COVID-19 safety plan

Use this form to document your thinking about how you and your congregation will keep safe during the COVID-19 pandemic.
Provide as much information in response to each question as possible.

Feel free to modify and customise this template to suit your context.

This information will help your congregation and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation.

This is a dynamic document that should be reviewed and changed regularly as required.

You **don’t** need to send this plan to PCQ or QLD Health for review or comment. You **don’t** need to complete every field, only those fields that are applicable to your context. This is your plan for managing the risks around COVID-19 in your local context. Your plan will need to outline how you intend to comply with hygiene, distancing and other requirements.

**T E M P L A T E**

# Charge details­

Ministries consulted:

Congregation consulted:

Committee of Management approval:

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| Church name:  |
| Group/Committee:  |
| Date completed:  |
| Date distributed:  |
| Revision date:  |

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|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **What will be done to manage risks from restarting church activities after lock-down?** | Consider: Clear communication, review of rosters, clarity on hygiene requirements (surfaces, separation, toilet), maintenance, ventilation, etc.*Example: All touch surfaces will need to be cleaned and disinfected.* |  |
| **How will you ensure all ministry staff and congregants know how to keep themselves safe from exposure to COVID-19?** | Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.*Example: Zoom meeting outlining COVID-19 plan to ministry leaders, COVID-19 plan emailed to congregants, a weekly review by CoM of COVID-19 plan and QLD Health guidance, etc.* |  |

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|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you ensure your ministry staff and congregation are well and safe to attend?** | Consider: Health posters to prompt self-assessment, clear communication that anyone with any symptoms is not to attend, advise those at high-risk not to attend or provide specific protective measures, follow-up procedures for those who are ill, contact tracing information.*Example: To find out if people are well when they come to church, we will ask each person basic questions about their health; “Are you feeling sick at all?” or “Are you feeling well this morning?”* |  |
| **How will you conduct church activities in a way that keeps people safe from exposure to COVID-19?** | Consider: Consulting regular users of the church space, investigating alternate ways of conducting services and ministries, planning for interactions to be safe, being clear on capacities of each indoor space (see p3), protocols for cleaning and disinfecting surfaces and shared equipment, training or information requirements, physical separation markers.*Example: We will review guidance on the QLD Health website and to be sure we are cleaning surfaces the right way with the right disinfectant. We have laid out markers showing 1.5m spacing on the pews and in the entrance.* |  |
| **How will you manage an exposure or suspected exposure to COVID-19?** | Consider: Isolation procedures, gathering and using contact tracing information, clean down procedures, contacting QLD Health.*Example: Advise any potentially affected and recommend they contact GP and/or QLD Health.* |  |

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|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you evaluate whether your Safety Plan risk controls are effective?** | Consider: Conducting regular reviews of your plan, adapting plan as you find better/easier ways to do things, engaging with any concerns or solutions raised by church members, communicating changes in a timely and effective manner.*Example: We seek feedback from the congregation and review this at our regular meetings.* |  |
| **Evaluate each indoor space that will be used. How many people are allowed in that space using the 4m² per person rule?** | List each space you plan to use, the size of that space, the number allowed in that space. Consider temporary signage on doors or near entrance indicating the capacity of that space.*Example: Church auditorium: 200m². 50 people allowed.* |  |

Notes: