

COVID-19 Safety Playbook

Introduction

This COVID19 Safety Playbook is to provide you, the people attending meetings on the site of Wentworthville Anglican, with information that you need to know when joining one of our meetings during the COVID19 enforced restrictions.

The main principles behind the Wenty Anglican COVID19 plans are twofold:

1. To ensure the wellbeing of all who attend – both staff and congregants.
2. To meet the legal requirements as laid out in the current Public Health Order of NSW.

This playbook is in two parts:

1. The information on what to expect when you attend
2. The detailed policy and procedures for those who are assisting on the day

Thank you for your patience. Brian, Ken and Murray; Church Wardens.

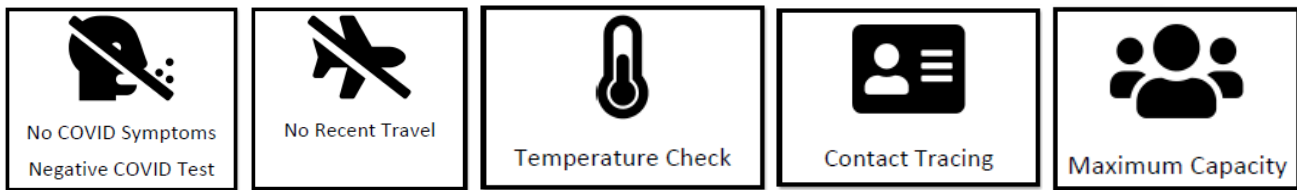
Changes

Date	Change
21/Oct/2020	Initial version
16/Nov/2020	Entire property is one building for COVID purposes
16/Nov/2020	Outdoor area numbers & distancing requirements
16/Nov/2020	Food policies
25/Nov/2020	Minor wording changes
10/Dec/2020	Increased numbers under 2m ² rule
10/Dec/2020	Singing!
24/Dec/2020	Rollback singing and 2m ² rule 😞
24/Dec/2020	Alternative A/V equipment usage policy
4/Jan/2020	Masks are required
4/Jan/2020	QR Codes for contact tracing

Part 1: What happens when you attend

Conditions of Entry

To be admitted to the meeting, you will need to meet the following conditions:



- Have no COVID-19 symptoms in last 2 weeks: fever, cough, sore throat, shortness of breath, loss of taste
- Must not have returned from restricted overseas or interstate locations in last 2 weeks.
- Pass a temperature test: temperature must be under 38°C
- Record contact tracing details for the meeting: name, contact phone OR email.
- Agree to record contact tracing details.
- Not exceed the capacity of building.

If you do not meet these conditions, you will be refused entry and asked to leave the property.

Wearing of Masks

From 3rd January 2021, all adults must wear a mask in a Place of Worship. It is recommended children 12 years of age and under wear masks, but this is not required. The friendly faces of the people welcoming you to the meeting will be hidden behind a mask.

Procedures for Attending

The only entrance and exit to the main church auditorium shall be from the Pritchard Street through the front doors.

When you arrive at the front gate, you will be welcomed and the procedures for entry explained. While queuing to enter the building please maintain the required social distancing of 1.5 m with your family.

Just prior to entering the building, your temperature shall be checked and if it is over 38°C you will be asked to step aside for 10 minutes and then re-tested. If the second test is also over 38°C you will be asked to leave as you may have an infection. Please get a COVID test!

Upon entry to the foyer, if you are a regular member, then your name will be marked off a prepared roll, otherwise you will need to fill out the form for attendance. Alternately, you can use the Services NSW QR Code with your smart phone to check in to Wenty Anglican Church.

Once your attendance has been recorded, then you will be shown to your seat by an usher who will position you (and your family) in a seat so as to maintain the 1.5 m requirement for social distancing. Once seated, you may converse with other people around you, but do not move from your assigned seat.

After the Formal Meeting

Once the meeting has been concluded, then you may hang around to talk with the people around you for sometime. At an appropriate time (around 15-30 minutes), the meeting leader will give a warning that cleaning will commence in 5 minutes. Please be considerate of those that will be cleaning and make a timely and orderly departure from the building – keeping in mind the 1.5 m distance as you leave. Please ensure that you exit the front gate and move to a location that will allow others following you to also exit.

Youth and Children Policies and Procedures

The Kids for Jesus program is running at 10am church. Children should be recorded for contact tracing with their parent / guardian in the foyer, and then proceed to the Top Hall. There is no need for strict separation between the Top Hall and Main Auditorium. Note that the 1.5 m rule does not apply to children aged 0-17, but does apply to leaders.

After the formal meeting, parents should promptly pick children up from the Top Hall. Please keep 1.5 m distance while picking up children. High school aged young people are expected to attend church in the auditorium with their parents / care givers.

Part 2: Details of the Procedures and Roles

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Conditions of Entry Policy

This policy outlines the conditions of entry for people to attend Wenty Anglican church meetings.

- To be allowed entry, people must:
 - Have no COVID-19 symptoms in last 2 weeks: fever, cough, sore throat, shortness of breath, loss of taste
 - Must not have returned from restricted overseas or interstate locations in last 2 weeks.
 - Pass a temperature test: temperature must be under 38°C
 - Record contact tracing details for the meeting: name, contact phone OR email.
 - Not exceed the capacity of building – the 4m² rule is currently in place.
 - Agree to record contact tracing details.
- All entry roles must use a face mask to reduce their own risk of infection

Signage & Equipment

- Welcomer / Attendance Recorder to have step by step prompts (see below)
- Non-contact thermometers for temperature checks (1 for auditorium, 2 spare)
- Church roll & visitor contact detail sheets – must include date & time of meeting
- QR Code sheets for check in using smart phone app
- Folder to keep visitor contact details for privacy
- Copies of *Seating Diagram* for ushers (see below)
- Details of recent COVID hotspots in NSW (please check website each week)
- Chalk to mark path with 1.5m guides (2 steps; finger-tip to finger-tip)
- A copy of this document, as a reference

COVID-19 Entry Procedure

For all people involved in an **entry role**, a mask is mandatory. Please obtain a colourful one!

Welcomer / Head Counter / Temperature Screener

This role may be shared by one, two or three people, depending on how busy the meeting is.

- **Welcome people to church!**
 - Remind people of social distancing: 1.5m markings on ground / floor
 - Remind people of signage regarding COVID symptoms
 - Inform people of entry conditions
 - Answer any questions or concerns
 - Slow or delay people from entry if *Attendance Recorder* or *Ushers* are overwhelmed
- **Count people present** (recommend using a smartphone app). Maximum numbers permitted:
 - Church Auditorium: **50 (4m² rule)** / 100 (2m² rule) + 3 officiants
 - Church Hall: **25 (4m² rule)** / 50 (2m² rule) + 1 officiant
 - Any child who can walk, and is present in the Auditorium, **MUST** be counted.
 - Be aware of children who attend Kids for Jesus; they should not be included in the Auditorium count but proceed directly to the Top Hall.
 - Officiants = preacher, Bible reader, pray-er, kids leader. ALL other roles must be included in count.
 - When maximum numbers are reached, the door must be **closed and locked** to prevent entry.
- **Conduct temperature checks.**
 - Report any person with temperature **38°C** or over.
 - Any person who is **38°C** or over should be re-checked after a 10 minute wait.

Attendance Recorder

1. Ask ALL people: “**do you have any COVID symptoms?**”
 - a. As required, ask: “**have you recently returned from overseas or interstate?**”
 - b. Be ready to clarify details of COVID symptoms or recent travel.
2. Ensure ALL people have completed a temperature check
3. Record contact tracing details via:
 - a. Indicating attendance on church roll for regular members
 - b. OR directing visitors to complete an A5 *Contact Tracing* sheet.
 - c. OR directing visitors to check in using the Services NSW provided QR Code.
 - d. Note that only one family member needs to be listed.
4. Anyone who answers as per below must be asked to leave:
 - a. has COVID symptoms in last 2 weeks (without a negative COVID test),
 - b. has returned from restricted interstate or overseas locations in last 2 weeks,
 - c. has temperature of 38°C or higher,
 - d. has a confirmed COVID infection and has not been cleared after self-isolation,
 - e. does not agree to record contact tracing details
 - f. OR, if allowed numbers would be exceeded
5. Record any “grey areas” regarding above questions (eg: symptoms + recent negative test)
6. Direct people to ushers to be seated

Attendance Recorders are responsible for cleaning of the Foyer area after the meeting.

Other welcoming roles are responsible for cleaning of the Kitchen & Toilets after the meeting.

Ushers

This may be a single person, or two people for busy meetings.

- Escort people to seats, filling from the front to back.
- Allocate seating based on “Seating Diagram” (below) so that 1.5m social distancing is observed.
- Any group of people who live in the same household may sit together without social distancing.

Ushers are responsible for cleaning of Auditorium seats after the meeting.

Warden on Duty / Concierge

This may be a single person, or two people for busy meetings.

- Oversee all people entering the building.
- Assist people in entry roles as required.
- Intervene if any trouble occurs.
- Step in to replace or assist any overwhelmed roles.

Procedure for Non-Compliant Persons

- Attempt an explanation of COVID-Safe requirements, including
 - Benefits to them and other people's safety
 - Privacy of contact tracing details
 - Government requirements
- Inform the person if they enter the meeting will violate the NSW Public Health Orders for COVID
 - That is, they are risking continued face-to-face church meetings if they attend.
- Attempt to isolate the person (perhaps in front parish room)
- Escalate to a Warden or Senior Minister
- Call the police and inform them a person is not conforming to COVID public health orders at a church meeting
- DO NOT attempt to physically restrain the person or prevent entry. Instead, try to isolate others from them.

Contact Reference

- Merrylands Police Station: **9897 4899** OR **131 444**
- NSW COVID Hotspots: <https://www.nsw.gov.au/covid-19/latest-news-and-updates>
- Closest COVID Testing: Westmead Hospital / Children's Hospital (children 2 and under)

Mingling Policy

This policy outlines expected and allowed behaviour before and after formal church meetings. Usually, during this time members would “mingle” and talk with one another. However, NSW Health / Premier of NSW has strongly discouraged mingling.

Relevant portions taken from <https://sydneyanglicans.net/covidchurchworkerfaqs> :

Following the Premier’s advice, we should ensure that members of our congregations do not mingle before, during or after the service. Where morning tea is served after the service, provision should be made for seating persons 1.5m apart, discouraging people from mingling or walking around.

Can we gather after church meetings? What is mingling?

To mingle is to move among and engage with others at a gathering. This is seen as a possible way of spreading the coronavirus. As a result, the Premier has advised members of a congregation not to mingle, before, during or after a service.

What does this mean for our gatherings?

It means that while we still want to encourage people to interact during and after church, we should do it in a way that minimises mingling.

Clear encouragement and guidelines from service leaders will help to do that. This includes encouraging people to talk to the people near them rather than getting up and moving to another area of the building.

Encouraging people to stand or sit in pre-allocated, socially distanced areas after church will also be helpful, as will having morning tea served to those areas rather than having people line up.

For those who want to talk to people they are not sitting next to in church, one idea that has been found to be helpful is to have designated areas with seating for people to move to that will allow them to catch up with others. An announcement explaining the function of these ‘breakout’ spaces will help people to do this.

Before Church

- Before church, mingling is discouraged by requiring people to line up outside the building before entry with 1.5m distancing. The “welcoming” role will police social distancing.
- People are ushered to seats after entry and instructed not to move until the formal meeting is complete.
- Conversations should only be possible with those who are adjacent in line or seated nearby.

During Church

- During church, people should not be moving around the building frequently.
- 1.5m socially distanced seating is enforced by ushers during the formal part of the meeting.
- No activities which encourage mingling during the meeting are permitted (eg: English Spot).
- Only ushers should move around the building and interact with people for designated tasks (eg: distributing cleaning materials after a meeting, bringing water to people, distributing Lord’s Supper).
- Ushers are required to wear masks to reduce risk of infection.

After Church

- After church, people are directed to remain in the 1.5m socially distanced seating. They may stand and talk to others near-by.
- People should not move around the building.
- When leaving, people should not join other conversations.
- When leaving, any parents or care givers should pick children up from their program and not re-enter Auditorium. Parents should not engage in extended conversations in the designated “children’s program” area.
- Refreshments will not be served after church meetings.
- Remind that meeting in small groups on the Pritchard and Garfield Street footpaths is not acceptable.
- Encourage people that, if they choose to have a private gathering, they should do so in compliance with NSW Health directives.

Future Possibilities

- The above policy is recognised as a conservative interpretation of the “no mingling” directive.
- The Sydney Anglicans website offers less restrictive ways to minimise mingling.
- Possible options for future consideration are listed below for *After Church* mingling:
 - Refreshments should be brought to people by those rostered on “morning tea / supper” roles, rather than people going to a central location (eg: kitchen servery).
 - Direct people to move into a limited number of allocated “conversation zones” after church.
 - Zones are possible in the courtyard and at the front of the building.
 - Encourage people to choose a zone and stay; do not move between zones.
 - Limit size of each zone to no more than 10 people.
 - 1.5m social distancing rule applies within each conversation zone.
 - Zones may have seating provided, or standing only.
- These options will be considered as face-to-face meetings continue from December onwards.

Policy Discussion

- The Wardens note that a key function of church meetings is to allow attendees (in particular, believers) to mingle, chat and encourage each other in the Gospel. The “no mingling” directive makes this difficult.
- Many people are mingling outside of church gatherings already (eg: in homes, cafes, restaurants, parks, etc). This undermines any “no mingling” directive at church. Attendees may view the church policy as overly restrictive.
- The Wardens and Senior Minister have a duty of care to all people who use church property. If an infection or cluster is traced to Wenty Anglican, we will bear liability for that. Including loss of reputation, costs of a deep clean, and impact on attendees’ well-being.
- Outdoors have lower risk of transfer than indoors. The current policy encourages indoor conversations and has no provision for outdoor conversations on church property.

Food and Beverage Policy

As food is consumable and often served from shared plates, kitchens or surfaces, it is recognised as a high COVID risk. The following policy applies:

- Observe all normal food hygiene and safe handling practises such as washing hands, wearing gloves, ensuring temperature of food, etc.
- Only pre-packaged food or beverages (eg: bottled water) should be served.
- A limited number of ushers / waiters should distribute food and beverages to attendees. Food should always be brought to people; people should not come to a central serving area / kitchen.
- Ushers / waiters should hand-sanitise and wear gloves.
- At this time, tea and coffee should not be served at Wenty Anglican events.
- Consider encouraging attendees to BYO refreshments.

Outdoor Areas Policy

The 4m² rule for total numbers and 1.5m social distancing (excluding households) applies to outdoor areas. We recognise that outdoor activities have lower COVID risk than indoors. Any furniture used outdoors must be cleaned / quarantined according to cleaning guidelines (see below).

The following limits apply to outdoor areas on Wenty Anglican property:

- **Courtyard:** 25 people under 4m² rule (50 people under 2m² rule).
- **Entrance Grass Area:** 10 people on either side of the entrance path (total of 20) under 4m² rule. (20 people under 2m² rule)
- **Grass Area outside Church Hall:** 110 people under 4m² rule (220 people under 2m² rule).
- **Enclosed Grass Area outside Small Hall:** 16 people under 4m² rule (32 people under 2m² rule).

Note that Places of Worship have a cap to the number of people on their property (subject to 4m² or 2m² rule). When the 2m² rule is in place, Wenty Anglican will be limited by 1.5m distancing requirement.

Singing Policy

From 19th December 2020, congregational singing is no longer permitted indoors. Congregational singing is only permitted outdoors.

It is highly recommended for all congregants over 12 years old to wear masks when singing outdoors. (Note that masks are always required indoors). Up-front song leaders must keep 1.5m rule from each other, sing toward the congregation and have 5m distance between them and congregation members. There are no additional restrictions regarding singing to pre-recorded music. Masks are not required to be worn by singers or people speaking at the lectern.

The same policy applies to all church events including children's ministry.

Operating A/V Equipment or Computers

When operating A/V Equipment or computers, disposable gloves must be worn. This includes usage of sound desk, computers and setup of any musical equipment. Band members do not need to wear gloves, however they must hand sanitise. A variety of gloves are provided; they should be disposed of immediately after use.

Alternately, operators must hand sanitise immediately prior to using any equipment, and immediately afterwards. This included leaving the sound desk area for another role or task – they should sanitise again before using equipment.

Youth and Children's Policy

This policy outlines expected and allowed behaviour for youth and children's activities. This must be conducted in accordance with the NSW Government guidelines on Schools and Childcare (<https://www.nsw.gov.au/covid-19/education/schools-and-childcare>).

- In general, the same policies and health directives apply to children as to adults, including:
 - Children should NOT attend if they have COVID or flu symptoms of any kind. A negative COVID test is required before attendance can resume.
 - Pass a temperature test.
 - A written record of attendance must be kept for children and leaders for contact tracing. That means leaders must have parent or carer's contact details for any children or youth who attend events.
 - Children who can walk count toward the capacity of a building or room.
 - Maintain good hygiene practises such as hand washing and sanitising.
 - Singing is not permitted.
- The following exceptions apply:
 - Children and youth (from 0-17 years) are not subject to the 1.5m social distancing rule; however their teachers / leaders are.
 - Temperature tests for pre-school age children.
 - Masks are not required for children 12 years and younger.
- While social distancing is not required for children (and is not practical for very young), it is highly recommended that high school age youth observe the 1.5m rule. Primary and youth should not conduct activities which involves close contact between children, youth or leaders.
- Leaders must wear masks, in line with NSW Health requirements.
- Drop off and pick up of children should discourage mingling between parents. And allow for physical distancing between carers and leaders.
- Parents and carers should be aware of the latest time they can pick children up, as leaders may not be able to stay for an extended period of time.
- Children should not re-join the main auditorium; parents should pick children up.
- Other youth and children's activities (such as Play Time or child minding during English Classes) must prepare a conforming COVID Safe plan to Church Wardens (see also NSW Government requirements (<https://www.nsw.gov.au/covid-19>))
- Outdoor activities are lower risk than indoor. If outdoor activities are conducted, the 4m² applies for total capacity of an area.
- Equipment used during children's and youth activities must be cleaned in accordance with Wenty Anglican COVID Cleaning Policy, or quarantined for a minimum of 4 days (96 hours) before next use. This includes toys, drawing / writing equipment, books & Bibles, furniture, doorknobs and light switches. Note that leaders may choose restrict access to areas of the building to reduce cleaning requirements. A cleaning check list should be printed to ensure required standards are met.
- Note that appropriate COVID cleaning products pose a serious safety risk if ingested by people. Leaders should take precautions to ensure cleaning products are not misused by children.
- The standards for faithfulness in service are not relaxed due to COVID. In particular, the requirement for two or more leaders in the room with children is not changed. It is more likely that leaders cannot attend due to illness or COVID symptoms, and alternative arrangements should be planned. If alternatives are not possible, children's and youth activities must be cancelled.
- Parents or carers in high risk groups (health care workers, aged care workers, those with medical conditions, etc) should advise children's leaders. Leaders and parents should discuss if children can or cannot attend.
- Please note that while children usually show less severe COVID symptoms and fewer cases of COVID have been recorded for people under 18, young people can transmit and transfer the virus. Older people are a high-risk group. Church is a social situation where young and old may mix. It is, therefore, important for children to observe the policy even if it inconveniences parents and carers.
- Leaders should check the NSW Government guidelines website on a regular basis.
- Leaders are should refer to <https://youthworks.net/return-to-sre> for additional information

Cleaning/Disinfecting Guidelines

There are two approaches used to cleaning and disinfecting:

1. **The application of an alcohol based disinfectant to remove viruses and/or germs from hard surfaces.**

If the hard surface is deemed to be dirty, then it should be washed using warm soapy water first, ensuring that all grime and/or soil is removed. The surface should then be dried using a disposable cloth and/or paper towel.

The alcohol based disinfectant to be used is Glen 20 and is to be applied to a pre-cleaned surface. According to the manufacturer's instructions, this requires the can be shaken prior to application, the can is sprayed from a distance of 15cm until the surface is wet. The surface is then allowed to air dry for at least 10 minutes for the disinfection to be effective.

This procedure shall be applied to the fixed seating, the money box and other hard surfaces as necessary.

2. **The use of a 96 hour quarantine for when the application of disinfectant is not practical or advisable.**

Any items that cannot be cleaned with a disinfectant (or we choose not to disinfect) can be made safe by quarantining the item for 4 days (96 hours). When this approach is used, then the item should be tagged as to when it was last used and when it is deemed clean (96 hours after last use). It shall then be placed in some form of storage/isolation until the quarantine is complete.

This approach can be used for soft toys, and the like. In addition, it will be used for pens used for attendance recording.

Seating Guidelines

In the diagrams below, a different colour indicates from a different household. With our fixed seating, the following seating arrangements are possible (and their mirror image) while maintaining the 1.5 m social distancing. The distance between two adjacent rows of seats already meets the requirement.

