St Margaret's Anglican Church Eltham

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Policies & Procedures for church and rental spaces during COVID-19 Pandemic

Policies

- To maintain a COVID safe secure environment for all parishioners and the community who use the church facilities in the parish.
- To use the church spaces for services and other events necessary for parish life while maintaining safety for all involved and adhering to all regulations and restrictions as set by the Anglican Diocese of Melbourne and the Government of Victoria.
- To make the hall spaces available to individuals and to groups, while complying with all conditions set by the Diocese and the Victorian government.
- This policy will be maintained and updated regularly as required by the governing bodies.

Prior to any opening of the buildings for services or community usage, the Anglican Diocese of Melbourne COVID SAFE Checklist must be completed and submitted to the diocese for approval. (Appendix 1).

The church, vestry and hall will receive a deep clean prior to opening.

N.B. Originals of all documents in the appendices can be obtained from the COVIDSafe Officer.

Procedures

Church services

Preparing the Church

- COVID Safe Posters (Appendix 2) are displayed prominently at the entrance and as specified.
- Marks are placed on the floor to ensure social distancing while queuing to leave or enter the church, and for Communion.
- When people arrive, they must wait in a line at least 1.5 metres apart if there is a queue to enter. A "greeter" will assist with seating at each service.
- Entry lines and socially distanced markings are clear for entry and exit to the church.
- Arrows showing direction of travel to receive Communion, are easily visible - one queue to the altar. After communion the participants return to their seats in a circular motion on each side of the church, so as not to pass another parishioner in close contact as indicated by the floor markings.
- Hand sanitation is in a prominent location with appropriate signage.
- Pre-service cleaning is complete. The complete protocol for cleaning at St. Margaret's is included (Appendix 9).
- COVID Safe Posters are displayed prominently at the entrance and as specified.
- The seating plan is visible and adhered to ensure required social distancing. Families and couples are accommodated as need be.

Before each church service:

- The COVID Safe Officer or representative is easily identifiable.
- The Service checklist (Appendix 3) is complete to ensure compliance with guidelines.
- The COVID Safe Officer monitors attendee numbers to ensure maximums are not exceeded.
- Where possible all attendees must sign in with the Vic QR code displayed in several places on and in the parish buildings.
- The attendance register (Appendix 4) is also set up in the foyer for marking off the details, if electronic check-in is not possible. One person to complete this.

- The greeting/welcoming volunteers are trained in screening attendees (each attendee is asked if they have experienced any COVID or flu like symptoms in the past 2 weeks. If yes, they are informed that they will be unable to attend the service, or any gathering).

During the service:
- Before starting the service, announcements will include updates on COVID Safe practices, including as a minimum:
  - Required social distancing at all times.
  - No physical greetings or exchanges such as handshakes or hugs.
  - For sharing of the Peace the congregation must stay in their place.
  - The collection plate left at the door for offerings to be placed, while maintaining social distancing.

At Communion:
- Congregation are to receive communion restricting proximity to each other and the need to touch surfaces then to queue observing a physical distance of 1.5 metres.
- Arrows show directions of travel to receive Communion - one queue to the altar. After communion the participants return to their seats in a circular motion on each side of the church, so as not to pass another parishioner in close contact as indicated by the floor markings The Presider and Communion assistants are to wash their hands and use sanitiser before and after distributing Communion.
- If current guidelines indicate that a mask is needed the Presider, Communion assistants & Congregation MUST comply. Specific guidelines for current situation are to be sought on the Diocesan or DHHS websites.
- Wafers should be placed into open hands.

After the service:
- A brief chat with other members of the congregation may occur if remaining seated. Observing social distancing practices.
- Attendees are to leave the premises at the conclusion of the Service, without breaching social distancing guidelines.
- If a discussion is to occur with the Vicar or Curate, this is to be done maintaining correct social distance.
- The attendance register is be stored on the premises. To be retained for 28 days.
- Cleaning of the vessels for communion, to be completed with warm soapy water.
- Post service cleaning is completed.
- Mobile hand sanitising station is placed into the church for safety.

Funerals
- Conducted in accordance with the Stay Safe Directions (No 2) on the DHHS website.
- Number of attendees are to be determined by the current guidelines as provided by the Diocesan website and DHHS website.
- A verger will be present to guide funeral directors and mourners as required in the foyer and church.
- Funeral directors are required to keep the attendance register for 28 days post the funeral.
- Cleaning to be conducted after each funeral, and the costs to be passed on to the family.

Hall for use by tenants:
Any external group that is using the hall must be cognisant of all Covid safe requirements as required by the Diocese and the government.
- All tenants must complete the COVIDSafe Checklist for Re-opening (Appendix 5) for tenants which be must returned to the COVIDSafe officer of the Parish.
- A COVID Safe policy outlining all details and management of safety guidelines must be presented to the manager prior to commencing.

- A register of all attendees with their name and contact details must be recorded for each session. This is to be retained by the coordinator for 28 days. (Appendix 4).
- The number of attendees must be compliant with the Department of Health & Human Services (DHHS) Restricted Activity Directions (RADs). This number will have been determined by the parish prior to the session and relayed to the convenor. RADs are available for review on the DHHS COVID Safe website.

Kitchen use by congregation and tenants.

- When COVID restrictions allow the kitchen is able to be used with careful consideration as to how to comply with COVIDSafe guidelines.
- Specified people need to be delegated responsible for preparing drinks to be consumed.
- Sharing of food is subject to the same stringent guidelines as serving drinks.
- The dishwasher must be used for all crockery.
- On completion of service all surfaces must be wiped with antiseptic spray or wipes e.g. appliances, benches, door handles and any surface that is touched.
- All cleaning materials must be safely disposed of in separate bags and placed in the appropriate rubbish bin outside.

Before each activity:

- COVIDSafe Posters are displayed prominently at the entrance and in key locations with the name of the COVIDSafe Officer clearly visible.
- Marks are placed on the floor to illustrate social distancing while queuing to leave or enter the property.
- Arrivals must wait in a line at least 1.5 metres apart if there is a queue to enter. On entry, each attendee is asked if they have experienced any COVID19 or flu like symptoms in the past 2 weeks. If yes, they should be informed that they will be unable to attend. If they are well, then they are required to give their contact details to the person completing the attendance register.
- The attendance register (refer Appendix 4) is set up at the entrance to the activity.
- Appropriate hand sanitation is set up in a prominent location with appropriate signage.
- A seating plan is established at 1.5 metres apart, or adequate plans are in place to ensure social distancing. Current regulations state that there must be two or four square metres of space per person in the building, depending on the check in process used.
- One person should record details to avoid passing items such as pens.

During the activity:

- Before starting, announcements must include updates on COVIDSafe practices, including as a minimum:
  - Practise social distancing at a minimum of 1.5 metres at all times.
  - No physical greetings or exchanges such as handshakes or hugs.
  - Wash hands and maintain good hygiene practice.
  - Cough and sneeze into your elbow.
  - Other relevant COVIDSafe practices that apply to the group.
  - The tenant monitors attendee numbers to ensure maximums are not exceeded.
  - Current regulations state that there must be either two or four square metres of space per person in the building and that people must stay at least 1.5metres from each other.

After the activity:

- There is a clear post-activity plan to monitor and enforce social distancing practices.
- Kitchen facilities are cleaned as above.

- Attendees should leave the premises as soon as possible at the conclusion of the activity, without breaching social distancing guidelines.
- The attendance register should be stored in an easy to locate place.
- Post activity cleaning is completed.

Vestry
- Open to Ministry team and Sacristan only during the pandemic, maintaining adherence to the guidelines.

Meeting Room (near entrance)
- The number of people allowed are determined by the ratio of person to space at the time of use. Social distancing must be maintained.

Alcove
When restrictions allow small groups can meet in the alcove as long as social distancing is practiced and cleaning protocols are adhered to. Kitchen use is subject to the same rules as above.

Church Groups
All church groups who wish to meet during the pandemic must first register with the COVIDSafe officer of the parish.
They will receive clear COVIDSafe guidelines on operating the group and be informed of all requirements for the operation of the group, and with no use of the kitchen.

Cleaning Protocols:
- Wear gloves when cleaning and discard after each use.
- Thoroughly clean surfaces using detergent and water.
- Only use a disinfectant after cleaning with the detergent and water.
- Leave disinfectant on the surface for at least 10 minutes before removing it.
- Pay attention to touchpoints: door handles, windows, handrails, light switches, heating and cooling controls, chairs or other seating, toilets and bathrooms, kitchen surfaces.
- If someone who becomes infected or exposed has been at your venue in the last 14 days, follow the national protocols of cleaning.

Refer to complete cleaning guidelines as per Safe Work Australia extract. (Appendix 6)

Incident Plan:

Incident Response and Recovery:
If anyone in the parish, whether it is staff, volunteer or congregant suspects that someone may have the virus, or has been exposed to it, it is vital that they notify the COVID Safe Officer immediately who will be responsible for overseeing the Incident Response Plan.

Details of the required response are found in the Safe Work Australia on COVID-19 information sheet on the Diocesan website. (Appendix 7).

The process for a COVID notification is:
1. Inform the Vicar
2. Notify the COVID Safe Officer on duty
3. Secure the site and follow the Safe Work Australia information sheet process

4. Notify the Diocese immediately and complete the normal incident reporting process (Incident Report (Appendix 8)
5. Work with the Diocese on the appropriate government notification.

Post Incident Follow-up and Re-opening
Premises that have been closed due to an incident, even if the subsequent testing reveals a negative result, are not permitted to re-open without the permission of their Episcopal Bishop, who will work with the Risk and Insurance Team to ensure that sufficient measures are in place, and that it is reasonably safe to resume permitted activity.

The Risk and Insurance Team will review the adequacy of the COVIDSafe plan and the incident response measures. This will follow a standard risk assessment process.

If the test is a positive test, then additional steps are likely including contact tracing, deep cleaning and the isolation of people potentially infected as a result of contact. It is essential to keep meticulous records of participation and contact details.

Where continuing risk to the community exists, it is likely that continued operation of the premises will be curtailed for a period (expected to be 14 days) to ensure the risk of further infection is minimised.

Should the Risk and Insurance Team make such a recommendation to the Episcopal Bishop, any decision to act outside of this recommendation will need the approval of the Diocesan Crisis Management Committee.

St. Margaret's Space Sizes and Recommended capacities using the 4 square metre per person rule.

When the 2 sq metre rule is in use these numbers can be doubled, however total limits are dependent on the current guidelines, on the DHHS website and on the Diocese of Melbourne website.

Church:
25m x 9m
Total people = 56 – without back row   **50**

Hall:

10 m by 10 m between the pillars plus the **four** areas under the big beams 4x 10x2 m = 180sqm

Total People =   45 in the hall plus 5 in the alcove

Alcove:
 5m x 4 m
Total people =   5

Total People -Hall + Alcove   = **50**

Foyer:
6m x 9m
Total people =   **13**

COVIDSafe Plan

Anglican Diocese of Melbourne

Guidance on how to prepare your COVIDSafe plan is available here.

Our COVIDSafe Plan

Parish/Entity name: _____

Site location: _____

Contact person: _____

Contact person phone: _____

Date prepared: _____

Victorian government guidance is in dark blue.
Additional diocesan guidance (if any) is in bright blue.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Victorian government guidance is to provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	
Where possible: enhance airflow by opening windows and adjusting air conditioning.	
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own. **Diocesan guidelines require face masks to be worn on parish property at all times, other than the person speaking or leading a service, when they are leading.**	

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). **An announcement is made providing guidance to all present regarding proper use of face masks, sanitiser and social distancing at the beginning of the service, and that people with symptoms should not attend.**	
Replace high-touch communal items with alternatives. **Books can be used when government regulations allow, however preference is for single use documents.** **If books are used they must not be re-used the same day.** **The administration of communion (where applicable) maintains hygiene, is in one kind (bread only) or uses individual cups, and there is no intinction.** **Vestments and robes are not shared.**	

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). **Service times allow sufficient time for cleaning between services, including toilets and all high touch areas.**	
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can and/or must work from home, do work from home. **Staff must be aware of all current COVID restrictions & adhere to all guidelines. Masks must be worn if anyone else is in attendance.**	
Establish a system that ensures staff members are not working across multiple settings/work sites. **Plan to minimise risk of transmission between places of ministry.**	
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	
Configure communal work areas and publicly accessible spaces so that: • **there is no more than one worker per four square meters of enclosed workspace** • **workers are spaced at least 1.5m apart** • **there is no more than one member of the public per four square meters of publicly available space.** **Also consider installing screens or barriers.** **You have a seating and social distancing plan which follows this guidance.** **You have a plan to maintain social distancing of people, including before and after gathering.** **Strict adherence to the current open space ratio necessary for participation.** **Someone is designated to supervise social distancing on arrival and exit.**	
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	

Guidance	Action to mitigate the introduction and spread of COVID-19
Modify the alignment of workstations so that workers do not face one another. **Services avoid prolonged face to face contact.**	
Minimise the build up of workers waiting to enter and exit the workplace. **See above point regarding social distancing before and after gathering.**	
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	
Review delivery protocols to limit contact between delivery drivers and staff.	
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.	

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts. **QR check-in codes must be used when possible.** **Someone is assigned to record names and phone numbers of attendees on arrival.** **Someone is assigned to turn away people when the maximum number of people is reached.**	

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace. **The COVID-safe officer will promptly report any incident to the bishop, close the premises and follow measures as required by government guidance.**	
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	
Prepare for how you will manage a suspected or confirmed case in a worker during work hours.	
Prepare to notify workers and site visitors (including close contacts).	
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	

Guidance	Action to prepare for your response
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	

Additional diocesan guidance	
For congregations with other than English languages, translated materials are available.	
The COVID-safe officer has an agreement with groups (church or otherwise) using church premises for maintaining the government requirements including proper cleaning and disinfection.	
Clergy or ASLMs are on duty to ensure guidelines are maintained when the church is opened for private prayer.	
Leaders of church groups in homes (when this is permitted by government) understand COVID-safe requirements.	
Op shop co-ordinators (when opening is permitted by government) understand and follow COVID-safe requirements.	
COVID-safe signage is on display at all entry points to parish buildings.	

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

Signed _____

Name _____

Date _____

Appendix 2.

KEEPING YOUR DISTANCE.

Coronavirus (COVID-19)

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **health.gov.au**

HELP **STOP** THE **SPREAD** AND STAY HEALTHY

1.5M

Australian Government

TO HELP STOP THE SPREAD OF CORONAVIRUS, WE'VE MADE SOME TEMPORARY CHANGES.

Coronavirus (COVID-19)

We'll keep you posted with any future updates.

For more information about **Coronavirus (COVID-19)** visit **health.gov.au**

HELP **STOP** THE **SPREAD** AND STAY HEALTHY

Australian Government

The maximum capacity of this space is

people
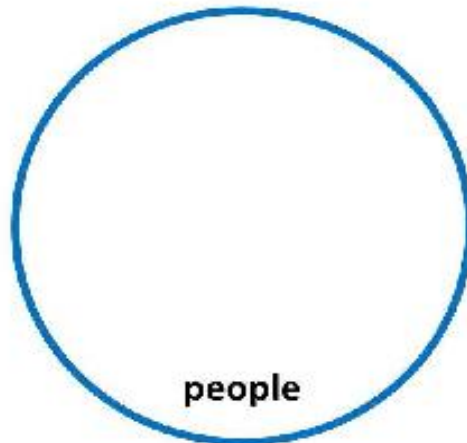
Maintain 1.5m distance between others

Good personal hygiene

No shared food or drink

Clean frequently touched surfaces

Record of attendance

Stay at home if unwell

Property		
Room / Space		
Area		sqm
Date		

Appendix 3.　　　The Anglican Diocese of Melbourne

CHECKLIST FOR EACH SERVICE This checklist is no – longer needed.

There is no need to send this form to the Diocese; it is designed as a handy checklist for each Parish before, during and after each Service.

PARISH or MINISTRY CENTRE:			
Parish of:			
Date of Service:		**Time of Service:**	
Celebrant:			
Type of Service:			

Before the Service	Y / N
Prepared for incident or outbreak	
Cleaning has been completed in line with Safe Work Australia guidelines	
Sanitiser and signage deployed and displayed	
A COVID Safe Officer is present	
A seating plan to maintain social distancing is in place	
Xs or other marks are on floor to indicate social distancing	
A plan is in place to limit attendees	
Attendance register is in place	
All attendees screened on arrival and contact details collected	
Alternate service materials have been provided (no hymnals or prayer books)	
Collection plate is in place to avoid passing a plate/basket/bag during the Service	
Announcement at start of Service regarding COVID Safe practices and COVID Safe Officer	
During the Service	
Communion is given in only one kind (bread/wafer), only in open hands, no intinction	
Social distancing is maintained throughout the Service, including sign of Peace and Communion	
No use of Communion rail	
Eucharist ministers wash/sanitise hands before and after Communion	
After the Service	
No refreshments are to be offered	
Everybody departs as soon as possible while maintaining social distancing	
The attendance register is complete and stored securely	
Cleaning and disinfection is completed	

Appendix 4. The Anglican Diocese of Melbourne
ATTENDANCE REGISTER – USED WHEN QR CODES UNABLE TO BE USED. (Parish register is used at services)

Please note: you must keep this form as part of your attendance register for the duration of the COVID-19 pandemic restrictions. All attendees (including clergy, musicians, ushers, etc) at any public gathering in your Parish must be recorded here, with their first name, telephone number, email address

and locality/suburb. *It is preferable to have one person record all details to avoid passing pens between attendees.*

PARISH or MINISTRY CENTRE:	
Parish of:	
Date of Service:	**Time of Service:**
Celebrant:	
Type of Service:	

First name	Suburb/locality	Telephone	Email address
e.g. Jane	Middle Town	0418 653 420	janecitizen@email.com.au
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Appendix 5. – COVIDSafe Checklist for tenants for re-opening

This checklist must be completed and submitted to the parish before licensee activities can recommence. Use this list in assessing readiness to open. Your parish leadership group may decide to delay re-opening until restrictions have eased further.

Please use one sheet per licensee.

Licensee/Hall User

....

Tel: ....**Email**

....

PARISH of ....**in**

....

COVIDSafe Officer..

Tel .... **Email** ....

The guidelines from Safe Work Australia:

https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19

Translations in languages other than English:

https://covid19inlanguage.homeaffairs.gov.au/

Decision-making	Y / N
The information from Safe Work Australia *(see link above)* has been read	
There is agreement that the Parish/Ministry Centre is ready to comply	
The Licensee's activities are now permitted by the Victorian government	
Other languages	
For groups with a language other than English, translations have been read from the link above	
Vulnerable persons	
There is a strategy to minimise risks to vulnerable persons in the community	
Signage and communications	
Safe Work Australia guidelines have been complied with (see link above)	
An announcement is made at the beginning of each activity reminding attendees to maintain social distancing and use hand sanitiser, and for any 'symptomatic' person (or close contacts) to self-exclude	
Cleaning	
A mechanism for regular thorough cleaning, and record-keeping, has been put in place. Cleaning requirements in the Safe Work Australia (see link above) are practised.	
Hand sanitiser has been placed at entry and exit points with signage	
Activity times have been scheduled to allow sufficient time for cleaning between each activity (20 minutes minimum)	

Social distancing	Y / N
A seating plan has been prepared to keep people 1.5 metres apart	
Someone has been designated to supervise social distancing on arrival and departure	
The density quotient of the building has been calculated (four square metres of space per person)	
Activity	
Activities have been designed to avoid prolonged face to face contact and to allow time for cleaning	
An attendance register has been prepared for each service and someone is assigned to collect contact details	
No choir or singing group practices and for services, only minimal congregational singing such as one hymn/song at the end of the service	

Someone is assigned to turn away people when the maximum number of people is reached	

Other groups	
The COVIDSafe Officer has an agreement with groups (church or otherwise) using church premises for maintaining social distancing per Safe Work Australia guidelines and including proper cleaning	
Op shops (where applicable) are practising the Safe Work Australia guidelines provided by the Diocese ([here](#))	

Incident management	
People know to report any incident of COVID contact to the COVIDSafe Officer	
The COVIDSafe Officer will promptly report any incident to their Vicar, Episcopal Bishop and the Diocesan Risk and Insurance Team, close the premises and follow measures as indicated by Safe Work Australia (link below).	

Please email this completed form, and any additional comments or concerns, to the Parish. If you have any questions, please call Catherine Moore, Ainslee Spadaro or Matthew Wilson through the Melbourne Anglican Centre (9653 4220).

Appendix 6.

Work Safe Australia

Environmental cleaning and disinfection principles for COVID-19
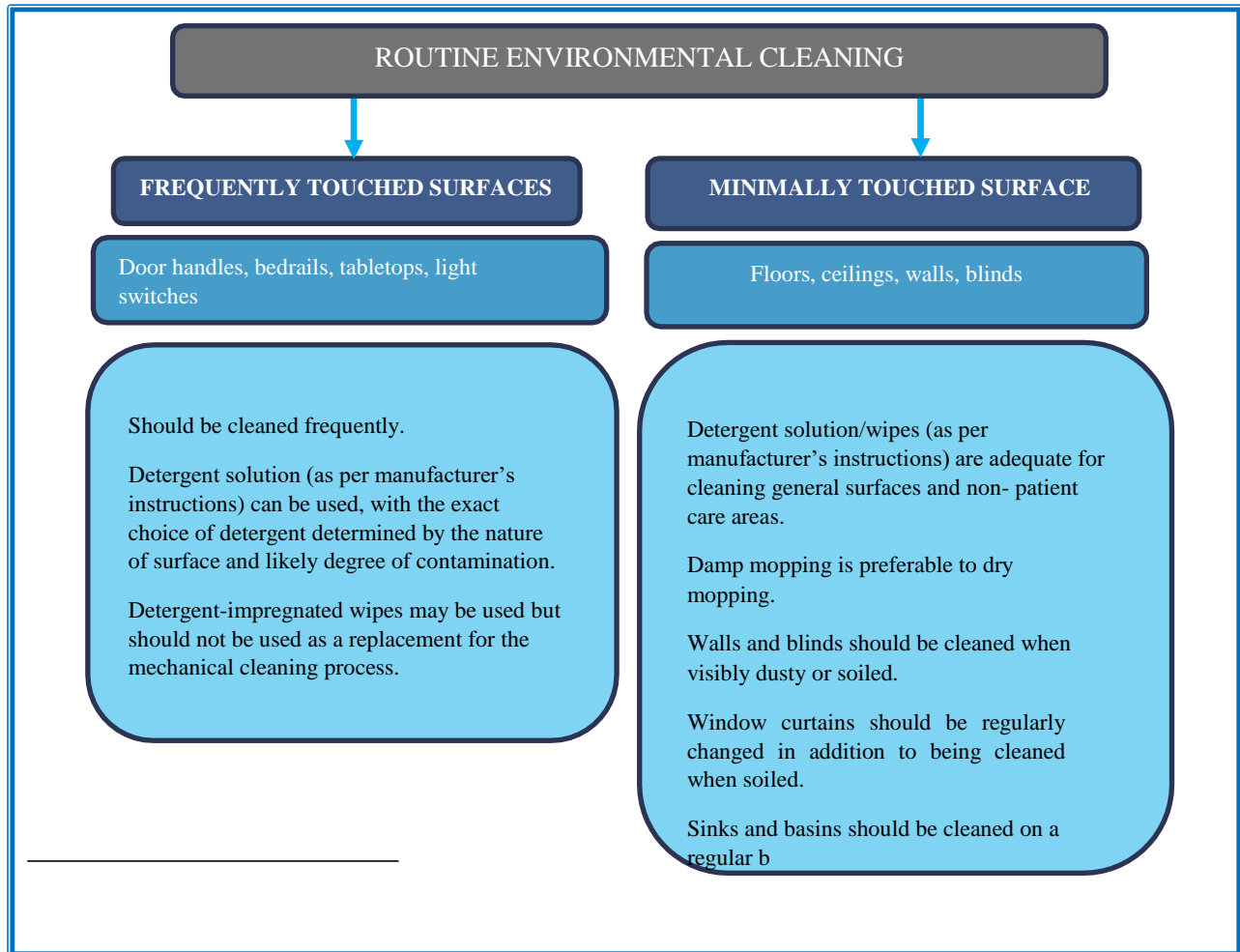
Routine environmental cleaning

- Cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work.

- Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

- The length of time that SARS-COV-2 (the cause of COVID-19) survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid – such as respiratory droplets

– present and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

It is good practice to routinely clean surfaces as follows:

- Clean frequently touched surfaces with detergent solution (see diagram below).

- Clean general surfaces and fittings when visibly soiled and immediately after any spillage.

Routine environmental cleaning requirements can be divided into two groups1:

ROUTINE ENVIRONMENTAL CLEANING	
FREQUENTLY TOUCHED SURFACES	**MINIMALLY TOUCHED SURFACE**
Door handles, bedrails, tabletops, light switches	Floors, ceilings, walls, blinds
Should be cleaned frequently. Detergent solution (as per manufacturer's instructions) can be used, with the exact choice of detergent determined by the nature of surface and likely degree of contamination. Detergent-impregnated wipes may be used but should not be used as a replacement for the mechanical cleaning process.	Detergent solution/wipes (as per manufacturer's instructions) are adequate for cleaning general surfaces and non- patient care areas. Damp mopping is preferable to dry mopping. Walls and blinds should be cleaned when visibly dusty or soiled. Window curtains should be regularly changed in addition to being cleaned when soiled. Sinks and basins should be cleaned on a regular b

Hand hygiene

Soap and water should be used for hand hygiene when hands are visibly soiled and alcohol- based hand rub at other times (e.g. when hands have been contaminated from contact with environmental surfaces). Cleaning hands also helps to reduce environmental contamination.

Information for cleaning staff

Information for cleaning staff on cleaning and disinfecting can be found below.

CLEANING STAFF

The risk when cleaning is not the same as the risk when face to face with a sick person who may be coughing or sneezing.

- Cleaning staff should be informed to avoid touching their face, especially their mouth, nose, and eyes when cleaning.
- Cleaning staff should wear impermeable disposable gloves and a surgical mask plus eye protection or a face shield while cleaning.
- Cleaners should use alcohol-based hand rub before putting on and after removing gloves.
- Alcohol-based hand rub should also be used before and after removing the surgical mask and eye protection.

The surgical mask and eye protection act as barriers to people inadvertently touching their face with contaminated hands and fingers, whether gloved or not.

- o The disinfectant used should be one for which the manufacturer claims antiviral activity, meaning it can kill the virus (such as chlorine-based disinfectants, which are commonly used - see below)
- o If there is visible contamination with respiratory secretions or other body fluid, the cleaners should wear a full length disposable gown in addition to the surgical mask, eye protection and gloves
- o Advice should be sought from your work health and safety consultants on correct procedures for wearing PPE.

Use of disinfection

- Use freshly made bleach solution and follow manufacturer's instructions for appropriate dilution and use (see below for dilution instructions).
- Wipe the area with bleach solution using disposable paper towels or a disposable cloth.
- Dispose of gloves and mask in a leak proof plastic bag.
- Wash hands well using soap and water and dry with disposable paper or single-use cloth towel. If water is unavailable, clean hands with alcohol-based hand rub.

Preparation of disinfectant solution

- Gloves should be worn when handling and preparing bleach solutions.
- Protective eye wear should be worn in case of splashing.
- Bleach solution should be:
  - made up daily
  - used mainly on hard, non-porous surfaces (it can damage textiles and metals).
- Sufficient time is required to kill the virus, i.e., at least 10 minutes contact time.

Household bleach comes in a variety of strengths. The concentration of active ingredient — hypochlorous acid[2] — can be found on the product label.

Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution

| Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

[2]Hypochlorous acid (HOCl) is a weak acid formed when chlorine (Cl) dissolves in water and dissociated to hypochlorite (ClO⁻) which is the oxidising disinfectant in bleach.

Social contact environments

Social contact environments include (but are not limited to), transport vehicles, shopping centres and private businesses.

The risk of transmission of COVID-19 in the social and non-health care work settings can be minimised through a good standard of general hygiene. This includes:

- Promoting cough etiquette and respiratory hygiene.
- Routine cleaning of frequently touched hard surfaces with detergent/disinfectant solution/wipe.
- Providing adequate alcohol-based hand rub for staff and consumers to use. Alcohol-based hand rub stations should be available, especially in areas where food is on display and frequent touching of produce occurs.
- Training staff on use of alcohol-based hand rub.
- Consider signs to ask shoppers to only touch what they intend to purchase. Vehicle air-conditioning should be set to fresh air ☒   ☑
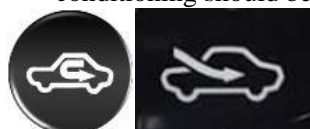
How can we help prevent the spread of COVID-19?

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser, and
- if unwell, avoid contact with others (touching, kissing, hugging, and other intimate contact.

More information

While coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness—not coronavirus.

For the latest advice, information and resources, go to www.health.gov.au

Call the National Coronavirus Health Information Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

The phone number of each state or territory public health agency is available at www.health.gov.au/state-territory-contacts

If you have concerns about your health, speak to a doctor.

Appendix 7.

COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

The person you are concerned about is at the workplace

1. ISOLATE
Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.

2. SEEK ADVICE
Call your state or territory helpline. Follow advice of public health officials.

3. TRANSPORT
Ensure the person has transport to their home or to a medical facility.

4. CLEAN
Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.

5. IDENTIFY & INFORM
Consider who the person has had close contact with. If instructed by public health officals, tell close contacts they may have been exposed and follow advice on quarantine requirements.

6. REVIEW
Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace

1. SEEK ADVICE
Call your state or territory helpline. Follow advice of public health officials.

2. IDENTIFY & INFORM
Identify who at the workplace had close contact with the affected person. If instructed by public health officals, tell close contacts they may have been exposed and follow advice on quarantine requirements.

3. CLEAN
Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.

4. REVIEW
Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

If anything is unclear, see detailed guidance on the Safe Work Australia Website

Remember:
> There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
> Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
> Consult with workers and allow them to raise concerns.
> Do you need to notify your WHS regulator? See our Incident Notification fact sheet.
> Comply with privacy obligations. See guidance from the OAIC.
> Follow the advice of health officials at all times.

State and territory health department helplines:

New South Wales 1300 066 055	**Western Australia** (08) 6373 2222
Queensland 13 432 584	**Tasmania** 1800 671 738
Victoria 1800 675 398	**Australian Capital Territory** (02) 5124 9213
South Australia 1300 232 272	**Northern Territory** (08) 8922 8044

Coronavirus COVID-19

safe work australia

Appendix 8.

The Anglican Diocese of Melbourne
INCIDENT REPORT FORM

Date:		
Parish/Entity:		
Reported by:		
Address:		**Post Code:**

Incident Details				
Name of Injured Person and/or Owner of damaged property:				
Is this person:	Employee ☐	Volunteer ☐	Other ☐	Details:
Address:				
Date of Incident:		Time of Incident:		Am/Pm
Location:				
Name of witness(es):				
Address:				

Describe how the incident occurred:

Details of injury or property damage:

Details of subsequent events (e.g. treatment received/given, name of doctor, name of hospital)

Who/what do you consider caused the incident?

Name:	Position:
Phone No:	Email:
Signature:	Date:

Incident / Hazard Report Form *continued*

Hazard Details
Is the hazard preventable? Yes ☐ No ☐
Describe the hazard that exists:

Detail any action taken:
Can the hazard be removed to prevent future occurrences?   Yes ☐   No ☐
If yes, has it been done?   Yes ☐   No ☐
What corrective action has been identified or taken?:
Who is responsible for completing corrective action?
What is the target date for completion?
Comments
Signature of person completing Hazard Details:
Position:
Date:

Appendix 9.
Cleaning for St. Margaret's during COVID-19

Introduction:

Cleaning routines are different during the COVID-19 pandemic. Work Safe Australia (Appendix 6) guidelines are to be followed in all procedures.

Dendy House, the Church & Hall are all cleaned regularly by contract cleaners - G & J Norman.

Under COVID 19 additional cleaning may be required:

The following instructions have been received. Cleaning means physically removing germs, dirt and organic matter from surfaces.

- Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.

- Disinfection means using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection. Cleaning before disinfection is very important as organic matter and dirt can reduce the ability of disinfectants to kill germs

Workplaces should routinely (at least daily) clean frequently touched surfaces (for example, tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces, cupboard handles and other equipment and materials relevant to construction and building sites). Also, clean surfaces and fittings when visibly soiled and immediately after any spillage. Where available, a disinfectant may be used following thorough cleaning. See below for choice, preparation and use disinfectants. Cleaning of individual workplaces is the responsibility or each staff member.

All toilet area's have been provided with specific instructions on cleaning after each use.

How to clean and disinfect:

1. Wear gloves when cleaning and disinfecting. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for coronavirus (COVID-19) related cleaning and disinfection and should not be used for other purposes. Wash reusable gloves with soap and water after use and leave to dry. Clean hands immediately after removing gloves.
2. Thoroughly clean surfaces using detergent (soap) and water.
3. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

Cleaning and disinfection of items that cannot withstand bleach:

N.B. Please refer this to a COVcom committee MEMBER before undertaking any cleaning of soft furnishings.

Soft furnishings or fabric covered items (for example, fabric covered chairs or car seats) that cannot withstand the use of bleach or other disinfectants or be washed in a washing machine, should be cleaned with warm water and detergent to remove any soil or dirt then steam cleaned. Use steam cleaners that release steam under pressure to ensure appropriate disinfection. Gloves are recommended when cleaning and disinfecting.

CHECKLIST FOR WEEKLY CLEANING

All contractors must be familiar with all CovidSafe cleaning guidelines as per Work Safe Australia

Dendy House	Y?N
All who enter Dendy House must use and sanitisers as provided.	
All staff are responsible for their own workspaces, cupboards, keyboard & door handles using cleaning/disinfecting solutions provided.	
Each person who uses the toilet and bathroom are responsible for cleaning it after use, using cleaning/disinfecting solutions provided..	
Weekly cleaning	
Vacuuming all rooms	
Dusting all rooms	
Wastebaskets emptied	
All surfaces wiped with appropriate cleaning and/or disinfectant.	
- Desk tops - Drawer fronts and handles - Cupboard fronts - Door handles - Light switches - Door and window frames - Light switches	
Kitchen floor, work tops, stove and fridge	
Bathroom floor vacuumed, washed and surfaces as above	
Church	
All who enter must use hand sanitiser as provided.	
Weekly cleaning	
Vacuuming, dusting	
Surface cleaning of surfaces, door handles, light switches with detergent and/or disinfectant.	
Hall	
All hall users responsible for a complete clean of areas used complying with CovidSafe guidelines.	
Weekly cleaning	
Vacuuming, dusting	
Surface cleaning of surfaces, door handles, light switches with detergent and/or disinfectant.	
Bathrooms & toilets	
Cleaned after each activity in the church or hall	
Kitchen	
All surfaces, door handles, knobs, work surfaces, benches, stove and fridge.	