diocese of Sydney that each person requires 4m² in our indoor spaces. This limits how many people can use various spaces in the following way:
 - St Stephen's Church – 35 persons max. *(Note: based on total square metres)*
 - St Stephen's Hall – 27 persons max.
 - St Stephen's Courtyard – 6 persons max.
 - St Stephen's Parents Room – 1 person max.
 - St Martin's Church – 70 persons max.
 - St Martin's Small Hall – 30 persons max
 - St Martin's Large Hall – 40 persons max.
 - St Martin's Kitchen – 3 persons max.
 - St Martin's Office – 3 persons max.
 - St Martin's Meeting Room – 5 persons max.
 - Any Toilet Cubicle – 1 person. *(Note: A parent or caregiver is permitted to be in a toilet cubicle with dependent children).*

Signage in each room will inform people of these limits. Please note these are maximum numbers and must include children. There is no exception to these maximum numbers. Where possible, doors and/or windows should be opened to allow good air flow.

4. Seating. We have organised our seating so that people are spread out whilst sitting in church, with 1.5m distance between people. Note that this rule does not apply to those people living in the same home. The result of this is that we might not be able to fit the maximum number of people listed in Point 3 safely, possibly reducing the maximum number allowed by 15%.

5. Serving. We require 2 people 'on duty' at each of our services as welcomers who will direct people to use hand sanitiser on arrival and who will also ensure we have the contact details of all people on-site. They might also help people find a seat and remind people to sit 1.5m apart. Our minister, wardens and members of our Parish Council will direct people to move seats if necessary, so that this 1.5m rule is enforced.

6. Singing. There has been some recent evidence that congregational singing (and also the use of wind instruments) increases the risk of spreading viruses like COVID-19. Thus, we have been directed not to sing together in church or use wind instruments for the time being. We plan to ask our music team to play items and we might occasionally show music via a video. Note that it is not clear how long this prohibition on congregational singing will remain.

7. Sickness. Church members and visitors are requested not to attend our services or other ministry groups if they are feeling unwell. This will be communicated via an email to church members and signage at each church. People who display symptoms whilst on the church premises will be asked to go home. We will also ask people via email and notices in church services not to attend church or church groups if they are a close contact of a confirmed COVID-19 case; or if they have returned from overseas in the previous 4 weeks; or if they are from Victoria. People who have pre-existing illnesses or conditions that place them in a high-risk category for COVID-19 are encouraged to delay their return to church and might choose to consult their doctor before returning to church.

8. Systems. Following NSW Government regulations, Safe Work Australia recommendations, and Anglican Diocese of Sydney policies, we have new systems in place to keep our church members and visitors safe and reduce the risk of the spread of COVID-19. Here are the details of these new systems and procedures:

a. Church Cleaning

- i. There will be an increase in cleaning that occurs at our facilities.
- ii. The church has purchased extra cleaning and sanitising supplies and staff will ensure supplies continue to be available.

- iii. All external Hall User groups have been asked to clean and sanitise surfaces and equipment they will be using, before their group begins.
- iv. Each church facility will continue to be cleaned each Saturday.
- v. Commonly touched surfaces will be sanitised by staff or volunteers before our Sunday morning services and ministries commence.

b. Gathering Contact Details

- i. A roll of regular church members will be produced by staff and will be made available each Sunday for our welcomers.
- ii. Those who are welcoming should place a tick next to the name of any church member who is present. Note that we already have contact details for these people.
- iii. The contact details of any person who attends church, but is not currently on the church roll, must be collected by those welcoming.
- iv. It should be explained to these people that their details may be required by NSW Health for the purposes of COVID-19 contact tracing.
- v. People should also be asked if they are happy for the minister to also use these details to contact them.
- vi. The following details will be requested: First & Last Name; Phone Number; Email Address (optional).

c. Morning Tea

- i. Kitchen benches and any tables or chairs that are used must be sanitised before use by people rostered on for morning tea duty. Light switches, fridge handles, and cupboard handles should also be sanitised before morning tea is prepared.
- ii. One person should serve tea and coffee. This person must first wash their hands thoroughly and then use gloves. They must also serve the milk and sugar so that multiple people are not touching these items.
- iii. No food should be brought to church for morning tea. All food will be provided for our morning teas. This food will be individual pre-packaged food (e.g. two pack of biscuits, packets of chips and popcorn etc).
- iv. Food should be spread out on tables in the hall so that people do not need to touch multiple packages of food.

d. The Lord's Supper

- i. We plan to share the Lord's Supper once per month.
- ii. We have ordered pre-packaged individual serves of wafer and juice and will trial their use for 2 months.
- iii. We will not be using the 'common cup' in the foreseeable future.

- iv. Those sharing the Lord's Supper will be given a pre-packaged serve by staff or volunteers who have sanitised their hands and are using gloves.
- v. Church members will not be asked to approach the communion rail as this would involve multiple people touching the rail. Instead church members will remain in their seats and eat and drink at the direction of the minister.

e. Kid's Church

- i. Our Kids Church programs at both churches will resume from July 5th 2020.
- ii. Kids Church leaders and helpers will be asked to arrive early to sanitise anything that will be used in their group time (e.g. chairs, tables, benches, door handles, light switches and any other equipment that might be used by the group that day).
- iii. All children and leaders should sanitise their hands on their arrival at the group.
- iv. Music can be played, but no singing is allowed.
- v. Where possible, children should be seated 1.5m away from other children who are not in the same family.
- vi. Where possible, games or activities that involve close contact with others should not be part of the program.
- vii. If the weather is pleasant children can be taken outside for some of the Kids Church program time.

f. Youth Church

- i. Our Youth Church programs at both churches will resume from July 5th 2020.
- ii. Youth Church will need to use a section of one of the church halls or an outdoor space and not a smaller meeting room.
- iii. Youth Church leaders and helpers will be asked to arrive early to sanitise anything that will be used in their group time (e.g. chairs, tables, benches, door handles, light switches and any other equipment that might be used by the group that day).
- iv. All youth and leaders should sanitise their hands on their arrival at the group.
- v. Where possible, children should be seated 1.5m away from other children who are not in the same family.
- vi. Where possible, games or activities that involve close contact with others should not be part of the program.
- vii. Individually packed food and drink may be given to Youth Church members.
- viii. If the weather is pleasant youth can be taken outside for some of the Youth Church program time.

g. Limiting Handling & Touching

- i. All accessible tables will be removed from our church rooms.

- ii. Bibles will be removed from the pews and church members are encouraged to bring their own bibles to church.
- iii. Pens, booklets, paper handouts or any other items that could easily be touched by multiple people have also been removed from the church.
- iv. Doors will be opened by staff or volunteers and must stay open while people are arriving and exiting the building. If possible, doors should remain open during the church service or ministry group.
- v. Only one person per service should operate the church computer. They are encouraged to wipe the computer (including keyboard) with sanitising alcohol wipes before use.
- vi. If people pack away tables or chairs in the church halls they should wash or sanitise their hands before and after doing so.
- vii. Handshaking, hugs and kisses etc on church premises are strongly discouraged as they are a breach of the requirement to stay 1.5m away from people who do not live in the same home.
- viii. No bags will be passed around for the collection during church services. A basket has been placed at the rear of each church for church members to place money or envelopes.
- ix. Volunteers who are counting the collection should sanitise (or thoroughly wash) their hands before after this task. Gloves are available for use.