

COVID Safe Plan

NOVEMBER 2021

Restore Community Church & Restore Community Care 24 Laser Drive, Rowville, VIC 3178

GUIDANCE

For the purpose of this plan;

- The word “participants” will include all leadership, staff, volunteers and community participants, in any and all events, including broadcast services, community services, delivery services, food distribution, maintenance and any other such activity on site.

General Health

No participant is to enter the premises (including on site, pick up or delivery) if they have any of the following symptoms.

- Fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, lose of sense of smell or loss of sense of taste.
- The participant is to immediately get a Covid test and isolate until the results have been received.
- In the event that someone arrives on site with any of these symptoms, the Lead Pastor will send them home immediately and conduct a clean of the facility.
- The Lead Pastor or main organizer of the event is to be notified and will organize pastoral care for the sick participant.

Testing locations can be found at:

<https://www.dhhs.vic.gov.au/where-get-tested-covid-19>

Hygiene	
Provide and promote hand sanitiser for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available	<ul style="list-style-type: none"> • It will be the responsibility of the senior staff member (credential holder, ministry leader or longest serving community volunteer) to ensure that supplies of hand sanitiser, paper towels and soap are available for all participants at the commencement of each event. • The venue will have hand sanitiser stations or hand sanitiser bottles at the entrance of the building. • The venue will have prominent signage about the expectations for hygiene on entrance to the building. • At the beginning of each service, community work or maintenance of property, all participants are to ensure they use the hand sanitiser. • Soap is easily accessed in each bathroom and pantry. • Paper towels are to be used and safely disposed of at the end of each event. • Participants are to wash their hands with soap and water for at least 20 seconds. • Avoid touching nose, face and mouth with unwashed hands. • Cover your nose and mouth with a tissue when coughing or sneezing. • Do not share drink bottles, cutlery, etc. <ul style="list-style-type: none"> • Hand hygiene information can be found at: https://www.dhhs.vic.gov.au/staying-safe-covid-19
Physical contact	<ul style="list-style-type: none"> • All greetings have to maintain appropriate social distancing according to guidelines
Where possible: enhance airflow by opening doors, windows and adjusting air conditioning.	<ul style="list-style-type: none"> • Where airflow does not impede the quality of broadcast or nature of the event, the most senior staff member is to assess the capacity to improve air flow before and after each event, ensuring that venue is made safe after the event.
PPE	<p>Face covering</p> <ul style="list-style-type: none"> • All participants are required to adhere to the requirements on the use of face masks as indicated in current guidelines. Permissible exceptions remain broadcast services, stage singing and public speaking. • The venue will have additional masks available for participants who are unable to supply their own masks. • All deliveries (community and pastoral care) must have spare masks available in their vehicle should another participant require them. <p>Face mask FAQ and use information can be found at: https://www.dhhs.vic.gov.au/face-coverings-covid-19</p> <p>Gloves</p> <ul style="list-style-type: none"> • Community participants are to wear disposable or washable gloves for each event. • All deliveries (community) must wear disposable or washable gloves, when delivering to a residence.

	<p>Refusal of Entry or Service</p> <ul style="list-style-type: none"> • Anyone refusing to wear a mask or other required PPE, other than on the basis of permitted exception, is to be refused entry to the location or delivery site. <p>Permitted exceptions are updated regularly and listed here: https://www.dhhs.vic.gov.au/face-coverings-covid-19</p>
PPE and Hygiene Training	<p>The most senior member organizing any event, will be responsible to ensure that all participants are trained in the correct use of face coverings, PPE and good hygiene practices.</p> <p>These practices can be found here: https://www.dhhs.vic.gov.au/staying-safe-covid-19</p>

Cleaning	
Increase environmental cleaning (including between each event) ensuring high touch surfaces are cleaned and disinfected regularly (beginning and end of each event).	<ul style="list-style-type: none"> • The departmental leader and senior staff member will ensure that cleaning occurs at the beginning and end of each service or event. • This includes cleaning of facility, including kitchen areas used (even if not primary space used) and toilets. • Regular cleaning during the event is to be conducted, using disinfectant, as and when possible (ensuring that the cleaning does not impact on food safety). <p>The senior staff member will follow the cleaning recommendations published on the DHHS website, when organising cleaning of each facility: https://www.dhhs.vic.gov.au/staying-safe-covid-19</p>
Deep clean for positive test.	<ul style="list-style-type: none"> • Where any person tests positive for COVID the location will immediately cease operation and a deep clean will occur. • The DHHS will be called for guidance regarding the cleaning process for a deep clean.
Cleaning supplies	<ul style="list-style-type: none"> • The senior staff member will ensure adequate supplies of cleaning products are maintained on site.

Physical Distancing and Work from Home

Physical Distancing	<ul style="list-style-type: none">• All people are to maintain 1.5m distance from each other at all times, where physically possible<ul style="list-style-type: none">- Space is to be maintained at 4m² per person when inside a location, or as indicated in current directions.
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Deliveries

Deliveries of foodbank product or pastoral care packages	<ul style="list-style-type: none">• Where it is an imperative to conduct home deliveries for foodbank/community produce or pastoral care packages, additional precautions are to take place;<ul style="list-style-type: none">- PPE is to be worn before exiting the vehicle- Produce is to be left in a safe place- The person is not to enter the home under any circumstances- Social distancing is to be maintained- The visit is to be no greater than 10 minutes
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Pastoral Care Visits

The following rules apply to in home pastoral care visits	<ul style="list-style-type: none">• Pastoral care visits are only to be done in line with the current Covid Restrictions.• All hygiene and PPE requirements are to be adhered to, including;<ul style="list-style-type: none">- Use of a mask at all times inside the home, hospital et al- The use of hand sanitiser before and after the visit- Maintain social distancing of 1.5m <p>If staying longer than 15 minutes, the name, address, date and time of visit is to be immediately texted or emailed to the Senior Staff member for the purposes of contact tracing.</p>
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Stay Connected

Stay Connected	<ul style="list-style-type: none">• If you or a loved one is feeling anxious, help is available. Speak with the Lead Pastor who will organise pastoral care.
Support each other	<ul style="list-style-type: none">• Find means by which to continue to connect.• If you notice any change in behaviour, undue withdrawal, increased anxiety markers and so on, notify the Lead Pastor.

Record Keeping	
Attendance	<ul style="list-style-type: none"> • Where a participant attends a site for greater than 15 minutes, the participant will be required to scan the QR code on entry and log their attendance on site, in accordance with current directives. • The Shared Services Manager will be responsible for collating and storing the information of attendees for contact tracing purposes.
Incident Reporting	<ul style="list-style-type: none"> • The most senior staff member will ensure that all participants are familiar with incident reporting requirements. • The Shared Services Manager will provide access and training to the incident management process.

Suspected or confirmed COVID case	
Closure	<ul style="list-style-type: none"> • In the event that a case is suspected or confirmed, the location will immediately close and participants will be required to leave site and isolate at home, awaiting further instruction. • The senior staff member and lead pastor to immediately coordinate the response after calling the National Covid Hotline on 1800 020 080.
Continuity	<ul style="list-style-type: none"> • There are no events that cannot be immediately moved to redundancy plans. • If during a live broadcast, the broadcast team will refer to the Broadcast redundancy plan. • If during a foodbank/community event, the facility will immediately close and participants will be notified via message to cease coming to the location.

Contact Tracing	<ul style="list-style-type: none"> • The senior staff member and lead pastor will fully support DHHS with all data regarding contact tracing, including full records.
Deep clean	<ul style="list-style-type: none"> • The full location is to be cleaning and disinfected after advice from DHHS or the National Covid Hotline. • No work is to continue until this clean has been completed and the senior staff member has advised clearance to return to the venue.
Notification	<ul style="list-style-type: none"> • We will seek direction from DHHS or the National Covid Hotline in the event of a confirmed case. • Specifically: <ul style="list-style-type: none"> - All participants and visitors are to be notified of a confirmed case within 60 minutes of discovery. - If the participant was on site (according the contact tracing records), the participant will be required to get a Covid test and stay isolated until results are received. - WorkSafe Victoria is to be notified on 13 23 60.

I acknowledge that I understand my responsibilities and have implemented this Covid Safe Plan in the workplace.

Plan Completed by :

Handwritten signature of Rodrigo Rodrigo in black ink, with a horizontal line under the first name.

Rodrigo Rodrigo - Lead Pastor

Handwritten signature of Shehana Barbut in black ink, with a horizontal line under the first name.

Shehana Barbut – Operations Manager

November 4, 2021