



# COVIDSafe Plan

## Stage 3 Restrictions

<b>Business name:</b>	OneHope Baptist Church
<b>Site locations:</b>	Barrabool Hills Campus: 4-32 Province Boulevard, Highton, VIC, 3216 Moolap Campus: 410 Bellarine Highway, Moolap, VIC, 3221
<b>Contact person:</b>	Steve Sim, Executive Pastor
<b>Contact person phone:</b>	0431 175 165
<b>Date prepared:</b>	29 September 2020

### Introduction

Under Stage 3 restrictions there are certain requirements for *Permitted Work Premises* to remain operational, this includes having a COVIDSafe Plan. Places of Worship [fall into this category for certain activities](#). This COVIDSafe Plan follows the [obligations outlined by Business Victoria](#), and the direction of the [Baptist Union of Victoria](#) (BUV), in the context of OneHope Baptist Church.

### Scope

This COVIDSafe Plan applies to all OneHope staff and volunteers, as well the staff and volunteers employed by organisations who could potentially use the OneHope facilities. i.e. OneCare, Red Frogs.

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
Provide and promote hand sanitiser stations for use on entering buildings and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff	<ul style="list-style-type: none"> <li>• Hand sanitiser is provided in the church office, foyer and kitchen in all church facilities</li> <li>• Toilets regularly cleaned and soap dispensers filled</li> <li>• Soap provided at all sinks on the property</li> <li>• Paper towels provided in each usable toilet and kitchenette</li> </ul>
Where possible: enhance airflow by opening windows and adjusting air conditioning	<ul style="list-style-type: none"> <li>• Windows and doors will be opened, as practically as possible, while the building or room is in use. This includes kitchen while emergency food relief is provided</li> <li>• The use of heating and cooling systems will be adjusted for enhanced airflow where possible</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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</p>	<ul style="list-style-type: none"> <li>● Face coverings are to be worn at all times, while on the premises, unless: <ul style="list-style-type: none"> <li>○ A person is alone in their own individual office</li> <li>○ A person is being filmed in the livestream broadcast</li> <li>○ A person has a medical exemption</li> </ul> </li> <li>● Disposable face masks will be provided to staff and volunteers if required and can be obtained from the church office at each church facility</li> <li>● During emergency food relief, workers must wear disposable gloves (?? Necessary??)</li> </ul>
<p>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)</p>	<ul style="list-style-type: none"> <li>● Signage is placed in rooms and on buildings, including bathrooms, to direct the correct use of face masks and other PPE and correct handwashing technique.</li> <li>● All PPE used is to be appropriately disposed of in the bins provided</li> </ul>
<p>Replace high-touch communal items with alternatives</p>	<ul style="list-style-type: none"> <li>● Communion is not practiced corporately until further notice. Anyone who chooses to undertake a communion service during a recorded broadcast will provide their own pre-packed elements</li> <li>● Collecting the offering in person will not be done until further notice</li> <li>● Staff and volunteers will not share workspaces as much as is practically possible</li> <li>● Volunteers collecting food from the kitchen will be required to pack and unpack their own car</li> <li>● Hamper packages are to be collected by drivers from outside the building</li> <li>● Staff are not to share phones and computers wherever possible</li> <li>● Shared water bottles are not to be used</li> </ul>
<b>Cleaning</b>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily)</p>	<ul style="list-style-type: none"> <li>● OneHope has introduced transmission-based precautions to lower the risk of infection exposure</li> <li>● PPE should be worn and disposed of appropriately for the location being cleaned</li> <li>● Disinfectants and cleaning materials should be appropriate for the location. SaniSpray surface cleaner is the main disinfectant to be used in all general areas</li> <li>● Disposable gloves must be worn whilst cleaning and hands cleaned upon completion. Face masks are available to all staff and cleaners on request. Please discuss PPE and</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p>cleaning materials with your manager if you are unsure what should be used</p> <ul style="list-style-type: none"> <li>● Refer cleaning procedure outlined at the end of this document</li> </ul>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant</p>	<ul style="list-style-type: none"> <li>● Cleaning detergent and disinfectant products are supplied in the cleaner's cupboard</li> <li>● Hand sanitiser is available at the in all church facilities at office receptions, foyers and kitchens</li> <li>● Facilities Manager to ensure there are adequate stocks of cleaning products and equipment at all times</li> </ul>
<b>Physical distancing and limiting workplace attendance</b>	
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff</p>	<ul style="list-style-type: none"> <li>● The Executive Pastor will advise the most appropriate space to use to remain within the density quotient</li> <li>● Room bookings are essential to manage the number of people in the facilities. Please contact the church office to do so (as restrictions allow)</li> <li>● A 60-minute window will be applied between groups using a particular meeting space within the building to allow for cleaning</li> <li>● Masking tape is used to designate areas in the church auditorium</li> <li>● Other areas to be considered for floor markings if required</li> </ul>
<p>Modify the alignment of workstations so that employees do not face one another</p>	<ul style="list-style-type: none"> <li>● All workstations currently in use do not face each other</li> <li>● Staff and volunteers in the kitchen will work on diagonal opposite sides of the work benches</li> </ul>
<p>Minimise the build-up of employees waiting to enter and exit the workplace</p>	<ul style="list-style-type: none"> <li>● Workers will keep the 1.5m distance between one-another upon entry into the premises</li> <li>● Markers will be placed in appropriate positions for waiting points when demand dictates</li> <li>● Visitors are required to wait in their car until their appointment time</li> <li>● Chairs in the waiting-room are placed so as to ensure social distancing</li> </ul>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunch breaks)</p>	<ul style="list-style-type: none"> <li>● Workers are to remain 1.5m apart at all times, including in kitchenettes and during breaks</li> <li>● This is communicated in person and through signage</li> <li>● Tables in communal kitchen facilities are set up to enable distancing during breaks</li> <li>● Staff are not to share cups or utensils</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff	<ul style="list-style-type: none"> <li>Any deliveries on-site are to be contactless</li> <li>Deliveries from car to building are to be made by a single person to minimise the contact with others. If it is from their own car then it shall be the owner of said car who drops the delivery off in its spot</li> <li>Hamper delivery drivers will collect hampers from outside the building, and transport them to their own car</li> </ul>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing	<ul style="list-style-type: none"> <li>A minimal work roster and schedule has been devised to minimise time on-site</li> <li>Use of the kitchen for emergency food relief will be run in strict conformance with this Plan</li> </ul>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff	<ul style="list-style-type: none"> <li>Masking tape is used to designate areas in the church auditorium</li> </ul>
Modify the alignment of workstations so that employees do not face one another	<ul style="list-style-type: none"> <li>All workstations currently in use do not face each other</li> </ul>
<b>Record keeping</b>	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts	<ul style="list-style-type: none"> <li>Sign-in protocols are in every entry point of the buildings. This includes the church offices and foyers</li> <li>The information required is a name, mobile number, date, time of entry, and time of departure</li> <li>Emergency food relief service users will be required to sign in</li> </ul>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available)	<ul style="list-style-type: none"> <li>Staff have been inducted into the Staff Policy Manual relating to Workplace Health and Safety</li> </ul>
<b>Response to a suspected or confirmed COVID-19 case</b>	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace	<p>The process for a COVID-19 incident notification is:</p> <ol style="list-style-type: none"> <li>Notify the Executive Pastor immediately</li> <li>Secure the site as outlined on the <a href="#">Safe Work Australia process</a></li> <li>Complete incident reporting process as outlined in our Safe Church process</li> <li>Notify relevant government authority immediately.</li> </ol> <p><i>Duty holders must notify WorkSafe Victoria when they become aware of a case of COVID-19 where it is the cause (or suspected causes) of a death at a workplace. Incident notification procedures are detailed on the WorkSafe Victoria website. Notification must be made regardless of whether the Victorian Department of Health and Human Services is already aware of the case.</i></p>

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	5. Update the BUV and Baptist Insurance office 6. Follow the instructions given by governing authorities (DHHS, WorkSafe Victoria etc.)
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing	<ul style="list-style-type: none"> <li>● All sign in sheets will be given to DHHS to help with contact tracing</li> <li>● All people on sign in sheets will be notified if they are a close contact</li> <li>● Any questions about the day, if there is a confirmed case, will be provided to the authorities</li> </ul>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed	<ul style="list-style-type: none"> <li>● In the event of a confirmed case, all operations will cease and a deep clean will take place</li> </ul>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours	<ul style="list-style-type: none"> <li>● If contacted about a confirmed case during work hours the process will be:               <ol style="list-style-type: none"> <li>(a) Isolating the person deemed positive to COVID-19.</li> <li>(b) Sending all other workers on-site to get tested, and then onto their homes for self-isolation.</li> <li>(c) Authorities called to alert about a positive case.</li> <li>(d) Contacts for the day, and previous few days, will be contacted and advised of positive cases.</li> </ol> </li> <li>● Notification of positive cases will be communicated as soon as practicable to close contacts</li> </ul>
Prepare to notify workforce and site visitors of a confirmed or suspected case	<ul style="list-style-type: none"> <li>● All workers and contractors on-site of the day, and days prior, to the confirmed or suspected case will be notified</li> </ul>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace	<ul style="list-style-type: none"> <li>● WorkSafe will be contacted by a staff member immediately when a confirmed case is made known to the church</li> </ul>
Confirm that your workplace can safely re-open and workers can return to work	<ul style="list-style-type: none"> <li>● Only after all protocols for cleaning have been completed, and confirmation of our premises is given by the authorities will be open again and have activities on-site</li> </ul>

## Additional Information

### Church Office

The church offices are closed until further notice. Staff are working from home wherever possible. A skeleton staff is on hand to attend to issues as they arise. The church phone is diverted to a mobile service to take calls that would ordinarily be directed to the office. Contact can still be made via our general email address, [info@onehope.org.au](mailto:info@onehope.org.au), or by calling (03) 5249 0200.

### Use of Church Facilities

The current legislation affecting our ability to gather allows for an operator of a place of worship to:

- (a) host an essential public support service (e.g. food bank)
- (b) host a support group (e.g. alcohol or drugs, parenting, etc.), or
- (c) conduct a private worship or small religious ceremony (including recorded church services)
- (d) host a wedding or a funeral

### Weddings and Funerals

The requirements for a wedding are that there be no more than ten (10) people in attendance including the celebrant. If the wedding is held in a single undivided indoor space, the total number of persons present at the same time in the space must not exceed the density quotient.

The requirements for a funeral are that it involves no more than 20 persons (excluding persons reasonably necessary for the conduct of the funeral); and the total number of people present does not exceed the density quotient.

The church café and kitchen facilities are closed except for the purposes of supporting meal preparation and distribution during this time.

### Other Uses

Other permitted uses include:

- outdoor gatherings of up to ten (10) plus the faith leader (no restrictions on number of households)
- private worship for households or social bubble

### Cleaning Procedure

#### Daily cleaning and disinfection required (on days facility is used)

- Door handles
  - Office
  - Front doors
  - Barrabool Hills Campus specific: Auditorium & Barrabool Room doors
  - Moolap Campus specific: Chapel doors
- Bathrooms
  - Door handles including cubicle doors
  - Taps
  - Cistern flush buttons
  - Urinals
  - Toilet bowls and seats
  - Empty hand towel bins
  - Stock paper where required

- Mop floor when required
- General office areas
  - Front office desks
  - Hot drinks station, including kettle handle, canisters and lids
  - Water dispenser taps
  - Phones
  - Computer equipment where required
  - Photocopier screen and buttons
  - Coffee table
  - Couch arms
- Staff Kitchen area
  - Tap handles
  - Benches
  - Tables
  - Wipe fridge door handle
- Kitchen areas – to be managed by Kitchen Manager

**Funeral/Function cleaning (prior and post)**

- Hard surfaces (all sign in tables)
- Bathrooms
- Kitchen areas
  - Café servery
  - All café and coffee tables
  - All other areas in the kitchen to be managed by Kitchen manager as per kitchen cleaning procedures.

For more information see the Safe Work Australia [website](#) (also [here](#)) and the [DHHS guidelines](#)