

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/2021	Masks are required
4/Jan/2021	QR Codes for contact tracing
7/Feb/2021	Policy for other groups
29/Mar/2021	Removal of temperature checks. Food! Singing!
11/Oct/2021	Vaccination section, no singing, masks, no temperature checks, ventilation section, no ushers.
11/Nov/2021	Singing allowed for vaccinated. 2m ² rule.

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
- Record contact tracing details for the meeting via QR Code or paper: name, contact phone OR email.
- Not exceed the capacity of building.
- Wearing a face mask is required according to government health orders.

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

Full COVID vaccination is strongly recommended, but not required for entry.

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.

Please use the Services NSW QR Code with your smart phone to check in to Wenty Anglican Church. Please take a seat maintaining 1.5m social distancing.

After the Formal Meeting

Once the meeting has been concluded, you may continue meeting and talking with others at church. Meeting outdoors is encouraged. Refreshments will be served – tea, coffee and pre-packaged biscuits. 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 (4m² density rule) or remain in auditorium (2m² density rule). 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. Or a negative COVID test in last 72 hours of church meeting.
 - Record contact tracing details for the meeting via QR Code or paper: name, contact phone OR email.
 - Not exceed the capacity of building – the 4m² rule is currently in place.
 - Wearing a face mask while indoors.

Note that vaccination is not required as a condition of entry, but is strongly recommended.

Signage & Equipment

- Welcomer / Attendance Recorder to have step by step prompts (see below)
- QR Code sheets for check in using smart phone app
- Contact detail sheets – must include date & time of meeting
- Folder to keep visitor contact details for privacy
- Copies of *Seating Diagram* for ushers (see below)
- Disposable face masks.
- A copy of this document, as a reference

COVID-19 Entry Procedure

Welcomer

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
 - Encourage people to use QR codes and masks
 - Remind people of benefits of vaccination
- **Count people present.** 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.
 - Direct people to an overflow area in the courtyard if auditorium numbers are exceeded.
 - When maximum numbers are reached, the door must be **closed and locked** to prevent entry.

Attendance Recorder

1. Record contact tracing details via:
 - a. Directing visitors to check in using the Services NSW provided QR Code.
 - b. OR directing visitors to complete an A5 *Contact Tracing* sheet.
 - c. Note that only one family member needs to be listed.
2. 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 a confirmed COVID infection and has not been cleared after self-isolation,
 - c. does not agree to record contact tracing details
 - d. is not wearing a face mask
 - e. OR, if allowed numbers would be exceeded
3. Record any “grey areas” regarding above questions (eg: symptoms + recent negative test)
4. Remind people of benefits of vaccination
5. Direct people take a seat

Attendance Recorders and Welcomer are responsible for cleaning of the Foyer area 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
 - Benefits of vaccination and masks
 - 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

Members and guests are encouraged to maintain 1.5m social distancing, avoid large crowds and keep to current density restrictions. Where possible, conversations should take place outdoors, or in well ventilated areas. Seating in small groups should be provided.

Refreshments after church meetings will be served. Standard social distancing applies.

Ventilation Policy

From September 2021, improved ventilation is highly recommended to reduce risk of COVID transmission. The following procedures should be observed for indoor meetings:

- Exhaust fans should be running
- Windows and ventilation slats should be open
- Doors should be open (unless capacity limit is reached)
- Portable fans should NOT be aimed at faces
- Portable fans should be used to circulate air through buildings, not recycle air

Where practical, it is highly recommended to conduct outdoor meetings or activities. Ventilation is much better outdoors, and risk of COVID transmission significantly reduced.

Training and procedures are in place so people can open / close windows & operate exhaust fan.

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.
- Prefer serving pre-packaged food and beverages (eg: bottled water).
- Tea, coffee and other hot drinks may be served.
- Adults should collect food for children.
- Food may be served from a central serving area / kitchen as long as normal food hygiene practises are observed.
- Consider bringing refreshments to high risk attendees.
- Consider encouraging attendees to BYO refreshments.
- Check maximum number of people allowed in kitchens / serving areas.
- Social distancing applies while queueing or waiting at serving area / kitchen.

Outdoor Areas Policy

The 2m² 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, and have much improved ventilation. 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).

Singing Policy

Singing is permitted in line with current health orders. The status of singing is communicated to attendees during each meeting. Currently, singing is permitted by fully vaccinated members and guests with face masks only.

Operating A/V Equipment or Computers

When operating A/V Equipment or computers, operators should hand sanitise immediately prior to using any equipment. Alternately, disposable gloves are available.

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.
 - 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 permitted in line with current health orders.
 - Vaccination for children is strongly recommended, in line with current medical advice.
- 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.
 - Masks are not required for children 11 years and younger; but are for 12+.
- 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 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.
- 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 2m² 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.
- Please note that in late 2021, children 11 years and younger have NO vaccine available, and children aged 12-15 had access later than adults. Unvaccinated children are permitted, but risk of transmission is higher.
- Leaders should check the NSW Government guidelines website on a regular basis.
- Leaders 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.

Vaccination Policy

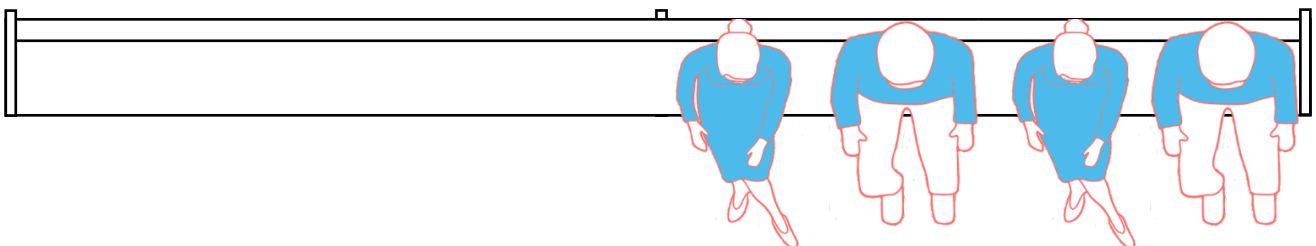
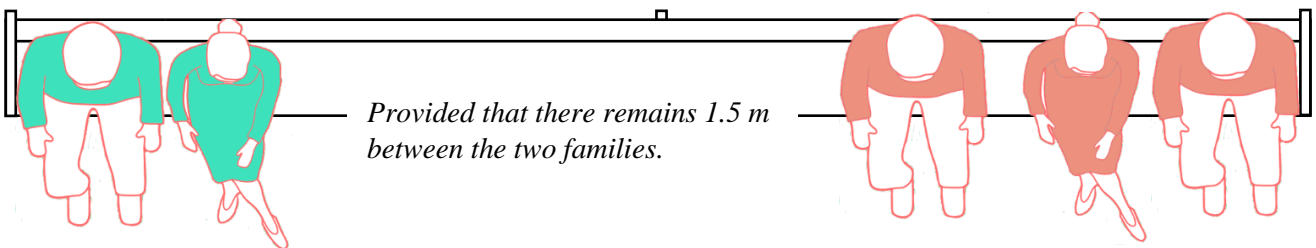
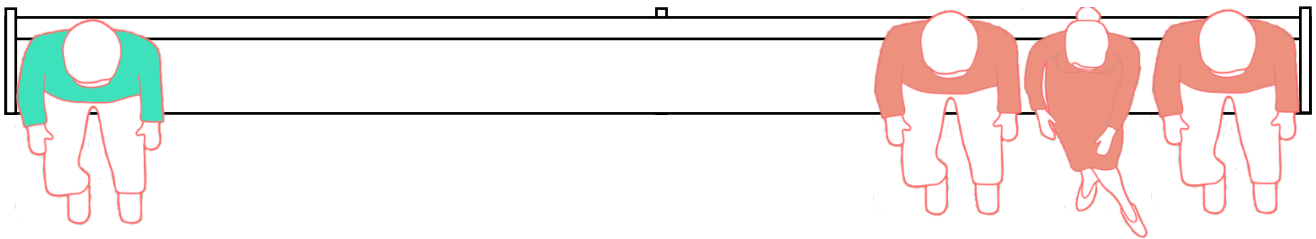
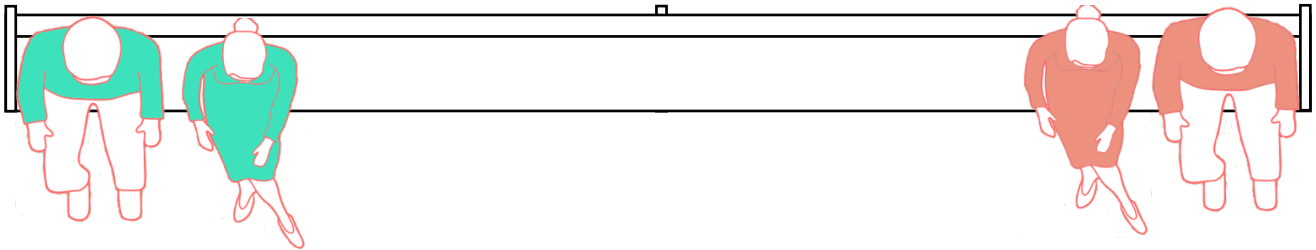
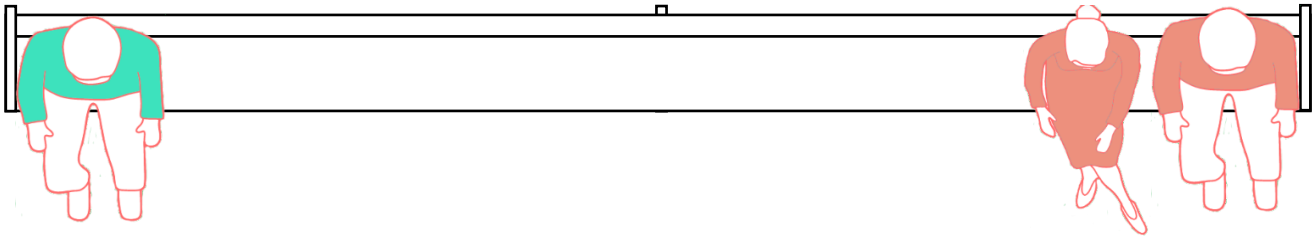
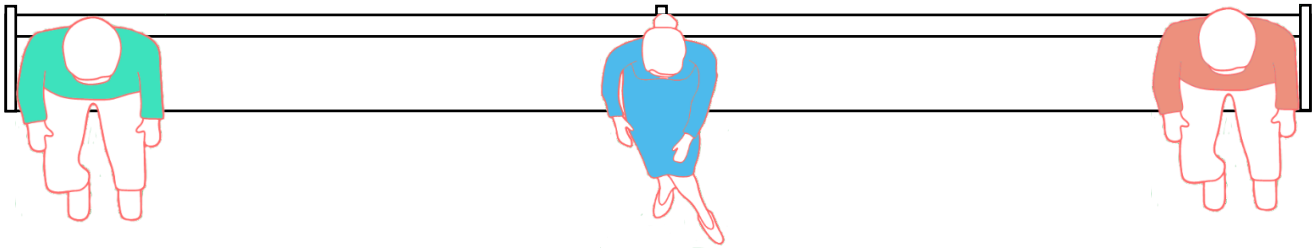
Wentley Anglican highly recommends all eligible members and visitors are vaccinated against COVID-19 according to the current medical advice. According to the government health orders, places of worship do not require attendees to be vaccinated when over 80% of eligible NSW population is vaccinated.

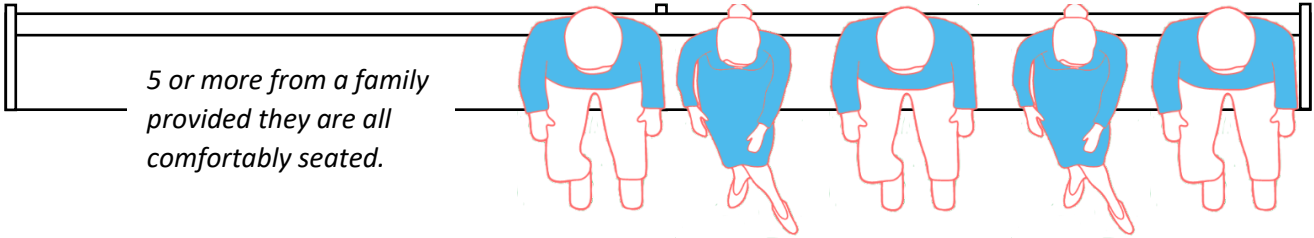
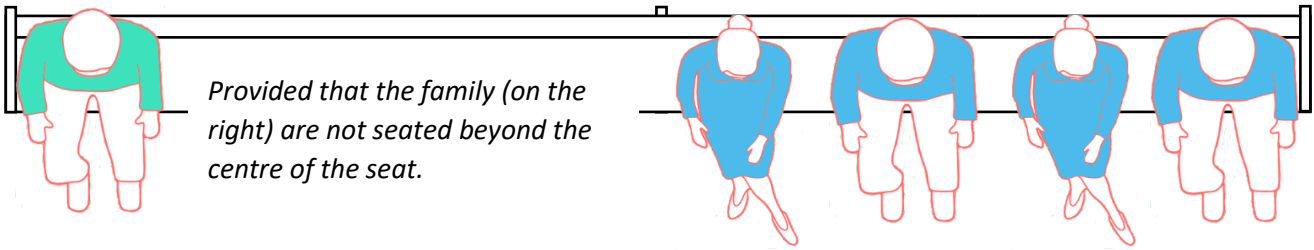
Front line staff and rostered volunteers at any event (eg: Sunday meetings, ESL teachers, kids for Jesus leaders, etc) are required to be vaccinated as they have a higher risk of contact with unvaccinated or COVID positive people. Staff and volunteers must make proof of vaccination or medical exemption available to a Warden or Senior Minister and a record kept. Any front line staff or volunteer who is not vaccinated should refrain from serving in these roles until a higher proportion of the population is vaccinated.

Unvaccinated members or visitors are permitted entry (after the 80% vaccination milestone). Vaccination status checks on entry are not required unless mandated by government health order. People who are found to be unvaccinated on entry should be reminded of the benefits of vaccination and encouraged to get vaccinated; this message should be repeated as often as the person attends (unless medical exemption is shown).

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.





Other Groups and Ministries

Groups of ministries which use church property must do a COVID 19 risk assessment of their event(s). This must be submitted to church wardens for approval. The risk assessment should be made based on the Playbook and Wenty Anglican COVID Safe plans, but tailored to the needs of the ministry.

The risk assessment should cover the following items:

- Spaces, dates and used
- Responsible Person(s) for ensuring COVID Safety
- Expected numbers and adherence to 2m² / 4m² rule
- Furniture / equipment required
- Event plan (runsheets of what will happen, and how people will “flow” on the property)
- “Do not enter / attend if sick”
- Social distancing and flow of people to avoid mingling / clusters
- Hygiene (eg: hand sanitiser)
- Record keeping / sign in / QR Codes
- Temperature checks on entry
- Cleaning / quarantine before / after the event
- Likelihood of vaccination by attendees
- Ventilation of indoor areas
- Usage of food / drink
- Masks (as required / recommended by government)
- Live streaming (if required)
- Handling of shared material (should be avoided or limited)
- Children and youth
- Any unique circumstances for your group / event / ministry which is not addressed in the Playbook
- Any policy from the Playbook which your group / event / ministry cannot fulfil

The following hints are provided for groups:

- Many points can be satisfied by “according to Wenty COVID Playbook”; don’t re-invent the wheel.
- QR Codes mean we do not need to handle or store paper during sign in. Most people are used to them.
- Encouraging people to BYO simplifies cleaning and reduces risk.
- Food, refreshments and water may be provided. Prefer pre-packaged.
- Outdoor activities are generally lower risk for COVID; government rules are usually less strict.
- Larger groups require more people to ensure COVID safety; small groups may only require one.
- Check the Wenty Anglican COVID webpage and read the current Playbook / COVID Safe Plan.
- You need a printed copy of your risk assessment while your group is running; printed Playbook / COVID Safe Plan is available in the foyer / admin area.
- Your risk assessment should not be longer than 2 pages. Previous plans are approx. 1 page.
- The Wardens can clarify any questions you have.

Other groups have conducted these risk assessments, which can be provided as an example on request. Remember, using someone else’s plan is not a substitute for your own risk assessment!

Small Ad-Hoc Groups

Small or ad-hoc meetings of 8 or less people are not required to submit a risk assessment. This includes people doing maintenance on church property, so long as there are no more than 8 people on property at any one time. Any meeting / event open to the public OR with over 8 invited people MUST do a risk assessment.

In all above cases, the Senior Minister, a Church Warden or the “leader” of any ad-hoc meeting is responsible for COVID Safety. Groups must adhere to the fundamental COVID requirements of “do not enter if sick”, social distancing, check-in, hygiene, maximum numbers and cleaning.