



Reformed Church
BOX HILL

Grace Alone • Christ Alone • Faith Alone • Scripture Alone • Glory to God Alone

RCBH COVIDSafe Plan

This plan applies to all Activities conducted at the church premises (referred to below as 'Premises' or 'Building') at 28 Watts Street, Box Hill 3128

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This Plan is current at **27 October 2020**

General

- Activities other than those which fall within the definition of 'Religious Worship', as detailed below, are described in this document as 'Non-worship Activities'. For the avoidance of doubt, recording or filming of worship material for providing to church members and others via the web are treated in this document as 'Non-worship Activities'.
- **Religious Worship** comprises services conducted according to the normal order of the CRCA, including prayers, the reading of scripture, singing and receiving a preached sermon. Religious Worship will be conducted in the church building and in outdoor spaces on the church premises with numbers of people participating as permitted from time to time by Victorian Government regulations.
- **Non-worship Activities** which can practicably be undertaken from homes are to be so undertaken. Only essential and urgent maintenance work, and a minimum component of work necessary for the delivery and recording/filming of scheduled Lord's Day morning and evening worship services are to be undertaken at the Premises.
- All such work will be sanctioned by one of the Contacts listed above. No Non-worship Activities are to be undertaken at the Premises other than those detailed in a Permitted Worker Permit as described below. Permitted activities are referred to in this document as 'Activities'.

- Everyone required to perform Activities will be issued with a ***Permitted Worker Permit***. Workers are required to countersign the Permit as 'Employee', to retain a copy of the Permit while undertaking Activities at the Premises and while travelling to and from the Premises, and to file a further copy of the Permit in the COVID-Safe file in the foyer of the Building before leaving the Premises at the conclusion of the Activity.

Religious Worship

- The numbers of people participating will be limited to the numbers permitted for the location (either in the church building, or outdoors on the church premises) by Victorian government regulation as published from time to time.
- People attending Religious Worship in the church building will maintain social distancing of 1.5 metres, except that members of the same household may be at a closer distance. The number of people will be limited to one person per 4 square metres of area of the worship space, or any lower maximum as regulated from time to time.
- People entering and leaving the building will use the hand sanitiser provided.
- Bibles and Hymn Books will not be available in church pews, but will be handed to people attending worship in the church building as needed. Bibles and Hymn Books used during a service will be collected after the close of the service, and disinfected using appropriate spray cleanser and paper towels.
- Bibles and Hymn Books used in outdoors services will be handed to people as needed, and similarly disinfected after use.
- All people over the age of 12 attending Religious Worship must wear a fitted face mask at all times.
- People attending Religious Worship may arrive at the church no more than 15 minutes before the scheduled starting time of the service and must immediately be seated in the church or in outdoor seating as appropriate.
- Singing, while wearing a face mask, is encouraged during the service.
- People shall leave the church premises within 15 minutes of the conclusion of Religious Worship.
- A record of the names of everyone attending Religious Worship, and a contact telephone number, will be kept as the ***COVIDSafe Contact Tracing Registration*** as detailed below. Where attendance at Religious

Worship is arranged through an on-line reservation system, a printed list of registered attendees from the system may serve as the **COVIDSafe Contact Tracing Registration**.

Hygiene

- Hand Sanitiser will be available at the entry to the Building and, where relevant, at the entry to meeting rooms within the Building.
- Hand sanitiser is to be used by everyone entering the Building.
- Weather permitting, doors and windows are to be opened during Activities in the Building, subject only to avoiding disturbance to neighbours.
- Everyone is to wear a face mask or face covering at all times while in the Building, except when leading, speaking or preaching from behind a pulpit or lectern.
- Face masks will be provided free to anyone who needs to be in the Building and does not already have a mask.
- No food will be brought into or consumed in the Building at any time.
- No drinks other than water will be consumed in the Building at any time, and any used drinking glasses will be washed immediately the Activity finishes.

Cleaning

- Supplies of disinfectant spray, cleaning towels and bin liners will be kept on the Premises and be available to organising staff to complete cleaning routines as below.
- Before the commencement of every permitted Activity at the Premises, including Religious Worship, the following areas and facilities will be cleaned with an appropriate disinfectant cleanser and clean disposable towel:
 - All door handles to areas to be used during the Activity, including toilets.
 - All horizontal surfaces which might reasonably be touched by those attending the Activity.
- Cleaning will be evidenced by filling out and initialling a **Cleaning Schedule** as attached.
- Cleaning as above will be repeated at least once every four hours if Activities extend beyond that time.

- Cleaning will be repeated at the conclusion of the Activity, immediately before the Building is vacated.
- People who undertake any of these cleaning processes are to sanitise their hands afterwards using the supplied hand sanitiser.
- Used face masks and used cleaning towels are not to be disposed of in the bins in toilets, kitchen or other rooms. Except in the case of confirmed COVID-19 infection as detailed below, used materials are to be deposited in the lined waste bin marked for the purpose in the foyer, and the sealed bin liner bag is to be taken away from the Premises at the conclusion of the Activity, and disposed of in normal household waste.

Contact Tracing and Distancing

- Everyone attending the Premises will record their name and contact telephone number (or eMail address) on the ***COVIDSafe Contact Tracing Registration*** schedule located on the table in the foyer. At the conclusion of the Activity, the completed Registration schedule for the Activity will be filed in the COVIDSafe folder.
- A minimum distance of 1.5 metres will be maintained between people at all times.
- People will not enter or leave the Building together, but will maintain at least 1.5 metres of distance at all times.

Response to a suspected or confirmed COVID-19 case

- Anyone with any degree of COVID-19 symptoms is not to enter the Premises.
- Anyone who knows that they have, within the previous 14 days, been in either close contact or casual contact with a person who has a confirmed COVID-19 positive test result is not to enter the Premises.
- Anyone who has attended an Activity at the Premises and who within the subsequent 14 days receives a confirmed COVID-19 positive test result is to advise one of the Contacts above at the first opportunity. In such case all people who are known to have been at the Premises during that time are to be tested for COVID-19, and all published requirements for self-isolation are to be strictly followed.
- Anyone who develops any COVID-19 symptoms while attending an Activity at the Premises is to immediately leave the Premises, proceed directly to the ***Box Hill Hospital Respiratory Assessment Clinic*** (located

at the corner of Arnold Street and Nelson Road), submit to testing as advised by the Hospital Clinic and abide by all directions given by the Clinic to self-isolate pending receipt of test results.

- Notification is to be given to WorkSafe Victoria (telephone **13 23 60**) immediately of any confirmed COVID-19 case at the Premises (including any confirmed case involving a person who is known to have been at the Premises in the previous 14 days).
- If a confirmed positive COVID-19 test result is advised involving anyone who is known to have been at the Premises within the previous 14 days, the Building will not be used for any Activities until an approved 'deep cleaning' has been conducted and certification of the completion thereof given to one of the Contacts above.
- In the event of someone who has a confirmed COVID-19 test result being present in the Building, used cleaning towels and used face masks are not to be disposed of in household waste, but surrendered to investigating Health Department (DHHS) officers or removed by the contractors undertaking deep cleaning.

This COVIDSafe plan is authorised by the Session, Reformed Church of Box Hill.

Signed

Date

COVIDSafe – Cleaning Schedule

Activity description:

Date/...../2020

<i>Time cleaned >></i>								
<i>Item to be cleaned</i>								
Front door handles								
Foyer table								
Hand sanitiser & supplies table								
Handles of worship room doors								
Recording equipment								
Pulpit – all horizontal surfaces								
Lectern (if in use)								
Door handles of and in male & female toilets								
<i>Other items as deemed necessary (provide details):</i>								
<i>Sign or initial here >></i>								

1. Tick the item when cleaning has been completed
2. Sign or initial when all required cleaning has been completed