

BEGRAVE SOUTH BAPTIST CHURCH



COVIDSafe Plans

Belgrave South Baptist Church

This version provides approved COVIDSafe Plans covering:

- **Outdoor Ministry Activities at a Public Location (Sec 5.1)**
- **Outdoor Ministry Activities at or Near BSBC Premises (Sec 5.2)**
- **Indoor Ministry Activities at BSBC Premises (Sec 5.3)**



167/169 Belgrave Hallam Road
Belgrave South

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References and Resources

1. Summary of COVIDSafe Summer Restrictions from 11:59pm 17th January 2021 ([COVIDSafe Summer - Victoria's COVIDSafe Summer](#))
2. Religion and Ceremony – Victoria – COVIDSafe Summer (<https://www.coronavirus.vic.gov.au/religion-and-ceremony>)
Social Gatherings – Victoria – COVIDSafe Summer (<https://www.coronavirus.vic.gov.au/social-gatherings>)
3. COVIDSafe Plan – Information and Resources to help your business prepare a COVIDSafe Plan (<https://www.coronavirus.vic.gov.au/covidsafe-plan>)
4. Baptist Union of Victoria – COVID-19 Church Resources (<https://www.buv.com.au/news/coronavirusresources/>)
5. Belgrave South Baptist Church Constitution and Rules
6. Industry Restart Guidelines – Religion and Ceremonies ([Industry Restart Guidelines, Religion and Ceremonies - January 2021 \(PDF\)](#)) - noting some information therein is superseded by the update to COVIDSafe Summer restrictions.
7. Four and two Square Meter Rules (<https://www.coronavirus.vic.gov.au/four-and-two-square-metre-rules>)
8. Face masks: Information about wearing a face mask in Victoria (<https://www.coronavirus.vic.gov.au/face-masks>)
9. COVID Safe Plan (<https://www.coronavirus.vic.gov.au/sites/default/files/2020-10/COVIDSafe%20plan.pdf>)
10. Cleaning and disinfecting to reduce COVID-19 transmission (<https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-reduce-covid-19-transmission-tips-non-healthcare-settings>)
11. Record keeping for contact tracing – information for business (<https://www.coronavirus.vic.gov.au/record-keeping-contact-tracing-information-business>)
12. Signs, templates and posters for your workplace (<https://www.coronavirus.vic.gov.au/signs-posters-and-templates>)
13. Link to SA COVID Marshall online Training (<https://www.covid-19.sa.gov.au/business-and-work/covid-marshals>)
14. Victorian Government QR Code Service (<https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service>)

COVIDSafe Plans

Distribution List

Issue	Issued to:	Date:
1.0	BSBC Leadership Group Coordinators BSBC Office Administrator COVIDSafe Supervisors Activity Leaders	24/11/2020
2.0	BSBC Leadership Group Coordinators BSBC Office Administrator COVIDSafe Supervisors Activity Leaders	5/12/2020
3.0	BSBC Leadership Group Coordinators BSBC Office Administrator COVIDSafe Supervisors Activity Leaders	28/01/2021

Version History

Version	Issued for:	Version Summary	Date:
Draft 0.1	Review by BSBC Leadership	Draft version for review covering only outdoor activities in a public location	22/11/2020
Draft 0.2	Final review by BSBC Leadership	<p>References and description of restrictions in Sections 1 and 2 have been updated to reflect actual changes announced 22nd Nov 2020</p> <p>Updates in response to review comments from BSBC Leadership:</p> <ul style="list-style-type: none"> BSBC Office identified as recipient of completed approvals and activity records Activity approval instructions and option for approval of an ongoing regular ministry added to Appendix A Reference to, and description of training course added to COVIDSafe Plan in Sec 5.1, Item 1 Criteria for appropriate disinfectant products added to Sec 5.1, Item 3 Numerous updates to the format The requirement for health questionnaire/declaration for outdoor activities removed from Section 5.1, Item 4 and from Checklist at Appendix E. <p>Appendix J has been retained in case required for other categories of activity – the Appendix now notes that it is not required for outdoor activities.</p>	24/11/2020

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Version	Issued for:	Version Summary	Date:
		<ul style="list-style-type: none"> The term 'Champion' has been replaced with 'Supervisor'. 	
1.0	Issue for distribution and use covering outdoor activities in a public location	Typo fixed on Page 13.	24/11/2020
Draft 1.1	<p>Draft updated for review by BSBC Leadership now also covering outdoor activities at, or near, BSBC premises in preparation for approval and distribution as Issue 2.0.</p> <p>Also contains some draft content for indoor ministry activities - but not for approval as part of Issue 2.0</p>	<p>Updates to cover outdoor ministry activities at or near BSBC premises:</p> <p>Cover – Updated to reflect approved coverage of the Plans</p> <p>References – Updated to those applying for COVIDSafe Summer restrictions</p> <p>Glossary - Rostered COVIDSafe Cleaner added</p> <p>Sec. 1 - Additional coverage reflected</p> <p>Sec. 5 - Review and re-approvals updated</p> <p>Sec. 5.2 - content added for outdoor activities at, or near, BSBC premises</p> <p>Sec. 5.3 – some draft content added, but not for approval as part of Issue 2.0</p> <p>Appendix B - content added – Activity Proposal form for outdoor activities outdoors at or near BSBC premises</p> <p>Appendix C – some draft content added - but not for approval as part of Issue 2.0</p> <p>Appendix F - content added – Checklist for outdoor activities outdoors at or near BSBC premises</p> <p>Appendix I – Attendance log updated</p> <p>Appendix K – added for preparatory action list</p> <p>Appendix L – added for Cleaning Log</p>	2/12/2020
Draft 1.2	For review by BSBC Leadership preparatory to distribution as Issue 2.0	<p>Updates in response to comments from Leadership on Draft 1.1:</p> <p>Glossary – Added BSBC Office Administrator and updated COVIDSafe Cleaner definitions</p> <p>Appendices E & F – with requirement for signature and returning signed Checklists and Attendance Logs to the BSBC Office</p> <p>Sec. 5.1, 5.2, Appendices A, B, E & F updated with filing requirement by BSBC Office Administrator</p> <p>Sec. 5.1, 5.2, Appendices B & F updated to reflect responsibilities to arrange/appoint COVIDSafe Cleaner(s)</p> <p>Multiple Locations – 'Group Coordinator or Leader' changed to 'Group/Event Coordinator or Leaders'</p> <p>Appendix I – Updated with reminder to return to the BSBC Office</p>	3/12/2020
Draft 1.3	For review by BSBC Leadership preparatory to distribution as Issue 2.0	<p>Updates in response to comments from Leadership on Draft 1.1:</p> <p>Appendices B, F and K – Playground added to Proposal and Checklist forms</p> <p>Sec. 5.2 – Updated for inclusion of access to the playground</p>	3/12/2020
Issue 2.0	<p>Issue for distribution and use covering:</p> <ul style="list-style-type: none"> outdoor activities in a public location 	No further changes – supersedes Issue 1.0	5/12/2020

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Version	Issued for:	Version Summary	Date:
	<ul style="list-style-type: none"> outdoor activities at or near BSBC premises, including use of the restrooms and playground 		
Draft 2.1	Draft updated for review by BSBC Leadership now also covering indoor activities at BSBC premises in preparation for approval and distribution as Issue 3.0.	<p>References – Updated to reflect the restrictions applying from 11:59pm 6th Dec 2020</p> <p>Glossary – COVIDSafe Summer added</p> <p>Sec 1 – updated to reflect increased scope of Plans to now include indoor ministry activities and COVIDSafe Summer restrictions</p> <p>Sec 3 – Overview updated:</p> <ul style="list-style-type: none"> to reflect the COVIDSafe Summer restrictions applying from 6th Dec 2020 with addition of the COVIDSafe Plan for indoor activities at BSBC premises to reflect the Vic Govt release of Industry Restart Guidelines specifically for Religion and Ceremony (Ref.6) <p>Sec 5.1 & 5.2 – Plans Updated:</p> <ul style="list-style-type: none"> to reflect the COVIDSafe Summer restrictions applying from 6th Dec 2020 Use of QR Codes for electronic check-in <p>Sec 5.3 and Appendix C– added content to cover indoor ministry activities at BSBC premise</p> <p>Appendices E, F & G – updated for QR Code sign-in</p> <p>Appendices M, N, O & P – QR Code Posters added</p>	19/12/2020
Draft 2.2	Draft updated to reflect restrictions applying from 31 st Dec 2020 and Leadership comments and decisions for final review preparatory to distribution as Issue 3.0	<p>References and Sec. 3 – Updated to reflect the restrictions applying from 5pm 31st Dec 2020</p> <p>Sec. 5.3 – Plan Updated:</p> <ul style="list-style-type: none"> Mask requirements updated to reflect changes from 5pm 31st Dec 2020 Requirement to open windows and doors and no-use of fans, a/c and heating reinforced Recording of pastoral care visitations Advice to exit the building at conclusion of activity and not re-enter Temperature Testing and Health Questionnaire for those who'll speak without masks and thermometers available for those who wish to be tested Sitting down to sing Grouping attendees from the same household <p>Appendix G – Added temperature testing and completion of a Health Questionnaire for those who will speak without a mask and updated requirement to wear masks indoors</p> <p>Appendix K – Signage:</p> <ul style="list-style-type: none"> requirement added for non-operation of fans, air-conditioning and ducted heating Updated to reflect requirement for mask to be worn indoors <p>Appendix Q – added for Pastoral Care Visitation Diary</p>	9/1/2021
Draft 2.3	Draft updated to reflect restrictions applying from 11:59pm 17 th and 22 nd Jan	<p>References – Updated to reflect the restrictions applying from 11:59pm 17th January 2021</p> <p>Sec 1 – Updated:</p>	27/1/2021

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Version	Issued for:	Version Summary	Date:
	2021 and Leadership comments and decisions for final review preparatory to distribution as Issue 3.0	<ul style="list-style-type: none"> To reflect restriction updates applying from 22nd January 2021 <p>Sec 3 – Updated:</p> <ul style="list-style-type: none"> To reflect restriction updates applying from 22nd January 2021 <p>Sec 4 – Plan Updated:</p> <ul style="list-style-type: none"> Requirement added to identify COVIDSafe Supervisor for each occurrence of a regularly scheduled activity <p>Sec. 5.2 – Plan Updated:</p> <ul style="list-style-type: none"> Mask requirements updated to reflect changes from 11:59pm 17th Jan 2021 <p>Sec. 5.3 – Plan Updated:</p> <ul style="list-style-type: none"> Mask requirements updated to reflect changes from 11:59pm 17th Jan 2021 for the virtual online conduct of communion and conditions for serving of morning tea temperature checking and health questionnaire for those with wider circulation amongst the Church community Reference to font changed to baptistery <p>Appendix B – Updated:</p> <ul style="list-style-type: none"> step added for copying to COVIDSafe Cleaner <p>Appendix C – Updated:</p> <ul style="list-style-type: none"> step added for copying to COVIDSafe Cleaner requirement added for new proposal if change to areas in use if planned for a regular event re-formatted to fit on single page <p>Appendix E – Updated:</p> <ul style="list-style-type: none"> provision for per occurrence identification of COVIDSafe Activity Supervisor for regularly occurring activities <p>Appendix F – Updated:</p> <ul style="list-style-type: none"> provision for per occurrence identification of COVIDSafe Activity Supervisor and Cleaner for regularly occurring activities to provide for 2 stages of completion re-formatted to fit on single page <p>Appendix G – Updated:</p> <ul style="list-style-type: none"> provision for per occurrence identification of COVIDSafe Activity Supervisor and Cleaner for regularly occurring activities to provide for 2 stages of completion re-formatted to fit on single page 	
3.0	Issue for distribution and use now covering indoor activities at BSBC premises	Issue updated - no further changes	28/1/2021

COVIDSafe Plans

1. Scope and Purpose of this Plan

This COVIDSafe Plan describes the manner in which Belgrave South Baptist Church (BSBC) will conduct its ministries in compliance with Government Health Regulations set in place as a consequence of the COVID-19 pandemic – be those ministries conducted as activities:

- outdoors at a public location
- outdoors at, or proximate to, BSBC Church premises
- indoors at BSBC church premises
- at a private household.

Depending on the type of BSBC ministry activity, it may be categorised for COVID regulatory purposes as a:

- Religious Gathering; or
- Social Gathering.

The Victorian Government established a step-wise roadmap of restrictions to apply during progressive re-opening of the State. The actual implementation of each step depended on the achievement of outcomes from the previous step - such as for example, average daily new cases – having now reached the level of restrictions designated as COVIDSafe Summer.

*It's the ultimate intent of these Plans to cover each of the categories and activity types listed above, this version covers **all except activities at a private location** and issued as the penultimate step toward the complete version.*

This version of the COVIDSafe Plans responds to the restriction environment advised in Victoria's Summary of COVIDSafe Summer Restrictions (Refs. 1 and 2) to apply from 11:59pm on 22nd January 2021.

In addition, further review and updates of this Plan can be expected once the details and timing of any subsequent 'COVID Normal' restrictions are known.

This COVIDSafe Plan has been prepared to meet the requirements for such plans published by the Victorian Government at Ref. 3, and has also drawn on advice provided by the BUV (Ref. 4). As such, it covers requirements such as oversight, cleaning, conduct of activities, record keeping and reporting.

It is not intended to be prescriptive about the ministry groups that should meet or the activities to be conducted - these being matters for decision by Church Leadership.

Church Leadership is ultimately responsible for BSBC compliance with Government COVIDSafe regulations and is the approval authority for this COVIDSafe Plan.

It is mandatory for every Victorian business – including churches – to have a COVIDSafe Plan. To ensure compliance, random spot checks are underway in metropolitan Melbourne and there are potential penalties for failures to comply.

COVIDSafe Plans

2. Glossary

Term	Definition
BSBC Leadership	The governing body authorised to manage the affairs of the Church according to BSBC Constitution and Rules (Ref. 5).
BSBC Office Administrator	The person responsible for office administration activities on behalf of BSBC
BSBC Religious Gathering	A BSBC ministry activity conducted with the direct involvement of a faith leader either indoors within the BSBC premises, or outdoors proximate to the BSBC premises. Restrictions under Victoria’s Roadmap category of Religious Gatherings (Refs. 1 and 2) apply to these activities.
BSBC Social Gathering	A BSBC ministry activity conducted either outdoors or indoors with the primary goal of fellowship and social interaction. Restrictions under Victoria’s Roadmap category of Social Gatherings (Ref. 1) apply to these activities.
COVID-19	The name of the disease caused by the novel coronavirus, SARS-CoV-2, and is short for “Coronavirus Disease 2019.”
COVIDSafe Cleaner(s)	The person(s) arranged/appointed to perform the required post-activity cleaning to COVIDSafe requirements.
COVID-19 Incident Response	The actions to be taken by BSBC Leadership if anyone involved in a Ministry Activity is found to have contracted COVID-19, or is at risk of contracting COVID-19 – e.g. is advised to have been a close contact.
COVIDSafe Facilitator	The person nominated by BSBC Leadership to: <ul style="list-style-type: none"> • prepare the Church’s COVIDSafe Plan, submit it for their approval and distribute to all those with a role in its implementation and compliance; • Facilitate the implementation of measures in the approved COVIDSafe Plan.
COVIDSafe Activity Supervisor	The person nominated by BSBC Leadership and Group/Event Coordinator or Leader to be present at a scheduled ministry activity to ensure it is conducted in accordance with the BSBC COVID Safe Plan.
COVIDSafe Summer	The set of COVIDSafe restrictions applying in Victoria from 11:59pm 6 th December 2020.
Face Mask	A face covering meeting the requirements of Ref. 8
Group Coordinator	The person managing a BSBC ministry according to the BSBC Constitution and Rules (Ref. 5)
Ministry Activity Leader	The person providing leadership of a BSBC ministry activity – who can also be the Group Coordinator.
Pandemic	An epidemic that has spread over several countries or continents, impacting many people. Pandemics typically happen when a new virus spreads easily among people who—because the virus is new to them—have little or no pre-existing immunity to it.
Physical/Social Distancing	Measures taken to reduce person-to-person contact in a given community, with a goal to stop or slow down the spread of a contagious disease.

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Term	Definition
SARS-CoV2 (Severe acute respiratory syndrome coronavirus 2)	The new coronavirus that causes COVID-19, which is believed to have started in animals and spread to humans.

3. Overview of Victorian Government COVIDSafe Requirements and Obligations

The Victorian Government announcement on 6th December of COVIDSafe Summer restrictions and subsequent updates on 18th and 31st December 2020 and 17th and 22nd January 2021 (Refs. 1 and 2) advised that from 11:59pm on the last of those dates, **Religious Gatherings and Ceremonies** are allowed:

- **Indoors** and **outdoors** now with no limits on group sizes other than to meet density quotient and physical distancing requirements – including events can be held at the same time;
- A **density quotient** of 2 m² per person applies if electronic record keeping is employed – otherwise 4 m² per person applies – while the 1.5m physical distancing requirement remains. Ceremonial participants other than faith leaders are included in the of 2 m² per person rule;
- **Fitted face masks** are no longer mandatory for Religious Gatherings and Ceremonies – provided 1.5m distancing can be maintained. However, a face mask must be carried at all times when leaving home – unless there is a lawful reason not to - and worn in situations where 1.5m physical distancing from others not in your immediate household cannot be maintained.
- **No sharing** of food, drink or other items
- **Singing** is permitted with the following safety measures:
 - Outside or in a well-ventilated room - with windows open;
 - Physical distancing of 2m between each person while singing - with performers 5m from the audience where practical;
 - Short performances of less than one hour;
 - Softly and wearing a mask when indoors;
 - Use of fans – free standing or ceiling - is **not** recommended.
- **Food and drink** can be served – with serving by use of single use items recommended. It's also recommended that one server distributes food or drink – e.g. one person uses the urn to serve hot drinks;

In recognition that some BSBC ministry activities more appropriately fall under the category of **Social Gatherings** for the purpose of COVIDSafe management, Ref. 2 also indicates:

- **Outdoor Public Gatherings** of up to 100 people are allowed from any number of households;
- **Indoor Private Gatherings** of up to 30 people at a time or per day (whichever occurs first) are allowed for a household. Dependents over 12 months of age are included in this limit but babies under 12 months excluded;
- **Face masks** must be carried at all times outside of the home, and are required to be worn in certain locations (none of which appear likely settings for BSBC Social Gatherings) - but not in places of worship unless physical distancing of 1.5 cannot be maintained, singing is taking place (refer above).

In private homes, it is strongly recommended to wear a face masks when visitors are present and where 1.5m distancing from others cannot be maintained.

It is also recommended to wear a face mask in all settings if you are in a vulnerable population group – e.g. if elderly, immunocompromised, or if you have certain chronic medical illnesses;

- **Stay safe** as restrictions ease by washing your hands regularly, coughing and sneezing into a tissue or your elbow, and keeping at least 1.5 metres from others.

In each of these cases, attendees must be protected from COVID-19 infection by the detailed actions described by the applicable BSBC COVIDSafe Plan. These can be found in the relevant sub-section of Section 5 in this document.

COVIDSafe Plans

The Vic Govt has now released a set of Industry Restart Guidelines for Religion and Ceremonies – January 2021 (Ref. 6) that includes six principles (Page 4) with which the detailed actions in BSBC COVIDSafe Plans should comply.

Those principles are:

1. Ensure physical distancing

All people in places of worship should be at least 1.5 m apart and there should be no overcrowded areas. This means:

- Work from home if you can. Faith organisations must permit their attendees to work from home if their work can be done from home
- Ensure all leaders and participants are 1.5 metres apart at all times. Where this is not possible, the duration of the close contact should be minimised
- Ensure compliance with the applicable density quotients (Ref. 7)
- Limit the total number of leaders and participants in enclosed areas

2. Wear a face masks

Face masks (per Ref. 8) must be carried at all times. Face masks must be worn:

- In all indoor public spaces, apart from when eating and drinking.
However, Faith leaders who are leading services or events in a place of worship, and those who assist them (for instance by reading, or leading prayer) do not need to wear a face mask, when doing that particular activity.
- On public transport and commercial passenger vehicles (e.g. taxis and ride share)
- Face masks do not need to be worn if a lawful not to wear one applies. Masks are strongly recommended in outdoor settings where 1.5m physical distancing cannot be maintained, and when in the home if people other than your immediate household are present.

3. Practice of good hygiene (per Ref. 10):

Faith leaders must ensure the regular cleaning of high touch-surfaces and encourage good hygiene practices by participants. This means:

- Schedule regular cleaning and disinfecting of high-touch surfaces (including all surfaces and handrails) and make gloves available for this purpose
- Encourage regular handwashing by leaders and participants, and make soap and hand sanitiser available throughout places of worship

4. Keep records and act quickly if faith leaders or participants become unwell (Ref. 11):

Have a strict policy that faith leaders and participants who are unwell must stay at home. This means:

- Encourage participants to stay home and get tested even if they only have mild symptoms
- Have a plan in place to immediately close down for cleaning and contact tracing if there is a confirmed case of coronavirus (COVID-19)
- Keep records of faith leader and participant details for contact tracing

5. Avoid interactions in enclosed spaces

Most activities are to be held in outside areas where practical, which don't have a roof or ceiling. This includes:

- Meetings
- Lunch breaks
- Leader and participant registration

6. Create 'workforce' bubbles

Limit the number of people that faith leaders and participants have prolonged close contact with. This means:

- Keep pools of faith leaders rostered on the same shifts
- Avoid overlap in shift changes
- Where possible, limit the number of faith leaders working across multiple worksites.

4. COVIDSafe Governance of BSBC Ministry Activities

It is vital that each BSBC ministry activity is correctly categorised as to the COVIDSafe restrictions that should apply – and then conducted in compliance with those restrictions.

BSBC Leadership is ultimately responsible for approval of, and compliance with, these COVIDSafe Plans. The exercise of that responsibility requires each proposed ministry activity to be assessed and approved by BSBC Leadership to determine the correct category of restrictions to apply and thence, the correct COVIDSafe Plan in Sec 5 to adopt.

In approving a proposal to conduct a ministry activity, it's particularly important for the BSBC Leadership to be provided with sufficient information to assess or confirm:

whether the activity is a:

- Religious Gathering; or
- Social Gathering

and whether to be conducted:

- outdoors at a public location; or
- outdoors on or near BSBC property; or
- indoors at BSBC premises;
- at a private location such as a household.

and:

- such other information required to be assured the activity will comply with the applicable COVIDSafe Plan.

To that end, the Group/Event Coordinator or Leader is to complete the appropriate Ministry Activity Proposal form for each planned activity, and submit it to BSBC Leadership for agreement.

There is also the option to request approval for ministry activities that are conducted on a regular basis. Where that is the case, a COVIDSafe Activity Supervisor needs to be identified for each occurrence of the activity as provided for on the Ministry Activity Checklists at Appendices E, F and G.

Blank Ministry Activity Proposal forms for this purpose can be found at the following Appendices:

Appendix A – Outdoors at a public location

Appendix B – Outdoors at, or near, BSBC Premises

Appendix C – Indoors at BSBC premises

Appendix D – At a private location - such as a household (yet to be completed).

COVIDSafe Plans

5. BSBC COVIDSafe Plans

This section contains tailored BSBC COVIDSafe Plans specific to each category of Ministry Activity and the venue-types at which they are to be conducted.

The following information applies to each COVIDSafe Plan:

Business name:	Belgrave South Baptist Church
Church location:	167-169 Belgrave-Hallam Rd, Belgrave South
Plan completed by:	Graham E Thomas (BSBC COVIDSafe Facilitator)
Contact person phone:	0409 354 644
Date approved:	Version 1.0 - 24th November 2020 Version 2.0 – 5 th December 2020
Date updated and re-approved:	Version 3.0 – 28th January 2021 – to include the addition of indoor activities at BSBC premises.

SECTION 5.1: COVIDSafe Plan for Outdoor Ministry Activities at a Public Location

SECTION 5.2: COVIDSafe Plan for Outdoor Ministry Activities at or Near BSBC Premises

SECTION 5.3: COVIDSafe Plan for Indoor Ministry Activities at BSBC Premises

SECTION 5.4: COVIDSafe Plan for Ministry Activities at a Private Location

5.1. COVIDSafe Plan – for Outdoor Ministry Activities at a Public Location

This COVIDSafe Plan covers BSBC ministry activities that are either a:

- **Religious Gathering;** or
- **Social Gathering**

when conducted **outdoors at a public location**. It provides the detailed actions by all those leading and attending the activity to comply with the six principles listed in Section 3 above.

A Ministry Activity Proposal for this category of activity can be found at **Appendix A**.

A Checklist to assist Group/Event Coordinators and Ministry Activity Leaders conducting this category of ministry activity can be found at **Appendix E**.

COVIDSafe Plan – for Outdoor Ministry Activities at a Public Location – Sec 5.1

1. Ensure physical distancing

Requirements	Action
<p>You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where limits apply • Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none"> • Minimising the build-up of people waiting to enter and exit the workplace • Using floor markings to provide minimum physical distancing guides • Reviewing delivery protocols to limit contact between delivery drivers and workers 	<p>Attendees at BSBC outdoor activities at a public location are required to maintain physical distance between household groups of 1.5m. (Ref. 7)</p> <p>A COVIDSafe Supervisor will be in attendance at each event to ensure attendees understand and abide by distancing requirements – including signage where this would be effective in the particular public location.</p> <p>Distancing requirements will likewise be applied when entering and exiting the outdoor venue – with particular attention during sign-in.</p> <p>No worker or volunteer presence is required indoors at BSBC premises to conduct this category of outdoor-only ministry activity.</p>
<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –</p> <ul style="list-style-type: none"> • There is no more than one worker per four square meters of enclosed workspace • There is no more than one member of the public per four square meters of publicly available space indoors 	<p>If a space limitation applies at the public location, the Ministry Activity Leader and COVIDSafe Supervisor are to determine the area available and use the density quotient of 1 person per 2m² to determine the maximum attendance to be permitted at the venue (Ref. 7).</p> <p>Note: The density quotient above reflects the COVIDSafe Summer restrictions applying from 11:59pm 6th December 2020 and assumes the use of electronic record keeping per Item 4 below. COVIDSafe Summer restrictions are yet to be reflected in the VIC Govt requirements at left for COVIDSafe Plans.</p>
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au 	<p>Ministry Activity Leaders and COVIDSafe Supervisors are to be provided with training in the requirements of this Plan and relevant aspects of Infection control.</p> <p>Access to an appropriate level of training for BSBC COVIDSafe Supervisors and specific to Victoria, appears problematic at the time this Plan was issued. At that time, the SA definition of 'COVID Marshall', appears more relevant to ministry activities and is cited at Ref 13. Completion Certificates for this training should be forwarded to the BSBC Office for filing by the BSBC Office Administrator.</p> <p>However, please note that this Plan overrides the SA Course content for the details of Governmental contacts.</p>

COVIDSafe Plan – for Outdoor Ministry Activities at a Public Location – Sec 5.1

2. Wear a face covering

Requirement	Action
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:</p> <ul style="list-style-type: none">• Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own	<p>All attendees are required to comply with the Victorian Government directions for the wearing of face masks to be found at Ref. 8.</p> <p>Leaders and participants are required to carry a mask, but no longer required to wear one outdoors - provided physical distancing requirements of 1.5 m are met.</p> <p>Spare face masks will be available for any attendees choosing to wear one or needing to replace one in use.</p> <p>No additional PPE requirement is envisaged for outdoor ministry activities in a public location.</p>
<p>You should install screens or barriers in the workspace for additional protection where relevant</p>	<p>Not envisaged as a requirement for outdoor ministry activities in a public location.</p>
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately</p>	<p>The COVIDSafe Supervisor is responsible to ensure that attendees choosing to wear a mask do so correctly and appear compliant with the requirements at Ref. 8.</p>

3. Practise Good Hygiene

Requirements	Action
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none">• Clean surfaces with appropriate cleaning products, including detergent and disinfectant• Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so• Clean between shifts	<p>Any outdoor public equipment (such as tables or seats) and BSBC equipment used at the activity site will be cleaned with detergent and disinfectant prior to and after use, and regularly while in use during the activity.</p> <p>Refs. 10 and 13 provide guidance on cleaning and disinfecting products and methods.</p> <p>Appropriate disinfectant products are those for which the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectants are one product that is commonly used. Other options include common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits).</p> <p>To minimise the requirement for cleaning and disinfecting during an outdoor activity, no sharing of any items between household groups is to occur – including pens, food, utensils, crockery, toys.</p>
<p>You should display a cleaning log in shared spaces.</p>	<p>No requirement for a cleaning log is envisaged for outdoor activities in a public location.</p>

COVIDSafe Plan – for Outdoor Ministry Activities at a Public Location – Sec 5.1

Requirements	Action
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing	One or more hand sanitiser dispensers will be available for use by all attendees – depending on the number of attendees.

4. Keep records and act quickly if workers become unwell

Requirements	Action
You must support workers to get tested and stay home even if they only have mild symptoms.	Prior to the event, all potential attendees are advised not to attend if required to be in isolation, under quarantine, have any symptoms, or are feeling at all unwell.
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results • Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period • Having a plan in place to clean the worksite (or part) in the event of a positive case • Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace • Having a plan in the event that you have been instructed to close by DHHS • Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work 	<p>The COVIDSafe Supervisor is to ensure all attendees are advised that if they subsequently fall ill, test positive for COVID-19, suspect they have the virus, or find they were previously exposed to it – they are to immediately notify the Activity Leader, COVIDSafe Supervisor or BSBC Leadership. If they are the persons notified, the Leader or Supervisor are to immediately pass this information to the BSBC Leadership.</p> <p>BSBC Leadership will be responsible for activating and overseeing the COVID-19 Incident Response by:</p> <ul style="list-style-type: none"> • Notifying all attendees of the potential exposure and that they should be tested and isolate prior to receipt of results. Any BSBC volunteers or employees involved in the activity are not to attend any BSBC premise or workplace until test results are received – and act subsequently according to the results • Notifying DHHS initially via its Hotline 1800 675 398 to advise of the Incident, advising the actions taken, details of attendees and any other requested information as is sought and available • Notify WorkSafe Victoria on 13 23 60 of the COVID-19 case – noting that it has occurred outdoors at a public venue, rather than at BSBC premises or workplace • Advise the BUV and Baptist Insurance Office • Notify the manager of the outdoor venue with details allowing them to undertake further action they consider is required • Follow the instructions of DHHS and WorkSafe Victoria.
You must keep records of all people who enter the workplace for contact tracing.	On arrival, all attendees at the activity, including its Leader and COVIDSafe Supervisor, are to check-in by providing their name and contact details electronically by use of the Vic Govt QR Code Service – either using their own smartphone, or by being added to the check-in details of someone with a QR-capable smartphone with the Service Victoria App installed.

COVIDSafe Plan – for Outdoor Ministry Activities at a Public Location – Sec 5.1

	<p>The applicable QR Code Poster can be found at Appendix M, or downloaded from BSBC QR code poster - Outdoors at Public Location.</p> <p>Wherever possible attendees are to use their own smartphone in doing so but otherwise, not by passing phones from one person to another.</p> <p>Emails summarising check-ins are automatically emailed to the BSBC Office.</p>
You should implement a screening system that involves temperature checking upon entry into a workplace	There's considered to be no temperature screening requirement for an outdoor ministry activity in a public location.

5. Avoid interactions in enclosed spaces

Requirements	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include –</p> <ul style="list-style-type: none">• Enabling working in outdoor environments• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms• Enhancing airflow by opening windows and doors• Optimising fresh air flow in air conditioning systems.	No interactions in enclosed spaces will occur during outdoor ministry activities in a public location.

6. Create workplace bubbles

Requirements	Action
You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.	Group rostering is not applicable to outdoor ministry activities in public a location.
You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.	This record requirement is not applicable to outdoor ministry activities in a public location.

5.2. COVIDSafe Plan – for Outdoor Ministry Activities at or Near BSBC Premises

This COVIDSafe Plan covers BSBC ministry activities that are either a:

- **Religious Gathering;** or
- **Social Gathering**

when conducted **outdoors at or near BSBC premises**. It also provides the option for the ministry activity to have access to:

- **only** the BSBC restrooms in the main church building.
In those cases, the only indoor access to the BSBC Church building will be to the restrooms themselves via the KidZone entry gate, walkway and restroom corridor. Access to all other indoor areas of the Church and to the KidZone buildings are unavailable.
- the outdoor playground opposite the KidZone building entrance – accessed only by the KidZone gate and walkway.

This Plan provides the detailed actions by all those leading and attending the activity to comply with the six principles listed in Section 3 above.

The first group of listed actions at **Appendix K** is to be completed prior the commencement of **any** ministry activities in this category where access is being provided to restrooms in the BSBC Church building or to the playground.

A Ministry Activity Proposal form for this category of activity can be found at **Appendix B**.

A Checklist to assist Group/Event Coordinators, Ministry Activity Leaders and appointed COVIDSafe Cleaner(s) involved in this category of ministry activity can be found at **Appendix F**.

COVIDSafe Plan – for Outdoor Ministry Activities at or Near to BSBC Premises – Sec 5.2

1. Ensure physical distancing

Requirements	Action
<p>You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –</p> <ul style="list-style-type: none">• Displaying signs to show patron limits at the entrance of enclosed areas where limits apply• Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none">• Minimising the build-up of people waiting to enter and exit the workplace• Using floor markings to provide minimum physical distancing guides• Reviewing delivery protocols to limit contact between delivery drivers and workers	<p>Attendees at BSBC outdoor activities at, or near BSBC premises are required to maintain physical distance between household groups of 1.5m. (Ref. 7) while outdoors.</p> <p>In addition, physical distancing of 1.5m is to be maintained between those persons entering and exiting:</p> <ul style="list-style-type: none">• the restrooms in the church building via the KidZone gate and walkway;• the playground via the entrance opposite the KidZone building entrance <p>as reinforced by installed signage. (These are to be the only routes by which the restrooms and playground are accessed.)</p> <p>As these are outdoor activities, only minimal pedestrian traffic is anticipated to and from the restrooms with no anticipated queuing or need for floor signage.</p> <p>No access is made available to any other areas of the Church Building or to the KidZone building. The Church entrance door from the KidZone walkway to the restroom corridor is to be latched open during the activity to minimise shared contact surfaces.</p> <p>A COVIDSafe Supervisor will be in attendance at each event to ensure attendees understand and abide by distancing requirements – supported by wall signage in the KidZone walkway, restroom corridor, restrooms themselves and playground covering:</p> <ul style="list-style-type: none">• Physical distancing• Hygiene• Wearing of masks indoors• Occupancy <p>Ref. 12 is used as the resource to prepare suitable signage.</p> <p>Distancing requirements will likewise be applied when entering and exiting the outdoor venue – with particular attention during sign-in.</p> <p>No worker or volunteer presence is required indoors at BSBC premises to conduct this category of ministry activity.</p>
<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –</p> <ul style="list-style-type: none">• There is no more than one worker per four square meters of enclosed workspace• There is no more than one member of the public per four square meters of publicly available space indoors	<p>If a space limitation applies at the outdoor location, the Ministry Activity Leader and COVIDSafe Supervisor are to determine the area available and use the density quotient of 1 person per 2m² to determine the maximum attendance to be permitted at the venue (Ref. 7).</p> <p>Restroom occupancy is limited to one person per restroom as reinforced by signage.</p> <p>Note: The density quotient above reflects the COVIDSafe Summer restrictions applying from 11:59pm 6th December 2020 and assumes the use of electronic</p>

COVIDSafe Plan – for Outdoor Ministry Activities at or Near BSBC Premises – Sec 5.2

Requirements	Action
	record keeping per Item 4 below. COVIDSafe Summer restrictions are yet to be reflected in the VIC Govt requirements at left for COVIDSafe Plans.
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au 	<p>Ministry Activity Leaders and COVIDSafe Supervisors are to be provided with training in the requirements of this Plan and relevant aspects of Infection control.</p> <p>Access to an appropriate level of training for BSBC COVIDSafe Supervisors and specific to Victoria, appears rather problematic at the time this Plan was issued. Meanwhile, the SA definition of 'COVID Marshall', appears more relevant to ministry activities and is cited at Ref 13. Completion Certificates for this training should be forwarded to the BSBC Office for filing by the BSBC Office Administrator.</p> <p>However, please note that this Plan overrides the SA Course content for the details of Governmental contacts.</p>

2. Wear a face covering

Requirement	Action
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:</p> <ul style="list-style-type: none"> Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own 	<p>All attendees are required to comply with the Victorian Government directions for the wearing of face masks to be found at Ref. 8.</p> <p>Leaders and participants are required to carry a mask, but no longer required to wear one outdoors - provided physical distancing requirements of 1.5 m are met.</p> <p>Spare face masks will be available for any attendees needing one to access the restrooms, electing to wear one, or needing to replace one in use.</p> <p>No additional PPE requirement is envisaged for outdoor ministry activities in in this category.</p>
You should install screens or barriers in the workspace for additional protection where relevant	Not envisaged as a requirement for outdoor ministry activities in this category.
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately</p>	<p>The COVIDSafe Supervisor is responsible to ensure that attendees wearing a mask do so correctly and appear compliant with the requirements at Ref. 8.</p>

3. Practise Good Hygiene

Requirements	Action
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean surfaces with appropriate cleaning products, including detergent and disinfectant • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so • Clean between shifts 	<p>Any outdoor equipment (such as tables or seats) and any other BSBC equipment used at the outdoor activity site will be cleaned with detergent and disinfectant prior to and after use, and regularly while in use during the activity.</p> <p>For those ministry activities where access to restrooms in the BSBC Church building or to the playground is provided, thorough post-activity cleaning of the restrooms, playground equipment and all contact surfaces on their access routes is to be performed by the appointed COVIDSafe Cleaner(s). This is additional to routine cleaning and to include:</p> <ul style="list-style-type: none"> • Restrooms: Toilet seats, tops of cisterns, wash basins, taps, handrails, door knobs, push panels, light switches. Replenish toilet paper, hand towels and disinfectant soap if required; • Restroom access-way: Door knobs, hand rails, gate and its pull up lock and any other contact surfaces; • Playground equipment and its access-way <p>Gloves are to be worn while cleaning and disposed of afterwards.</p> <p>Refs. 10 and 13 provide additional guidance on cleaning and disinfecting products and methods.</p> <p>Appropriate disinfectant products are those for which the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectants are one product that is commonly used. Other options include common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits).</p> <p>To minimise the requirement for cleaning and disinfecting during an outdoor activity, no sharing of any items between household groups is to occur – including pens, food, utensils, crockery, toys.</p>
<p>You should display a cleaning log in shared spaces.</p>	<p>A cleaning log as shown at Appendix L is provided and on display in each restroom - and is to be updated by the appointed COVIDSafe Cleaner(s).</p>
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing</p>	<p>Hand disinfectant dispensers are to be available outdoors for use by all attendees - and inside the KidZone Gate if access to the restrooms in the Church building or to the playground is being provided.</p> <p>Disinfectant soap is available in all restrooms with signage reinforcing the need for hand hygiene.</p>

4. Keep records and act quickly if workers become unwell

Requirements	Action
You must support workers to get tested and stay home even if they only have mild symptoms.	Prior to the event, all potential attendees are advised not to attend if required to be in isolation, under quarantine, have any symptoms, or are feeling at all unwell.
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results • Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period • Having a plan in place to clean the worksite (or part) in the event of a positive case • Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace • Having a plan in the event that you have been instructed to close by DHHS • Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work 	<p>The COVIDSafe Supervisor is to ensure all attendees are advised that if they subsequently fall ill, test positive for COVID-19, suspect they have the virus, or find they were previously exposed to it – they are to immediately notify the Activity Leader, COVIDSafe Supervisor or BSBC Leadership. If they are the persons notified, the Leader or Supervisor are to immediately pass this information to the BSBC Leadership.</p> <p>BSBC Leadership will be responsible for activating and overseeing the COVID-19 Incident Response by:</p> <ul style="list-style-type: none"> • Notifying all attendees of the potential exposure and that they should be tested and isolate prior to receipt of results. Any BSBC volunteers or employees involved in the activity are not to attend any BSBC premise or workplace until test results are received – and act subsequently according to the results • Notifying DHHS initially via its Hotline 1800 675 398 to advise of the Incident, advising the actions taken, details of attendees and any other requested information as is sought and available • Notify WorkSafe Victoria on 13 23 60 of the COVID-19 case – noting that it has occurred outdoors at a public venue, rather than at BSBC premises or workplace • Advise the BUV and Baptist Insurance Office • Notify the manager of the outdoor venue with details allowing them to undertake further action they consider is required • Follow the instructions of DHHS and WorkSafe Victoria.

COVIDSafe Plan – for Outdoor Ministry Activities at or Near BSBC Premises – Sec 5.2

You must keep records of all people who enter the workplace for contact tracing.	<p>On arrival, all attendees at the activity, including its Leader and COVIDSafe Supervisor, are to check-in by providing their name and contact details electronically by use of the Vic Govt QR Code Service – either using their own smartphone, or by being added to the check-in details of someone with a QR-capable smartphone with the Service Victoria App installed.</p> <p>The applicable QR Code Poster can be found at Appendix N, or downloaded from BSBC QR code poster - Outdoors at or Near BSBC Premises</p> <p>Wherever possible attendees are to use their own smartphone in doing so but otherwise, not by passing phones from one person to another.</p> <p>Emails summarising check-ins are automatically emailed to the BSBC Office.</p>
You should implement a screening system that involves temperature checking upon entry into a workplace	There's considered to be no temperature screening requirement for an outdoor ministry activity at or near BSBC premises.

5. Avoid interactions in enclosed spaces

Requirements	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include –</p> <ul style="list-style-type: none">• Enabling working in outdoor environments• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms• Enhancing airflow by opening windows and doors• Optimising fresh air flow in air conditioning systems.	<p>No interactions in enclosed spaces will occur outdoors during this category of outdoor ministry activity.</p> <p>The requirement for single person occupancy of each restroom avoids interactions in enclosed spaces and reinforced by the wearing of masks during restroom access.</p>

6. Create workplace bubbles

Requirements	Action
You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.	Group rostering is not applicable to this category of outdoor ministry activity.
You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.	This record requirement is not applicable to this category of outdoor ministry activity.

COVIDSafe Plan – for Indoor Ministry Activities at BSBC Premises

5.3. COVIDSafe Plan – for Indoor Ministry Activities at BSBC Premises

This COVIDSafe Plan covers BSBC ministry activities that are either a:

- **Religious Gathering;** or
- **Social Gathering**

when conducted **indoors at BSBC premises**. It provides the detailed actions by all those leading and attending the activity to comply with the six principles listed in Section 3 above.

With the aim of minimising the COVIDSafe measures required in support of each ministry activity, distinct areas of the BSBC premises are identified to be approved for use during a particular ministry activity.

While a density quotient of 1 person per 2m² is permissible for religious gatherings, more conservative occupancies have been adopted by BSBC for the Main Church Hall and KidZone - to allow:

- 2m separation for the option of singing by the congregation while wearing masks;
- 5m separation of the congregation from stage speakers and from stage singers (also required to be masked), and to ensure visibility of the stage and screens.

Similarly the maximum occupancy of the Church Hall stage allows on-stage separation of 2m between the singers and band members.

For narrow spaces such as the kitchens, sound desk, walkways and corridors, the primary criterion is the requirement for physical distancing of 1.5m rather than density quotient.

Physical distancing requirements can be waived between immediate members of the same household – provided 2m physical distancing of that group from others is maintained, and while still adhering to the density quotient of 2m² per person in determining location capacity.

BSBC Location	Capacity	Sign Type
Main Church Hall – Main Floor area	50 persons	Wall
Main Church Hall – Stage Area	5 persons	Wall & Floor
Main Church Building – Sound Desk	2 persons	Floor
Main Church Building – Mothers Room	6 persons or 3 family groups	Wall
Main Church Building - Kitchen	3 persons	Floor
Main Church Building – Rainbow Kids’ Room/Crèche	10 persons (typical occupancy is 2 adults plus toddlers)	Wall
Main Church Building - Restrooms (use is assumed for any activity in the Church Building or KidZone)	1 person at a time in each	Door
KidZone – Main Area	30 persons	Wall
KidZone Kitchen	2 persons	Floor
Playground	Occupancy by children with a few adults (well below density quotient)	Gate
Ministry Centre – Rear Meeting Room	12 persons	Wall
Ministry Centre – Front Lounge	6 persons	Wall
Ministry Centre - Kitchen	2 persons	Floor
Ministry Centre – Toilet and bathroom (use is assumed for any activity in the Ministry Centre)	1 person at a time	Doors

Table 1 – BSBC Area Capacity Limits

COVIDSafe Plan – for Indoor Ministry Activities at BSBC Premises – Sec 5.3

For the purpose of cleaning and disinfection, the restrooms in the Main Church Building are assumed to have been in use for **any** activity conducted in the Main Church Building or KidZone. Likewise, the restroom and bathroom in the Ministry Centre are assumed to have been in use for any activity conducted in that building.

Kitchens in the Main Church Building, KidZone and Ministry Centre will only be used where explicitly agreed by the Church Leadership as part of the Leadership approval process for a ministry activity. For the time being communion is only being conducted during virtual online meetings – and not during Sunday services at BSBC premises. Morning tea will only be served once volunteers are available to serve in accordance with COVIDSafe restrictions.

Use of the playground will depend on the type of ministry activity and also to be agreed as part of the Leadership approval for a ministry activity.

Tithes and offerings are only being accepted via EFT.

Faith leaders or other service contributors with wider circulation amongst the church community by virtue of their roles (such as pastoral care) are to be temperature tested weekly prior to conduct of the Sunday service and complete a COVID-19 Health Questionnaire per **Appendix J**.

A Ministry Activity Proposal form for this category of activity can be found at **Appendix C**.

Substantial preparatory work is required in readiness for indoor COVIDSafe ministry activities to re-commence at BSBC premises. A list of those preparatory actions can be found at **Appendix K**.

A Checklist to assist Group Coordinators, Ministry Activity Leaders and appointed COVIDSafe Cleaners responsible for COVIDSafe conduct of BSBC indoor ministry activities can be found at **Appendix G**.

COVIDSafe Plan – for Indoor Ministry Activities at BSBC Premises – Sec 5.3

1. Ensure physical distancing

Requirements	Action
<p>You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –</p> <ul style="list-style-type: none">• Displaying signs to show patron limits at the entrance of enclosed areas where limits apply• Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none">• Minimising the build-up of people waiting to enter and exit the workplace• Using floor markings to provide minimum physical distancing guides• Reviewing delivery protocols to limit contact between delivery drivers and workers	<p>Occupancy limits for BSBC indoor ministry activities held in the Main Church Hall and KidZone Main Area have been set to provide for 2m physical distancing – to provide the option for soft congregational singing during services while wearing masks – per Ref. 2. Singing also requires ventilation in those areas to be maximised by opening doors and windows wherever possible – without use of fans, air-conditioning or ducted heating.</p> <p>Use of the ducted heating or air-conditioning prior to the activity with one person present to pre-heat or cool the venue is acceptable.</p> <p>So as to avoid movement that might compromise physical distancing, singing by the congregation is only permitted while seated.</p> <p>The occupancy limit for the Church Hall Stage Area also allows for 2m physical distancing between speakers and performers on the stage area, with 5m spacing from the audience.</p> <p>Other occupancy limits allow at least 1.5m spacing (per Ref. 7) in:</p> <ul style="list-style-type: none">• other indoor areas - by allowing for at least 2m² per person; or• narrow spaces such as kitchens and sound desk – by allowing the number of persons that can be accommodated 1.5m apart over their length. <p>Table 1 above in this Plan shows the occupancy limits applied for each area.</p> <p>An online booking system with set limits on the number of bookings is used for events where the potential number of attendees could exceed the occupancy limits - e.g. Sunday services.</p> <p>To avoid two-way congestion in the corridor between the Church Hall, restrooms and rear entrance, those attending services, and other more heavily attended events in the church building, are to enter only by the Church front door. Attendees are also advised NOT to congregate in that area of the building.</p> <p>Attendees from within the same household are permitted to group their seating in the Church Hall and KidZone – provided 2m physical distancing is maintained from all other attendees. Capacity limits are NOT increased in this event however.</p> <p>Wherever possible, attendees are encouraged to exit the building at conclusion of the ministry activity and conduct any further fellowship and interactions outside, and not re-enter the building. Children attending Kids' Church are to be instructed not to re-enter the Church Hall.</p>

COVIDSafe Plan – for Indoor Ministry Activities at BSBC Premises – Sec 5.3

Requirements	Action
	<p>These occupancy limits and distancing requirements are reinforced by signs for each area as indicated in Table 1 above:</p> <ul style="list-style-type: none"> • where the density quotient has been applied – by wall-mounted signage showing the maximum allowed occupancy in each area; • in narrower spaces (such as kitchens and sound desk) – by floor markings at 1.5m spacing; • wall-mounted signage reminding of the need for 1.5m physical distancing; • permitted entry-ways – e.g. church front door and foyer only for services and more heavily attended events in that building. <p>Front and rear walkways, and church corridors also have floor markings at 1.5m spacing.</p> <p>Additional signage also covers:</p> <ul style="list-style-type: none"> • the requirement to wear masks while singing or where 1.5m physical distancing cannot be maintained; • remaining seated while singing; • hygiene – particularly in restroom, stage, sound desk and kitchen areas. <p>Ref. 12 is used as the resource for preparation of suitable signage.</p> <p>At least one COVIDSafe Supervisor will be in attendance at each event (or more depending on the scale of the event), to ensure attendees understand and abide by distancing requirements.</p>
<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –</p> <ul style="list-style-type: none"> • There is no more than one worker per four square meters of enclosed workspace • There is no more than one member of the public per four square meters of publicly available space indoors 	<p>Note: The density quotient applied for this Plan reflects the COVIDSafe Summer restrictions applying from 11:59pm 6th December 2020 and assumes the use of electronic record keeping as covered by Item 4 below. The VIC Govt published requirements for COVIDSafe Plans shown at left have not yet been updated for consistency with the COVIDSafe Summer density quotient of 2m² per person.</p> <p>As indicated above, the occupancy limits applied to each indoor area of the BSBC Church building, KidZone building and Ministry Centre ensure a density quotient of at least 2m² per person.</p>
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au 	<p>Ministry Activity Leaders and COVIDSafe Supervisors are to be provided with training in the requirements of this Plan and relevant aspects of Infection control.</p> <p>Access to an appropriate level of training for BSBC COVIDSafe Supervisors and specific to Victoria, appears rather problematic at the time this Plan was issued. Meanwhile, the SA definition of 'COVID Marshall', appears more relevant to ministry activities and is cited at Ref 13. Completion Certificates for this training should be forwarded to the BSBC Office for filing by the BSBC Office Administrator.</p> <p>However, please note that this Plan overrides the SA Course content for the details of Governmental contacts.</p>

2. Wear a face covering

Requirement	Action
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:</p> <ul style="list-style-type: none"> • Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own 	<p>All attendees are required to comply with the Victorian Government directions for the wearing of face masks to be found at Ref. 8.</p> <p>All those attending a ministry activity are required to carry a mask, and masks are required to be worn while singing at any indoor BSBC ministry activity.</p> <p>Spare face masks will be available on request for any attendees needing one, or needing a replacement.</p> <p>No additional PPE is envisaged as required.</p>
<p>You should install screens or barriers in the workspace for additional protection where relevant</p>	<p>Not envisaged as a requirement for BSBC indoor ministry activities in this category.</p>
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately</p>	<p>It is the COVIDSafe Supervisor(s) responsibility to ensure that attendees wearing a mask do so correctly and appear compliant with the requirements at Ref. 8.</p>

3. Practise Good Hygiene

Requirements	Action
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean surfaces with appropriate cleaning products, including detergent and disinfectant • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so • Clean between shifts 	<p>To minimise the requirement for cleaning and disinfecting, sharing of any items between household groups is to be avoided – including microphones, instruments, mobile phones, pens, paper, food, utensils, crockery, toys.</p> <p>As indicated in the introduction to this Plan, kitchens are only to be accessed and used with the explicit approval of BSBC Leadership. Any food or drink will be served in disposable, single-use items – with any serving performed by one person.</p> <p>Any communion conducted will be with disposable pre-packaged or BYO elements. For the time being communion is only being conducted during virtual online meetings – and not during Sunday services at BSBC premises.</p> <p>Morning tea will only be served once volunteers are available to serve in accordance with COVIDSafe restrictions.</p> <p>Tithes and offerings are only being accepted via EFT.</p> <p>No use of the baptistry for baptisms is planned.</p>

Doors and windows are to be opened wherever possible during an indoor activity, and air-conditioning and ducted heating are not to be used.

Each area employed for a ministry activity is to be cleaned and disinfected after completion of the activity and, for common frequently used use items, regularly during the course of the activity.

Post-activity cleaning is to be performed by the COVIDSafe Cleaner(s) identified on the approved Ministry Activity Proposal (Appendix C), and in some cases, the users of the item such as the band or sound desk operators. It is **additional to routine cleaning** and - according to usage of the area - is to include:

- **Restrooms:** Toilet seats, tops of cisterns, wash basins, taps, handrails, door knobs, push panels, light switches. Replenish toilet paper, hand towels and disinfectant soap if required;
- **Common touch surfaces:** chairs, tables, lecterns, door knobs, cupboard handles, light switches, handrails, control units,
- **Stage – at event completion and between users:** Instruments, lectern, microphones and stands;
- **Sound Desk – at event completion and between users:** Microphones, computer mice and keyboards, sound and lighting controllers, touch screens, headsets;
- **Children’s Areas:** Play equipment and toys;
- **Kitchens:** Bench tops, cooking appliances, taps, urns, bins, utensils.

Gloves are to be worn while cleaning and disposed of afterwards.

Refs. 10 and 13 provide additional guidance on cleaning and disinfecting products and methods.

Appropriate disinfectant products are those for which the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectants are one product that is commonly used. Other options include common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits).

Disinfectant wipes should be employed to clean sensitive electronic equipment.

To minimise the requirement for cleaning and disinfecting, no sharing of any items between household groups is to occur – including pens, food, utensils, crockery, toys.

You should display a cleaning log in shared spaces.

A cleaning log as shown at Appendix L is provided and on display in each restroom, and each of the other areas listed in Appendix C that can be requested for use. These are to be updated by the appointed COVIDSafe Cleaner(s) or equipment user.

COVIDSafe Plan – for Indoor Ministry Activities at BSBC Premises – Sec 5.3

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing	Hand disinfectant dispensers are to be available at all entrances and exits, the stage area, sound desk, children's areas, kitchens. Disinfectant soap is available in all restrooms with signage reinforcing the need for hand hygiene. Disinfectant wipes and disinfectant spray are to be available for use on stage and in the sound desk area.
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4. Keep records and act quickly if workers become unwell

Requirements	Action
You must support workers to get tested and stay home even if they only have mild symptoms.	Prior to the event, all potential attendees are advised not to attend if required to be in isolation, under quarantine, have any symptoms, or are feeling at all unwell.
You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none">• Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results• Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period• Having a plan in place to clean the worksite (or part) in the event of a positive case• Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts• Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace• Having a plan in the event that you have been instructed to close by DHHS• Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work	<p>The COVIDSafe Supervisor is to ensure all attendees are advised that if they subsequently fall ill, test positive for COVID-19, suspect they have the virus, or find they were previously exposed to it – they are to immediately notify the Activity Leader, COVIDSafe Supervisor or BSBC Leadership. If they are the persons notified, the Leader or Supervisor are to immediately pass this information to the BSBC Leadership.</p> <p>BSBC Leadership will be responsible for activating and overseeing the COVID-19 Incident Response by:</p> <ul style="list-style-type: none">• Notifying all attendees of the potential exposure and that they should be tested and isolate prior to receipt of results. Any BSBC volunteers or employees involved in the activity are not to attend any BSBC premise or workplace until test results are received – and act subsequently according to the results• Notifying DHHS initially via its Hotline 1800 675 398 to advise of the Incident, advising the actions taken, details of attendees and any other requested information as is sought and available• Notify WorkSafe Victoria on 13 23 60 of the COVID-19 case – noting that it has occurred outdoors at a public venue, rather than at BSBC premises or workplace• Advise the BUV and Baptist Insurance Office• Notify the manager of the outdoor venue with details allowing them to undertake further action they consider is required• Follow the instructions of DHHS and WorkSafe Victoria.
You must keep records of all people who enter the workplace for contact tracing.	On arrival, all attendees at the ministry activity, including its Leader and COVIDSafe Supervisor, are to check-in by providing their name and contact details electronically by use of the Vic Govt QR Code Service – either using their own smartphone, or by being added

COVIDSafe Plan – for Indoor Ministry Activities at BSBC Premises – Sec 5.3

	<p>to the check-in details of someone with a QR-capable smartphone with the Service Victoria App installed.</p> <p>The applicable QR Code Poster can be found at Appendix O for the Main Church Building and KidZone and Appendix P for the Ministry Centre, - or downloaded respectively from:</p> <p>BSBC QR Code Poster - Church & KidZone</p> <p>BSBC QR Code Poster - Ministry Centre</p> <p>Wherever possible attendees are to use their own smartphone in doing so but otherwise, not by passing phones from one person to another.</p> <p>Emails summarising check-ins are automatically emailed from the QR Code service to the BSBC Office.</p>
<p>You should implement a screening system that involves temperature checking upon entry into a workplace</p>	<p>Faith leaders or other service contributors with wider circulation amongst the church community by virtue of their roles (such as pastoral care) are to be temperature tested weekly prior to conduct of the Sunday service and complete a COVID-19 Health Questionnaire per Appendix J.</p> <p>All faith leaders or any others engaged in visitations for pastoral care are also required to keep a record of each visit – either using their own diary records or otherwise, the form at Appendix Q. Such visitations are not to occur if either party is required to be in isolation, under quarantine, have any symptoms, or feeling at all unwell.</p> <p>No-touch thermometers are available at entries to the Church Hall and KidZone for any other attendee wishing to be temperature tested by a member of the welcome team.</p>

5. Avoid interactions in enclosed spaces

Requirements	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include –</p> <ul style="list-style-type: none">• Enabling working in outdoor environments• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms• Enhancing airflow by opening windows and doors• Optimising fresh air flow in air conditioning systems.	<p>Interactions in enclosed spaces such as the restroom/ kitchen/rear entrance corridor in the Main Church Building will be minimised by ensuring that any occupancy is transitory and by requiring the wearing of masks.</p> <p>The requirement for single person occupancy of each restroom also avoids interactions in those enclosed spaces.</p>

6. Create workplace bubbles

Requirements	Action
You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.	Group rostering is not applicable to this category of BSBC ministry activity.
You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.	This record requirement is not applicable to this category of BSBC ministry activity.

COVIDSafe Plan – At a private location such as a household

5.4. COVIDSafe Plan – for Ministry Activities at a Private Location - such as a household

This portion of the COVIDSafe Plan is to be completed and approved prior to the conduct of any activities in the category.

Table to go here

Appendices

- APPENDIX A:** Ministry Activity Proposal - Outdoors at a public location
- APPENDIX B:** Ministry Activity Proposal - Outdoors at, or near, BSBC premises
- APPENDIX C:** Ministry Activity Proposal - Indoors at BSBC premises
- APPENDIX D:** Ministry Activity Proposal - At a private location, such as a household
- APPENDIX E:** Checklist for Ministry Activity - Outdoors at a public location
- APPENDIX F:** Checklist for Ministry Activity - Outdoors at, or near, BSBC premises
- APPENDIX G:** Checklist for Ministry Activity - Indoors at BSBC premises
- APPENDIX H:** Checklist for Ministry Activity - At a private location, such as a household
- APPENDIX I:** Work or Activity Attendance Log
- APPENDIX J:** Staff Coronavirus (COVID-19) Health Questionnaire
- APPENDIX K:** Preparatory Action List for Restarting on Site Ministry Activities
- APPENDIX L:** Cleaning Log
- APPENDIX M:** QR Code Poster for Outdoor BSBC Ministry Activities at a Public Location (Sec 5.1)
- APPENDIX N:** QR Code Poster for Outdoor BSBC Ministry Activities at or near BSBC Premises (Sec 5.2)
- APPENDIX O:** QR Code Poster for Indoor Ministry Activities in the BSBC Church Building (Sec 5.3)
- APPENDIX P:** QR Code Poster for Indoor Ministry Activities in the BSBC Ministry Centre (Sec 5.3)
- APPENDIX Q:** Pastoral Care Visitation Diary

APPENDIX A: Ministry Activity Proposal - Outdoors at a Public Location

Group/Event Coordinator or Leaders: _____

Is the ministry activity a:

☐ Religious Gathering

If so - who is the Faith Leader? _____

or a

☐ Social Gathering

Event Description: _____

☐ Is approval being sought for an ongoing regular ministry activity?

If so, please provide details of regular timing and venue(s):

Proposed Start Date(s) & Time(s): _____

Proposed Duration: _____

Proposed Location: _____

Rostered COVIDSafe Activity Supervisor: _____

Estimated Number of Attendees: _____ (50 maximum from 11:59pm 22nd Nov 2020)

Is space limited at the proposed Location? _____

If so:

What is the available area (m²): _____

Venue capacity at density quotient of 1 person per 4m²: _____

Signature Group/Event Coordinator/Leader: _____

Date requested: _____ Date approved: _____ -

Approval Instructions:

- Complete and sign this form
- Seek activity approval by email/SMS through the BSBC Office, Pastor & Church Secretary
- Note the date approval is given in the space above
- Forward a copy of this form as hardcopy, email or SMS with jpeg or pdf attached to the BSBC Office for filing by the BSBC Office Administrator

COVIDSafe Plans – Appendices

APPENDIX B: Ministry Activity Proposal - Outdoors at, or near, BSBC premises

Group/Event Coordinator or Leaders: _____

Is the ministry activity a:

☐ Religious Gathering

If so - who is the Faith Leader? _____

or a ☐ Social Gathering

Event Description: _____

☐ Is approval being sought for an ongoing regular ministry activity?

If so, please provide details of regular timing and venue(s): _____

Proposed Start Date(s) & Time(s): _____

Proposed Duration: _____

BSBC outdoor area(s) or nearby location to be used for the proposed activity:

Rostered COVIDSafe Activity Supervisor: _____

Estimated Number of Attendees: _____

☐ Is space limited at the proposed Location?

If so, what is the available area (m²): _____

Venue capacity at density quotient of 1 person per 4m²: _____

☐ Is access to the **restrooms** or **playground** on BSBC premises required?

If so, **who** have you arranged/appointed as COVIDSafe Cleaner(s) for the activity?

(Please note: A new Proposal must be submitted if a change in access to these areas is planned for a regular activity.)

Signature Group/Event Coordinator/Leader: _____

Date requested: _____ Date approved: _____

Approval Instructions:

- Complete and sign this form
- Seek activity approval by email/SMS through the BSBC Office, Pastor & Church Secretary
- Note the date approval is given in the space above
- Forward a copy of this form as hardcopy, email or SMS with jpeg or pdf attached to the BSBC Office for filing by the BSBC Office Administrator
- Place a copy in the pigeon hole of the COVIDSafe Cleaner

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APPENDIX C: Ministry Activity Proposal - Indoors at BSBC premises

Group/Event Coordinator or Leader: _____

Is the ministry activity a:

☐ Religious Gathering: If so - who is the Faith Leader? _____

or a ☐ Social Gathering

Event Description: _____

☐ Is approval being sought for an ongoing regular ministry activity?

If so, please provide details of regular timing and venue(s): _____

Proposed Start Date(s) & Time(s): _____

Proposed Duration: _____

Please indicate the BSBC area(s) to be used for the proposed activity:

(Please note: A new Proposal must be submitted if a change in the BSBC areas is planned for a regular activity.)

Tick	BSBC Location	Capacity
<input type="checkbox"/>	Main Church Hall – Main Floor area	50 persons
<input type="checkbox"/>	Main Church Hall – Stage Area	5 persons
<input type="checkbox"/>	Main Church Building – Sound Desk	2 persons
<input type="checkbox"/>	Main Church Building – Mothers Room	6 persons or 3 family groups
<input type="checkbox"/>	Main Church Building - Kitchen	3 persons
<input type="checkbox"/>	Main Church Building – Rainbow Kids’ Room/Crèche	10 persons (typical occupancy is 2 adults plus toddlers)
<input type="checkbox"/>	Main Church Building – Restrooms (use is assumed for any activity in the Church Building or KidZone)	1 person at a time in each
<input type="checkbox"/>	KidZone Building – Main Area	30 persons
<input type="checkbox"/>	KidZone Building - Kitchen	2 persons
<input type="checkbox"/>	Playground	Occupancy by children with a few adults (well below density quotient)
<input type="checkbox"/>	Ministry Centre – Rear Meeting Room	12 persons
<input type="checkbox"/>	Ministry Centre – Front Lounge	6 persons
<input type="checkbox"/>	Ministry Centre - Kitchen	2 persons
<input type="checkbox"/>	Ministry Centre – Toilet and bathroom (use is assumed for any activity in the Ministry Centre)	1 person at a time
<input type="checkbox"/>	Other: _____	Planned persons _____

Rostered COVIDSafe Activity Supervisor: _____

Who have you arranged/appointed as COVIDSafe Cleaner(s) for the activity? _____

Estimated Number of Attendees: _____

☐ Is a booking required to attend? - required if the potential number of attendees could exceed capacity limits.

Maximum occupancy of areas proposed for use: _____

Signature Group/Event Coordinator/Leader: _____

Date requested: _____ Date approved: _____

Approval Instructions:

- Complete and sign this form
- Seek activity approval by email/SMS through the BSBC Office, Pastor & Church Secretary
- Note the date approval is given in the space above
- Forward a copy of this form as hardcopy, email or SMS with jpeg or pdf attached to the BSBC Office for filing by the BSBC Office Administrator
- Place a copy in the pigeon hole of the COVIDSafe Cleaner

APPENDIX D: Ministry Activity Proposal - At a private location, such as a household

This portion of the COVIDSafe Plan is to be completed and approved prior to the conduct of any activities in the category.

APPENDIX E: Checklist for Ministry Activity – Outdoors at a public location.

This checklist has been prepared to support Group/Event Coordinators and Ministry Activity Leaders to assist with the conduct of ministry activities in this category.

Activity: _____ Date & Time: _____

Group/Event Coordinator or Leaders: _____

Once completed, please sign at the space provided below and forward this form and the Attendance Log to the BSBC Office for filing by the BSBC Office Administrator.

- ☐ Ministry Activity Proposal Form (Appendix A) completed and approved by BSBC Leadership
- ☐ COVIDSafe Activity Supervisor identified and confirmed to be attending
If this is a regularly occurring activity, please identify the Supervisor for this occurrence: _____
- ☐ Established that physical distancing requirements can be met at the venue for the maximum planned number of attendees
- ☐ All potential attendees advised NOT to attend if required to be in isolation, under quarantine, have any symptoms, or feeling at all unwell
- ☐ Attendees advised to ensure no sharing of food, utensils, toys or any items between household groups
- ☐ Attendees at the event advised of actions to be taken if they subsequently fall ill, test positive for COVID-19, suspect they have the virus, or find they were previously exposed to it
- ☐ QR Code posters in place for sign-in using smartphones
- ☐ All attendees have signed in using the applicable QR Code Poster (Appendix M)
- ☐ Hand disinfectant dispenser(s) provided and available for use by all attendees
- ☐ Spare face masks available should any attendees feel the need for them or need to replace one they have chosen to wear
- ☐ Detergent and disinfectant available and used to clean any public or BSBC equipment before and after the activity, and regularly while in use during the activity
- ☐ Return Attendance Log to the BSBC Office for filing by the BSBC Office Administrator

**Please sign once all checklist items completed: _____
and return to the BSBC Office for filing by the BSBC Office Administrator**

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APPENDIX F: Checklist for Ministry Activity – Outdoors at, or near, BSBC premises

This checklist has been prepared to support Group/Event Coordinators, Ministry Activity Leaders and appointed COVIDSafe Cleaners to assist with the conduct of ministry activities in this category.

Activity Description: _____ Date & Time: _____

Group/Event Coordinator or Leaders: _____

1. Items to be completed by the Ministry Activity Group/Event Coordinator or Leader

Once completed, please sign at the space provided below and forward this form to the COVIDSafe Cleaner by placing in their pigeon hole.

- ☐ Ministry Activity Proposal Form (Appendix B) completed and approved by BSBC Leadership
If this is a regularly occurring activity, please identify the Supervisor for this occurrence: _____
- ☐ COVIDSafe Activity Supervisor identified and confirmed to be attending
- ☐ Established that physical distancing requirements can be met at the venue for the maximum planned number of attendees
- ☐ All potential attendees advised NOT to attend if required to be in isolation, under quarantine, have any symptoms, or feeling at all unwell
- ☐ Attendees advised to ensure no sharing of food, utensils, toys or any items between household groups
- ☐ Attendees at the event advised of actions to be taken if they subsequently fall ill, test positive for COVID-19, suspect they have the virus, or find they were previously exposed to it
- ☐ QR Code posters in place for sign-in using smartphones
- ☐ All attendees have signed in using the applicable QR Code Poster (Appendix N)
- ☐ Hand disinfectant dispenser(s) provided and available for use by all attendees
- ☐ Spare face masks available should any attendees feel the need for them or need to replace one they have chosen to wear
- ☐ Detergent and disinfectant available and used to clean any public or BSBC equipment before and after the activity, and regularly while in use during the activity
- ☐ Attendance Log returned to the BSBC Office for filing by the BSBC Office Administrator

Additional items if access is being provided to restrooms in the BSBC Church Building:

- ☐ COVIDSafe Cleaner identified and confirmed to be available
If this is a regularly occurring activity, please identify the COVIDSafe Cleaner for this occurrence: _____
- ☐ External access door to the restroom corridor in the main church building is latched open
- ☐ All other church doors locked
- ☐ Areas beyond the Restroom entry corridor are 'roped off' to prevent access
- ☐ COVIDSafe signage in place in, and on route to, the Restroom
- ☐ Hand disinfectant dispenser is present inside the KidZone gate and replenished
- ☐ Restroom soap and hand towel dispensers replenished and functioning
- ☐ Cleaning log present in each restroom per Appendix L

Additional items if access is being provided to the BSBC playground area:

- ☐ COVIDSafe signage in place in, and on route to, the playground

Ministry Activity Group/Event Coordinator or Leader - please sign and date once all checklist items completed:

Signature _____ Date: _____ and pass to the COVIDSafe Cleaner's pigeon hole

2. Items to be completed by the COVIDSafe Cleaner

- ☐ If the **restrooms** have been accessible:
 - ☐ Restroom cleaning completed and cleaning logs updated
 - ☐ All common surfaces between outdoors and restroom entry cleaned and disinfected
- ☐ If the **playground** has been accessible:
 - ☐ Playground cleaning completed
 - ☐ All common surfaces between carpark and playground entry cleaned and disinfected
- ☐ Church premises secured

COVIDSafe Cleaner - please sign and date once all checklist items completed:

Signature _____ Date: _____ and return to BSBC Office for filing by the Office Administrator.

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APPENDIX G: Checklist for Ministry Activity – Indoors at BSBC premises

This checklist has been prepared to support Group/Event Coordinators, Ministry Activity Leaders and appointed COVIDSafe Cleaners to assist with the conduct of ministry activities in this category.

Activity Description: _____ Date & Time: _____

Group/Event Coordinator or Leaders: _____

1. Items to be completed by the Ministry Activity Group/Event Coordinator or Leader

Once completed, please sign in the space provided below and forward this form to COVIDSafe Cleaner by placing in their pigeon hole.

- ☐ Ministry Activity Proposal Form (Appendix C) completed and approved by BSBC Leadership
- ☐ COVIDSafe Activity Supervisor(s) identified and confirmed to be attending
If this is a regularly occurring activity, please identify the Supervisor for this occurrence: _____
- ☐ Established that physical distancing requirements can be met at the venue for the maximum planned number of attendees
- ☐ All potential attendees advised NOT to attend if required to be in isolation, under quarantine, have any symptoms, or feeling at all unwell
- ☐ Musicians and Leaders understand the need to minimise sharing of microphones, instrument and other stage and production equipment – with disinfection required between users
- ☐ Attendees advised to ensure no sharing of mobile phones, pens, paper, food, utensils, crockery, toys, food, utensils, toys or any other items between household groups
- ☐ Attendees at the event advised of actions to be taken if they subsequently fall ill, test positive for COVID-19, suspect they have the virus, or find they were previously exposed to it
- ☐ Any Leaders or other attendees who will not wear a mask while speaking to the congregation have been temperature tested and completed a Health Questionnaire
- ☐ QR Code posters in place for sign-in using smartphones
- ☐ Activity set up in the booking system set up if required, and list of booked in attendees provided to the welcome team
- ☐ All attendees have signed in using the applicable QR Code Poster (Appendices O and P)
- ☐ All attendees are carrying a mask and know to wear it indoors - and in other locations if there is concern that 1.5m physical distancing cannot be maintained
- ☐ Hand disinfectant dispenser(s) provided and available for use by all attendees
- ☐ Wipes and spray disinfectant available to stage sound desk areas
- ☐ Detergent and disinfectant available and used to perform cleaning and disinfection in all those areas approved for use during the activity
- ☐ Spare face masks available should any attendees be without one or need to replace one
- ☐ COVIDSafe Cleaner(s) identified and confirmed to be available
If this is a regularly occurring activity, please identify the COVIDSafe Cleaner for this occurrence: _____
- ☐ COVIDSafe signage in place in all areas approved for use during the activity per Sec. 5.3
- ☐ Hand disinfectant dispensers present at the points designated in Sec 5.3 and replenished
- ☐ Restroom soap and hand towel dispensers replenished and functioning
- ☐ A cleaning log is present in each of the areas approved for use by the activity
- ☐ Ceiling fans, air-conditioners and ducted are **NOT** in operation
- ☐ All stage and production equipment disinfected – including microphones, instruments, lectern, sound desk, computer and lighting controllers

Ministry Activity Group/Event Coordinator or Leader - please sign and date once all checklist items completed:

Signature _____ Date: _____ and pass to the COVIDSafe Cleaner's pigeon hole

2. Items to be completed by the COVIDSafe Cleaner

- ☐ Cleaning of all areas approved for use during the activity has been completed (refer copy of Appendix C for the event)
- ☐ Cleaning logs completed
- ☐ Church premises secured

COVIDSafe Cleaner - please sign and date once all checklist items completed:

Signature _____ Date: _____ and return to BSBC Office for filing by the Office Administrator.

APPENDIX H: Checklist for Ministry Activity – At a private location, such as a household

This portion of the COVIDSafe Plan is to be completed and approved prior to the conduct of any activities in the category.

APPENDIX I: Ministry Activity Attendance Log Sheet

Ministry Activity Attendance Log

COVID-19 Contact Tracing Register

Date: _____

Sheet #: _____

Ministry Activity: _____

Once completed, please forward this Attendance Log to the BSBC Office for filing by the BSBC Office Administrator.

[illegible]

APPENDIX J: Coronavirus (COVID-19) Health Questionnaire

(Not required for outdoor ministry activities)

Coronavirus (COVID-19) Health Questionnaire



**Each staff member should complete this questionnaire before starting each shift.
Please provide your completed questionnaire to the shift manager to keep as a record.**

Staff name: _____

Date: _____ Time of shift e.g. 09:00-17:00: _____

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered YES to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from isolation or until your 14-day quarantine period is complete.

If you answered **NO** to the above questions, proceed to the symptom checklist below.

Are you experiencing these symptoms?

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5°C)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Chills	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cough	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sore throat	<input type="checkbox"/> YES <input type="checkbox"/> NO
Shortness of breath	<input type="checkbox"/> YES <input type="checkbox"/> NO
Runny nose	<input type="checkbox"/> YES <input type="checkbox"/> NO
Loss of sense of smell	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered **YES** to any of the above questions you should not enter your workplace (or should leave your workplace). Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you answered **NO** to all the above questions, you can enter your workplace.

If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.

You are encouraged to download the COVIDSafe App to assist contact tracing.

APPENDIX K: Preparatory Action List for Restarting on site Ministry Activities

1. This first group of preparatory actions are those required to enable COVIDSafe access to:

- the **Restrooms only** in the main church building via the KidZone entrance gate; and
- the **outdoor playground** opposite the KidZone building entrance

during **outdoor ministry activities at or near BSBC premises** and per the COVIDSafe Plan in **Section 5.2**.

This first group of preparatory actions is also required prior to re-commencement of **indoor ministry activities at BSBC premises** per the COVIDSafe Plan in **Section 5.3** - but for which the second group of actions below is also required:

- ☐ Ensure external access door to the main church building can be latched open. (Please note – this does not apply to the child-proof gate accessing the KidZone Area.)
- ☐ Areas beyond the Restroom entry corridor can be ‘roped off’ during a ministry activity to prevent access
- ☐ Hand disinfectant dispensers installed just inside KidZone access Gate, in the playground and are replenished
- ☐ Soap dispenser in each restroom is functional and replenished with disinfectant soap – with additional soap available for topping-up
- ☐ Hand towel dispenser in each restroom is functional and replenished - with additional towels available for re-filling
- ☐ Cleaning and disinfectant implements and consumables available for use by COVIDSafe Cleaners. Ref 10 can assist in identifying these.
- ☐ Cleaning log available for completion in each restroom and on display
- ☐ Signage indicating:
 - Only one occupant at a time in each restroom area placed on each restroom door
 - Hand hygiene reminder in each restroom
 - Social distancing reminders on and around entry and exit path to restrooms and playground, and in the playground itself (Social distancing ground markings not required until re-commencement of indoor ministry activities.)
 - Wearing of masks when accessing and using the restrooms
 - Fans, air-conditioning and ducted heating are not to be turned on
 - To remain seated while singing(Ref. 12 should be a useful resource for preparation of signage.)

2. This group of preparatory actions are **additional to those in the first group above**, and are to enable **access to indoor areas** during **indoor ministry activities at BSBC premises** per the COVIDSafe Plan in **Section 5.3**:

- ☐ Wall signage indicating:
 - the maximum allowable capacity of each area as listed in Table 1 of Section 5.3
 - wearing of masks by congregation indoors, and otherwise if there are concerns about maintaining 1.5m physical distancing
 - the need to maintain 2m spacing and remain seated while singing, and 1.5m physical distancing otherwise
 - permitted entry-ways – e.g. front door of Church Building only for services

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- the need for hand hygiene in the kitchens, restrooms and bathrooms
- Stage occupants to wear a mask except if actually speaking to the congregation
- ☐ Floor signage showing 1.5m spacing in narrower areas:
 - Sound Desk
 - Main Church Hall Stage
 - Kitchens in the Church, KidZone and Ministry Centre
 - Front and rear entry walkways to the church
 - Restroom and kitchen corridor in the Main Church building
- ☐ Arranging of seating consistent with 2m spacing in Main Church Hall and KidZone Main Area
- ☐ Hand Sanitiser stations at:
 - Front and rear entrances to the Church building
 - KidZone entry
 - Ministry Centre entry
 - Church, KidZone and Ministry Centre kitchens
 - Main Hall Stage Area
 - Mothers' Room
 - Sound desk
 - Playground
- ☐ Disinfecting wipes and spray available to stage and sound desk areas
- ☐ Booking system set up so it can be used for services and other heavily attended events
- ☐ QR Code Posters in place at entrances to Church Building and KidZone (Appendix O)
- ☐ QR Code poster in place at Ministry Centre entrances (Appendix P)

APPENDIX L: Cleaning Log

Location: _____

[illegible]

APPENDIX M: QR Code Poster for Outdoor BSBC Ministry Activities at a Public Location



Belgrave South Baptist Church
169 Belgrave-Hallam Rd BELGRAVE SOUTH
Belgrave South Baptist Church, Outdoors in a Public Location



Location code QDW XGD



Can't scan?
Download the Service Victoria app or visit: go.vic.gov.au/check-in
Open the app and enter: **QDW XGD**



Service Victoria is the State Government's dedicated customer service agency.
We will only use or disclose your check-in information for coronavirus (COVID-19) contact tracing.
We'll delete your data within 28 days. Your details won't be used for marketing or other purposes.
Learn more: service.vic.gov.au/check-in



APPENDIX N: QR Code Poster for Outdoor BSBC Ministry Activities at or near BSBC Premises



Belgrave South Baptist Church
169 Belgrave-Hallam Rd BELGRAVE SOUTH
Belgrave South Baptist Church, Carpark and Nearby Area



Location code 7W6 29Z

- 1 Use your phone to scan the code
- 2 Enter your first name and phone number
- 3 Look for the tick
You're now checked-in

Can't scan?
Download the Service Victoria app or visit: go.vic.gov.au/check-in
Open the app and enter: **7W6 29Z**



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APPENDIX O: QR Code Poster for Indoor Ministry Activities in the BSBC Church Building



Belgrave South Baptist Church
169 Belgrave-Hallam Rd BELGRAVE SOUTH
Belgrave South Baptist Church



Location code DLC DD2



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Download the Service Victoria app or visit: go.vic.gov.au/check-in
Open the app and enter: **DLC DD2**



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APPENDIX P: QR Code Poster for Indoor Ministry Activities in the BSBC Ministry Centre



Belgrave South Baptist Church
167 Belgrave-Hallam Rd BELGRAVE SOUTH
Belgrave South Baptist Church



Location code RD5 LSE



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Open the app and enter: **RD5 LSE**



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Pastoral Carer:

[illegible]