



COVID-19
Action Plan
for
Eastgate Bible Church

Change History

Issued as Policy version 1.0 on 25 June 2020

Version	Date	Sections	Remarks
1.1	16/7/2020	1, 3, 4, 5, 9	Changes to comply with “ <i>Industry-COVID-Safe-Plan-Places-of-Worship (Stage 3)</i> ”.
1.2	23/7/2020	5	Remove ‘Sign Out’ from ‘Sign in’ form.
1.3	10/8/2020	Attachment 3	Replace the Sunday checklist with the daily checklist provided within the Industry Safe Plan.
2.0	16/9/2020	All	Separate State Governments ‘Stages’ from Eastgate ‘Stages’ by renaming EBC ‘Stages’ as ‘Phases’. Merge the original Action Plan with this plan so that we only have one document.

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COVID-19 Action Plan for Eastgate Bible Church

1. Introduction

On Friday 10th July, the Queensland Government issued ***“Restrictions on Businesses, Activities and Undertakings Direction (No. 4)”*** in which ‘Places of Worship’ were identified as “Restricted Businesses, activity or undertaking” (17). Under this direction we must adopt the Industry safe plan ***“Industry-COVID-Safe-Plan-Places-of-Worship (Stage 3)”***. This direction continues in the No. 5 version, issued on 24th July 2020. This document replaces earlier Eastgate Bible Church COVID-19 Action plans and describes how Eastgate Bible Church plans to implement the Industry COVID-19 Safe Plan.

The Roadmap currently specifies that the public health rules to be maintained include:

- Physical distancing
- 4 square metres per person when indoors
- Hand hygiene
- Respiratory hygiene
- Frequent environmental cleaning and disinfection

The Queensland Government appears to have identified that places of worship are ‘potentially high-risk’ environments given the communal nature of many religious services and activities. Therefore, it is important that we seek to reduce risk to an acceptable level that will minimise the likelihood of harm to both our congregation and to our employees.

In preparation for the Stage 3 implementation, this document seeks to identify how Eastgate Bible Church plans to respond to the reduced restrictions. It identifies our Risk Management and Safe Workplace plans and actions. The actual ‘Covid-19 Risk Management Plan’ is the ‘Point of Truth’ and the copies of the Risk Management plan contained within this document may be out of date.

To assist in assuring compliance with this plan, it is intended that ‘check-lists’ be used and initialled as being completed.

2. Definitions

‘**Eastgate**’ and ‘**EBC**’ both refer to Eastgate Bible Church community.

‘**Staff**’ refers to both paid and volunteer workers associated with or working within the Eastgate Community.

‘**Meeting locations**’ within the Sunday gathering context refers to the Philharmonic Concert Hall, Austral Room and Play House. Through the week, Monday to Friday, it refers to Community Group meeting locations.

‘**Stage**’ : Refers to the the Queensland State Government’s implementation to a Staged approach to managing the Covid situation. A ‘Stage’ in this document is the Qld Government ‘Stage’.

‘**Phase**’: Our initial action plan was created before the Queensland State Government’s implemented a staged approach to managing the Covid situation and our action plan used ‘Stages’. To remove confusion with the double use of ‘Stages’ (EBC vs Qld Gov) we (Eastgate) are using the term ‘Phase’ to mean the EBC use of what was previously an EBC ‘stage’. That is the previously referred to EBC ‘Stages’ are now referred to as ‘Phases’.

3. Permitted Numbers for Gatherings

Whilst the current version of the Roadmap indicates that Stage 3 will allow up to 100 people in a gathering for Worship, limitations on available space significantly reduce these numbers. Different allocation of area per person results in differing numbers of allowed people gathering in a specific area.

We plan on singing during our services. The current Stage 3 Roadmap specifies 4m² per person whilst the previous Stage 2 'Industry COVID Safe Plan for Places of Worship in Queensland' indicated that when singing is involved then 7m² per person was required. We will need to revise our plan if legislation were to require a 7m² allocation of space in the future.

Whilst we are assuming that the specified 4m² per person will apply for Stage 3, the following table identifies the impact of the various 'area' limitations would have on the number of people able to gather indoors with respect to our rented Philharmonic environment.

Location	Length (m)	Width (m)	Area (m ²)	4 m ² per person	7 m ² per person
Concert Hall	17.2	12	206.4	51	29
Play House	14	9.6	134.4	33	19
Austral Room	10	10	100	25	14
				109	62

Table 1 1 Impact of 'Area' Limitations on No of People able to Gather Indoors

Our intention is to use a combination of the above locations to accommodate the number of people attending. At this stage we are intending to 'broadcast' a video into the overflow areas used.

The Play House area has been identified as the most suitable area for holding Crèche. Therefore, the Concert Hall will be our main venue, whilst the Austral Room likely to be our overflow area.

4. Preparing the Philharmonic Facilities as a Place of Worship

Negotiation with the Toowoomba Philharmonic Society

A great deal of the preparation for the site is dependent upon establishing arrangements with the Toowoomba Philharmonic Society who own the facilities we rent and are used by multiple groups (not just Eastgate).

The following items have been negotiated with the Toowoomba Philharmonic Society:

- a. The Philharmonic is happy for us to restart on July 19 2020.
- b. The Philharmonic will provide internet access. Access details have been provided and are available from the Eastgate leadership as required.
- c. The Philharmonic will provide all appropriate signage and will be doing this for the site as a whole. (Not just our use areas)
- d. The Philharmonic will provide cleaning after each group's use of the facilities. This cleaning will be to Covid-19 safety standards. The cleaners appointed as at this date are J & Cleaning (Phone: 3565 1530). Arrangements have been made for the cleaners to clean before and after each use. The EBC Secretary has contacted the cleaners and they have informed that they are aware of the Workplace Health & Safety standards and they meet or exceed those standards.
- e. Eastgate will provide its own hand sanitiser and be responsible for its own safety conduct.
- f. So that minimum separation in the Concert Hall is enforced, Eastgate can remove every second row of chairs and leave them stacked against a wall between Sundays.
- g. Eastgate can 'spot-clean' any high-touch areas to reduce risk.

Preparation Action by Eastgate

In addition to the above,

- We will appoint a COVID Safe Warden to monitor and enforce compliance measures, or nominate an individual or team to champion safe practices in the place of worship.
- Encourage vulnerable community members to stay home and engage with the community through non-physical means.
- Conduct organisational meetings via phone or online if possible.
- Develop a checklist to ensure continuity of worship and engagement if there is a suspected or confirmed outbreak of COVID-19 in the place of worship.

On a per gathering basis (that is for each Sunday's activities), the following 'preparation' steps will be taken.

- The Philharmonic Society have assured us that appropriate cleaning will occur between usage of the facilities. There is no need to check on this as agreements are in place to ensure that this occurs.
- Re-clean 'high-touch' surfaces. Door handles, light switches, bathroom taps etc.
- Confirm that signage is in place.
- Confirm that sound and video equipment cleaning has occurred.
- Ensure that chairs, microphones, piano etc. are moved further apart if necessary, to comply with social distancing.
- Ensure alcohol-based hand rub and/or hand washing facilities are available for all staff and visitors at entry points. That is, two in each of the foyers of the Concert Hall and Playhouse and also two in the Austral Room entry way.
- Ensure that all doors and windows are open (even when it is cold). Note: This point may be relaxed when there is no community transmission identified within the Toowoomba area. Permission for this will be given by the Eldership on a case by case basis and recorded (Date, Who authorised, basis)

5. Worship Meetings – Conducting, Monitoring & Notification

Hand Sanitise on Entry

All people entering any of the meeting locations must either sanitise their hands on entry or affirm that they have properly washed their hands immediately before entering the meeting location.

Recording Attendees

Attendee and staff contact details must be recorded at the outset of every gathering and retained for at least 56 days. Contact details include: Name, family name, address, contact phone number, and other relevant contact details (e.g. email). An example of the form used might be:

Eastgate Bible Church Attendance List				Date:
Full Name	Phone	Address/email	Time In	Signature

Privacy Overlay: In order to preserve 'privacy' of personal details, we will use a privacy overlay so that people signing-in will only have access to their own personal details. This overlay will be placed over the attendance sheet.

The privacy overlay also forms the basis for personal acknowledgment that the person signing does not believe that their current health status is a risk to the Eastgate community. An example of the overlay used might be:

Eastgate Bible Church Privacy Overlay					
Signing this form acknowledges that:					
•You do not have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)					
•You do not have COVID-19 nor are you awaiting the results from being tested for COVID-19					
•You have not been in contact with any known or suspected cases of COVID-19 in the past 14 days					
•You have not returned, or been in contact with anyone else who has returned, from overseas in the past 14 day					
Full Name	Phone	Address/email	Time In	Time Out	Signature

Counting of Participants

It is important that we do not exceed the maximum numbers for any of the venues. To that end a person or persons will be assigned the task of counting people entering one of the meeting locations.

Communal Refreshments

We will not be providing or facilitating communal refreshments (e.g. food, tea & coffee).

Communal Toys in Foyer

There will be no communal toys made available in the foyer.

Kid's Packs

Kid's Packs will not be provided.

Crèche

While permitted, crèche will be held when appropriate.

Social distancing and non-contact is not feasible with crèche age children. Therefore:

- Symptomatic children will not be permitted in the classes.
- Parents will sign children into the main or overflow gathering rooms, affirming that the children are not sick or showing symptoms. Regular child safety protocols will be followed at creche with parent/guardian sign in/out.
- Any toys provided will be sanitised after each day's use.
- Teachers and assistants will affirm that they are not sick and or showing symptoms.
- A record of all attendances will be kept in accordance with the procedures discussed in Section 5.
- Restrict numbers in line with permitted numbers for Gathering (see Section 3)

The Lords Supper

We will be celebrating the Lords Supper regularly. A number of precautions will be taken to lower the risk.

- a) Element preparation will be carried out using both fabric (not-surgical) mask and gloves.
 - I. Hand washing or use of hand sanitiser must occur before element preparation.
- b) Individually wrapped elements will be provided at all celebrations of the Lord's Supper.
 - I. Provided that there are no known community transmissions of Covid-19 in Toowoomba, then bread and juice will be provided as per our previously normal manner.
 - II. Only Individually wrapped elements will be provided when there are known community transmissions of Covid-19 within Toowoomba.
 - III. When both arrangements of elements are available, then the choice of which a person uses will be their decision and will be dependent upon their consideration of personal risk.
- c) The person officiating the Lord's Supper will wear gloves & face-mask during this part of the service.
- d) Take bread & juice once broken to overflow room to distribute simultaneously with the main room.
- e) Participants will use hand sanitiser (provided at the back of the hall) before approaching the elements.

Offerings

The Offering Box will be put out in its normal place. A placard will be placed requesting "Where possible, please use electronic banking, so as to reduce the risk.", or similar. The Offering Stewards will use gloves when counting the money.

Pre and Post Service Gatherings

Pre and post service gathering may occur provided that social distancing occurs. This gathering is to occur in the courtyard due to the lower risk of open air gathering.

6. Training & Education

Appoint a dedicated individual or team to educate staff & community members on health measures and risk.

- Ensure staff are aware of and follow the measures included in this Industry Plan.
- Ensure that all staff are aware that anyone displaying COVID-19 symptoms must call 13HEALTH (13 43 25 83).
- Be prepared and able to explain to community members why these measures are in place and their importance.
- Provide workers with information on COVID-19 including when to get tested, physical distancing and cleaning.

Note: It is clear that much of the work going into reopening during a period of high risk is outside of the typical skillset of most community members and staff. Therefore, conscientious training is an important tool in supporting and protecting them.

Some of the tasks of the Training & Education person or team will be:

- Direct staff and community members to stay home if they are sick and, if they are displaying symptoms of COVID-19, ask them to call 13HEALTH (13 43 25 84). Ensure staff are aware of this number and can inform attendees.
- Instruct staff and community members to tell one of the Elders if they are displaying symptoms, have been in close contact with a person who has COVID-19, or have been tested for COVID-19.
- Treat personal information about individuals' health carefully, in line with privacy laws.
- Instruct staff to clean personal property that comes to work, such as sunglasses, mobile phones and other touch-screen items with disinfectant wipes or similar.
- Provide workers with information on COVID-19 including when to get tested, physical distancing and cleaning as per the Industry COVID Safe Plan for Places of Worship in Queensland guidelines.

7. Cleaning

Cleaning is of particular importance in ensuring a safe and healthy environment in which to worship. When cleaning, all involved staff must undertake the following cleaning measures in line with the Workplace Health and Safety Queensland COVID-19 Guide.

Gloves must be worn when cleaning.

8. Monitoring & Notification

- Attendee and staff contact details must be recorded at the outset of every gathering and retained for at least 56 days.
 - Separate attendee lists will be kept for the main gathering room and the overflow room. Attendee lists for children's ministries will be kept in line with existing Child Safety policies.
 - After each service, the attendee lists will be scanned and the electronic copy stored in 'Covid-19' electronic folder located within the 'Ministry Co-Ordination Team' folder. The originals will be stored in the hard-copy Covid-19 folder within the filing cabinet in the store room at the Philharmonic Society building.
- If an attendee displays symptoms of COVID-19, provide a face mask for the person, isolate the person in another part of the place of worship or outside and arrange for them to go home or to a health facility.
 - Advise the Secretary who will record the incident in the Covid-19 hard-copy folder and electronically in the Covid-19 electronic folder.
- If there is a confirmed or probable case of COVID-19 infection at an Eastgate gathering, then Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.
 - Individuals who are a probable or confirmed case must inform the Eastgate leadership.
 - Upon being informed, the leadership will notify Workplace Health and Safety Queensland that the case has been confirmed.
 - A record of each notifiable incident will be kept in the Covid-19 hard-copy folder and electronically by the Secretary for at least 5 years.

9. Contingency Plan for Subsequent Covid-19 Outbreak in Queensland

To reduce confusion between Eastgate's escalation procedures and the State Government's '**Stages**', Eastgate will refer to '**Phases**' in escalation and deescalation according to the events that trigger the phases.

At all times any requirements of the Government's 'Stage' that would produce a greater safety margin will take precedent over any Eastgate 'Phase' related actions. That is, the Government's requirements will be our 'minimum' action, but if our 'Phase' related action exceeds the Government's requirements we will adhere to our plan with regard to that action.

1. Phases

To facilitate the more detailed planning required, response activities are divided into three activity levels:

1. **Standby;**
2. **Action;**
3. **Standdown.**

3. Proportional Response

A key goal during the response to COVID-19, as any other hazard, will be to achieve a response that is proportionate to the level of risk. A response that is appropriate to the level of impact the emergency is likely to have on the Eastgate community.

Phase 1: – One recorded case of the disease in Queensland.

Note: Due to the activation of the 'Australian Response Plan' and also Evidence of imported cases within Queensland, we are clearly at or past 'Phase 1 – Standby.

Phase 1 COVID-19 in Queensland		
Response	Escalate to Standby	<ul style="list-style-type: none">Evidence of imported cases of COVID-19 into Queensland.Activation of the 'National CD Plan'Activation of the 'Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19) 18 Feb 2020
Response	Escalate to Action	<ul style="list-style-type: none">One recorded case of community transfer of the disease in Queensland.
Response	Standdown	<ul style="list-style-type: none">Evidence of the end of the outbreak, epidemic or emergency within the Toowoomba region.;

Standby:

- a. Communicate that we have an 'Action Plan' and a copy is available to everyone.
- b. Ask people to make themselves familiar with:
 - i. Recommended handwashing procedures'. (Refer Page 9)
 - ii. Good 'cough and sneeze' hygiene.
 - iii. Definitions regarding 'Close Contact' and 'Casual Contact'. (Refer Page 7 & 8)

Action:

1. Communicate on all available platforms, that **Phase 1 Action** has been activated and tell what it means.
2. Fully implement the "**Industry-COVID-Safe-Plan-Places-of-Worship (Stage 3)**"
3. Cancel Fellowship Lunch until further notice.
4. Our normal Sunday service will be held at the normal time (10am). We require compliance with the following safety measures.
 - A single point of entry will be established for entry into the Philharmonic complex for Eastgate activities.
 - All people entering the facility for our activities will wash ~~your~~ hands (including children's hands) with soap (for 20 seconds) before entering the hall or use hand sanitizer provided at the entry gate.
 - Households may sit in groups but with a minimum separation of 1.5 metres between groups.
 - Our service will be streamed live for people unable to attend.
5. Request the Toowoomba Philharmonic Society that if they become aware of such cases, to advise Eastgate of any people found to have the virus AND attended the facility in the 48 hours prior to the onset of symptoms.

Standdown

We will comply with State Government directions with regard to precautions remaining in place but consistent with the ongoing level of risk. That is we will meet or exceed the government restrictions so as to provide an increased level of safety.

Phase 2 – Evidence of disease within Toowoomba community without Close Contact

In the case where one Toowoomba resident is suspected or confirmed to have COVID-19 as a result of community transfer.

- i. But without 'Close Contact' with Eastgate people via Sunday Service or Community Group within the period of three days before symptoms appearing or after.

Then it is **assumed there IS NOT person-to-person spread within the Eastgate community.**

Phase 2 COVID-19 in Toowoomba – NO Close Contact		
Response	Escalate to Standby	<ul style="list-style-type: none"> Evidence of imported cases of COVID-19 into Queensland with the potential to have a Toowoomba wide significant impact with local transmission,
Response	Escalate to Action	<ul style="list-style-type: none"> Evidence of community spread within Toowoomba but WITHOUT 'Close Contact' at Eastgate
Response	Standdown	<ul style="list-style-type: none"> Evidence of the end of the outbreak, epidemic or emergency.

Standby: Communicate Phase 2 actions and reiterate 'precautions'.

Action:

- a. Communicate on all available platforms to attendees about the plan and progress– Email, social media, SMS, phone, etc.
- b. Restate precautions as per 'Phase 1 – Action'
- c. Continue Services whilst continuing to implement the ***"Industry-COVID-Safe-Plan-Places-of-Worship (Stage 3)"***.
- d. Continue to stream services electronically.
- e. Provide meals to infected person if single or to families if required. (Delivered to door – not inside)
- f. Deliver groceries if required. (Delivered to door – not inside)
- g. Lords Supper – Utilise individually wrapped, pre-packaged servings that remain un-opened until used by the consuming individual.

Standdown

We will comply with State Government directions with regard to precautions remaining in place but consistent with the ongoing level of risk. That is we will meet or exceed the government restrictions so as to provide an increased level of safety.

Phase 3 – Evidence of disease within Eastgate community with or without Close Contact

In the case where one attendee is suspected or confirmed to have COVID-19.

- ii. But without 'Close Contact' with Eastgate people via Sunday Service or Community Group within the period of three days before symptoms appearing or after.

Then it is **assumed there IS NOT person-to-person spread within the Eastgate community.**

Phase 3 COVID-19 in Eastgate – NO Close Contact		
Response	Escalate to Standby	• Evidence of imported cases of COVID-19 into Toowoomba with the potential to have a Toowoomba wide significant impact with local transmission,
Response	Escalate to Action	• Evidence of disease within Eastgate community WITH or WITHOUT 'Close Contact' at Eastgate
Response	Standdown	• Evidence of the end of the outbreak, epidemic or emergency.

Standby: Communicate Phase 2 actions and reiterate 'precautions'.

Action:

- h. Communicate on all available platforms to attendees about the plan and progress– Email, social media, SMS, phone, etc.
- i. Restate precautions as per 'Phase 1 – Action'
- j. Cease in-person Services but provide fully on-line streamed services.
- k. Cease Community Groups but provide fully on-line Community Groups.
- l. Provide meals to infected person if single or to families if required. (Delivered to door – not inside)
- m. Deliver groceries if required. (Delivered to door – not inside)

Standdown:

We will comply with State Government directions with regard to precautions remaining in place but consistent with the ongoing level of risk. That is we will meet or exceed the government restrictions so as to provide an increased level of safety.

Attachment 1: COVID-19 Risk Register (Copy only)

The actual 'Covid-19 Risk Register' is the 'Point of Truth' and the copies of the Risk Management plan contained within this document may be out of date.

Special Event Risk Register

Event: COVID-19 Coronavirus	Date of Activity: Ongoing
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Event Description: COVID-19 is likely to impact Eastgate on an ongoing basis.

Risk Description	Likelihood of risk occurring	Consequences	Level of risk Before Mitigation	Level of risk After Mitigation	Procedures to prevent or reduce harm (i.e. Reduce Likelihood and/or Reduce Consequence)
Transmission of COVID-19 within Eastgate. (Overall)	Likely	Catastrophic	Extreme	Medium	<ul style="list-style-type: none"> Hand Sanitising before entry. Individual confirmation of no symptoms. Extensive signage Limitation on numbers Social distancing and floor marking to assist. Recording attendance Reporting procedures if Covid-19 incident occurs Training Cleaning <p>See "COVID-19 Later Stages Action Plan for Eastgate Bible Church" for more information.</p>

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Risk Description	Likelihood of risk occurring	Consequences	Level of risk Before Mitigation	Level of risk After Mitigation	Procedures to prevent or reduce harm (i.e. Reduce Likelihood and/or Reduce Consequence)
Transmission of COVID-19 via Bring & Share Lunches & Dinners (Possible contamination via asymptomatic infected people.)	Likely	Catastrophic	Extreme	Low	<p>No Bring & Share lunches on Sundays until further notice. While gathering at homes are allowed, then participants can choose if, when and how food is provided.</p> <p>See "COVID-19 Later Stages Action Plan for Eastgate Bible Church" for more information.</p>
Transmission of COVID-19 via Lamb Supper	Possible	Catastrophic	High	Medium	<ul style="list-style-type: none"> Element Preparation using PPE Individually wrapped elements optionally available. Cease use of communal elements if aware of local Covid-19 transmission in Townslands. Hand sanitising by participants before receiving elements. <p>See "COVID-19 Later Stages Action Plan for Eastgate Bible Church" for more information.</p>
Transmission of COVID-19 via surface contact.	Possible	Catastrophic	High	Medium	<ul style="list-style-type: none"> Pre Cleaning facilities to Covid-19 standards. Additional cleaning, on the day for high-touch areas. Use of gloves for counting offerings <p>See "COVID-19 Later Stages Action Plan for Eastgate Bible Church" for more information.</p>
Transmission of COVID-19 via Crèche	Possible	Catastrophic	High	Medium	<ul style="list-style-type: none"> Communal toys cleaned and limited in number. Affirmation of no symptoms Restricted numbers <p>See "COVID-19 Later Stages Action Plan for Eastgate Bible Church" for more information</p>

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Attachment 2: Planning Checklists

Preparatory Checklist

Confirm that equipment and facilities are fully functioning. (gas, electricity, toilets, and hand-washing facilities.)	
Confirm that all staff and volunteers have been directed to stay at home if they are sick, and to go home immediately if they become unwell. Confirm that they have been directed that they MUST be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get a negative result for COVID-19.	
Confirm that an individual or team has been nominated to manage & champion safe practices and assist with implementation of checklist items and compliance.	
Confirm that staff and attendees have been Instructed to tell you if they are displaying symptoms, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.	
Confirm that personal information about individuals' health will be treated carefully, in line with privacy laws. Consider safety risks and manage these according to the appropriate hierarchy of controls, i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required. Confirm that measures have been Implemented to maximise the distancing between staff and attendees to the extent it is safe and practical and minimise the time that workers are in close contact.	
Confirm that where it is practical and safe to do so, tasks and processes that usually require close interaction have been reviewed and ways to modify these to increase social distancing between staff and attendees have been identified.	
Confirm that all non-essential face-to-face gatherings, services, meetings and training have been postponed or cancelled or electronic communications such as video conferencing will be used.	
Confirm that staff, volunteers, and community have been advised on COVID-19 measures in your place of worship and that staff and volunteers have been provided with adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.	
Confirm that signs and posters are in place to remind workers and others of the risk of COVID-19, including reminders about social distancing, hand washing, sneezing and coughing, and shared items/food risks.	

Onsite Activities

Confirm that signs have been placed at entry points to instruct attendees not to enter if they are unwell or have COVID19 symptoms. (It is recommended that the signs include COVID-19 contact information for Queensland Health and a point of contact at the place of worship.)	
Confirm that the names and telephone contact details of attendees will be recorded at the outset of the gathering,	
Confirm that the contact lists will be retained and provided to Queensland Health if needed for the purposes of contact tracing.	
Confirm that the appropriate number of people are available to: <ul style="list-style-type: none"> • determine the numbers of attendees that enter given the capacity for the venue; • assign attendees to their respective groups (see onsite activities below); and • respond to concerns and enquiries that will arise in this new arrangement. 	
Confirm that 'greeters' have been instructed to ensure that anyone who demonstrates symptoms of physical illness must not be allowed into the venues.	
Confirm that disabled access has been provided and is easily accessible.	
Confirm that measures to restrict numbers within the premises and ensure an average space of 4 square metres per person have been implemented.	
Confirm that relevant social distancing measures are in place by ensuring 1.5 metres distance between household groups for seating, prayer spaces, and standing areas. Particularly, that every second row of chairs in the concert hall have been removed and stacked.	
Confirm that waiting or entrance area seating have been removed or that any seating is spaced at least 1.5 metres apart.	

Hygiene and Cleaning

Confirm that staff and attendees have been provided with hand washing facilities or appropriate alcohol-based hand sanitisers. Alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol, are recommended.	
Confirm that all staff and attendees have been instructed to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. (<i>Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol, is recommended.</i>)	
Confirm that staff have been instructed to clean personal property that comes to work, such as musical instruments, sunglasses, mobile phones and other touch-screen items with disinfectant wipes or similar.	
Confirm that there are no sharable items around. Ensure that all shared books/magazines from common areas and that there are no communal refreshments, including tea and coffee, or water stations. This includes disposable cup and stirrer options.	
Confirm that arrangements are in place to clean frequently touched surfaces with detergent or disinfectant before and after every gathering. This includes shared equipment and tools, tables, counter tops and sinks.	
Confirm that a plan has been developed to maintain: <ul style="list-style-type: none"> recommended physical distancing measures and hygienic conditions at ablution or washing facilities, 	

Donations and Business



Confirm that a continuity plan has been developed for continued delivery of services and worship in the event of another COVID-19 outbreak or pandemic.	
Confirm that as far as is practical physical cash contact is avoided through gloves being worn by counters and donations being accepted through online banking.	
Confirm that a process is in place to regularly review our systems of work to ensure they are consistent with current directions and advice provided by health authorities.	

Keep a signed copy of these checklists with other COVID Later Stages Action Plan records.

Signed: _____ Date: _____

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011

(NOTE: A signed copy of this completed checklist is attached to the inside front entry.)

Attachment 3 - Sunday Checklist

This checklist is to be completed each day that a place of worship is open.

Note:

The CHECKLIST previously located here has been replaced with the checklist provided in the Industry Safe Plan and should be accessed directly from the current version.

List any divergences from the Industry Safe Plan checklist and identify what risk minimisation strategies were used in the event that the issue could not be rectified on the day. (e.g. signage missing):

Keep a signed copy of this checklist with other COVID Later Stages Action Plan records.