



COVID-19

POLICY & PROCEDURE

PURPOSE

This policy has been developed to provide an immediate, co-ordinated and flexible response to COVID-19.

The purpose of this policy is to provide a safe environment for all staff, church leadership, visitors and volunteers and all people who are involved in or attend the Church and its programs by:

- ~ Ensuring all individuals understand measures to be implemented and how to help control the spread of COVID-19.
- ~ Reducing health and safety risks relating to COVID-19.
- ~ Provide clear guidelines on processes that are to be followed.
- ~ Provide clear guidelines on how to support persons effected by COVID-19.
- ~ Identifying compromised individuals and aiding them in obtaining care.

WHAT IS COVID-19?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by SARS-COV 2 virus. COVID-19 is at pandemic level and will impact all aspects of daily life.

COVID-19 is most likely to spread from person to person through:

- ~ close contact with a person while they are infectious or in the 24 hours before their symptoms appear.
- ~ close contact with a person with a confirmed infection who coughs and sneezes.
- ~ touching surfaces contaminated by a person infected by COVID19.

SYMPTOMS OF COVID-19

Symptoms of COVID-19 are similar to other colds and flus and include:

- ~ fever
- ~ sore throat
- ~ tiredness
- ~ cough
- ~ difficulty breathing

It is the responsibility of all staff, church leadership, ministry team leaders and volunteers to ensure that the COVID-19 policy and procedures are understood, implemented and maintained. This is for their individual wellbeing as well as the wellbeing of all persons who attend the Dubbo Baptist Church premises.

SCOPE

This policy and procedure applies to all staff, church leadership, visitors, volunteers and all people who attend programs at the church.

ARRIVAL & ENTRANCE

~Upon entering the church premises all people are to sanitise their hands using the provided hand sanitiser.

~When people arrive they should wait in a line at least 1.5m apart if there is a queue to enter.

Weekdays

~As stipulated by the government, all people who attend the church premises are to complete a *Attendance Record Sheet* (this will NOT be required for Sunday Services attendance—see below). This is found on the Welcome Desk in the foyer. These records will be stored confidentially and securely for at least 28 days.

~Groups are to clean the room(s) BEFORE & AFTER use (refer to cleaning guidelines located in each room).

For Sunday Services

~Registration to attend Sunday Services is required. The name and contact information recorded for registration will serve as the Attendance Record required by the government.

~People are not to congregate in the foyer but are to go directly into the auditorium and sit in the **red** plastic seats (not the soft red seats).

~Children are to go directly to their relevant program and are to remain there for the entire duration.

PERSONAL HYGIENE PRACTICES

The following minimum personal hygiene practices will be followed:

~ Cover coughs and sneezes with your elbow, upper arm or a tissue (tissue is to be disposed of immediately in a garbage bin);

~Wash hands using soap and water or alcohol based hand sanitiser, particularly upon entering and exiting the building, following eating and after the use of the toilet facilities;

~ Avoid using other people's bible, mobile phone, desks, offices, work equipment where possible;

~ Clean and disinfect high touch surfaces regularly eg. telephone, photocopier, keyboards, counter tops;

SOCIAL DISTANCING

Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact with other people. The more space between people the harder it is for the virus to spread.

Social distancing is important as the virus is more likely to spread from person-to-person through:

~ Direct close contact with a person whilst they are infectious or in the 24 hours before symptoms appear;

~ Close contact with a person with a confirmed infection who coughs or sneezes;

~ touching objects or surfaces (such as door handles or tables) contaminated with a cough or sneeze from a person with a confirmed infection, and then touching or mouth or face;

The following social distancing practices will be adhered to by all persons:

~Stay home if feeling unwell and avoid contact with others;

~Maintain strict requirements around health and hygiene. Any person with a suspected communicable disease, such as coughing, sneezing, flu-like symptoms, gastrointestinal illness, must be excluded.

- ~ Keep a minimum of 1.5 metres between you and other people where possible;
- ~ One person per 4 square metres. Please observe and obey “*the maximum capacity of people in this space*” signs
- ~ Minimise physical contact . There is to be no shaking of hands, hugging or kissing;
- ~ Self monitor for signs and symptoms of COVID-19 if you suspect possible exposure;
- ~ If you are experiencing signs and symptoms of COVID-19 self isolate and contact your GP, health clinic or hospital for further instructions;
- ~Re-consider non-essential travel and cancel or defer where possible.

CLEANING PRACTICES

The following cleaning practices are to be adhered to by all staff, church leadership, individuals and groups utilising the church facilities:

~It is recommended that the room is cleaned BEFORE and AFTER use as follows:

Please tidy and disinfect ALL rooms AFTER use.

1. Select a team of volunteers to clean and disinfect.
2. Glove up (disposables provided). Gloves are to be discarded immediately after use. DO NOT RE-USE. Clean hands immediately after removing gloves with soap and water OR hand sanitiser.
3. Spray large hard surfaces (eg. chairs and tables) with Disinfectant Spray provided— small hard surfaces (eg. bibles) to be wiped down with disinfectant wipes. Leave sprayed surface for 10 minutes then wipe down with paper towel. Soft, upholstered surfaces are to be lightly sprayed with GLEN20.
4. Discard paper towel immediately after use in the bin provided.

~Frequently used rooms (eg. office) and equipment (eg. photocopier) are to be regularly cleaned using the cleaning guide above.

~CRECHE/CHILDREN'S CHURCH: Children's toys/equipment are to be kept to a minimum and are to be cleaned after each use by the children's ministry leaders. Books are to be wiped down with disinfectant wipes and toys washed in water with detergent.

FOOD & DRINKS

All individuals are to provide their own food and drink.

Youth: All food provided by the church is to be individually wrapped/packaged.

There is to be no sharing of food and drink.

Under the Industry Plan for gatherings up to 100 people, communal refreshments (e.g. food, tea & coffee) **are not** to be provided or facilitated by places of worship.

FUNERALS AND WEDDINGS

As of Friday, 24 July 2020 funerals will be limited to 100 people and weddings will be limited 150 people - subject to the 1 person per 4 square metre rule.

In accordance with the 1 person per 4 square metre rule the maximum capacity in the churches' auditorium is 100 people.

Choirs and congregational singing are not to occur as per government restrictions.

The hiring of the church premises for refreshments following the funeral or the wedding is not permitted.

It is the responsibility of the Pastors of the church to ensure people adhere to these rules.

CHURCH SERVICES

~Families are to sit together on the hard plastic seats—soft chairs are not to be sat on.

~There is to be no singing or chanting by congregants.

~Solo singing and wind instruments, can spread COVID-19 if a participant is infected. Singers and musicians are to maintain a distance of 3 metres from the audience.

~Following the service the keyboard is to be wiped down with a disinfectant wipe, The wipe is to be discarded immediately.

~Offering is to be placed in the box provided in the foyer. Offering bags are not to be passed around.

~The worship leader is to announce at the service that there is to be no congregating following the service on the church premises.

ADDITIONAL INFORMATION

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

Call the National Coronavirus Helpline on 1800 020 080. It operates 24 hours a day, 7 days a week.

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

Release Date:	24 July 2020	Issue No:	2
Authorised By:	Senior Pastor	Revision Date:	25 August 2020