

# Canberra Austral Asian Christian Church

Updated 27 February 2021

## COVID-19 Safety Plan

### Places of worship

This COVID-19 Safety Plan was completed help create and maintain a safe environment for all workers, congregants and attendees at the premise of Canberra Austral Asian Christian Church.

This plan was completed in consultation with the CAACC Board of Management consisting of Pastors, Elders and Deacons of the church, as well as various ministries of the church. This will help slow the spread of COVID-19 and reassure all workers, congregants and attendees of CAACC can safely visit its premises. It is the intention of CAACC Board of Management to update this plan as changes to restrictions are advised by Canberra Health Services and the ACT Government.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws.

#### BUSINESS DETAILS

**Business name:** Canberra Austral-Asian Christian Church

**Business Address:** 36 Ringrose Crescent, Isaacs, ACT 2607

**Plan drafted by:** Jennifer Chin

**Approved by:** Tony Kwan (Chair, Board of Management)

## > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe.

Please note links relevant for religious organization and institutions:

- Guidelines for your COVID Safety Plan: [https://www.covid19.act.gov.au/\\_data/assets/pdf\\_file/0007/1554199/PICC0016-COVID-safety-plan.pdf](https://www.covid19.act.gov.au/_data/assets/pdf_file/0007/1554199/PICC0016-COVID-safety-plan.pdf)
- What businesses, venues and places of worship need to do: <https://www.covid19.act.gov.au/business-and-work/weddings/what-businesses-venues-and-places-of-worship-need-to-do>
- Check In CBR information for businesses: <https://www.covid19.act.gov.au/business-and-work/check-in-cbr/information-for-businesses>
- Check patrons in on their behalf: <https://www.covid19.act.gov.au/business-and-work/check-in-cbr/information-for-businesses#Checking-patrons-in-on-their-behalf>
- Worksafe ACT Cleaning Checklist: [https://www.covid19.act.gov.au/\\_data/assets/pdf\\_file/0010/1554184/Fact-Sheet-WorkSafe-Cleaning-Checklist.pdf](https://www.covid19.act.gov.au/_data/assets/pdf_file/0010/1554184/Fact-Sheet-WorkSafe-Cleaning-Checklist.pdf)
- Safe work Australia cleaning checklist: [https://www.safeworkaustralia.gov.au/sites/default/files/2020-08/COVID-19\\_Cleaning-Checklist\\_27August2020.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-08/COVID-19_Cleaning-Checklist_27August2020.pdf)

#### REQUIREMENTS

#### ACTIONS

##### Wellbeing of staff and congregants / attendees

Exclude staff and congregants who are unwell from the premises

Advise via emails, conditions under which people should not attend the service. Be mindful of pre-existing symptoms, those who have recently travelled, or immunosuppressed individuals.

Link to COVID-19 symptoms: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#symptoms>

Link for self-isolation: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/isolation-for-coronavirus-covid-19>

If attendees present symptoms while at premises:

- Provide individual with mask
- Isolate the individual off premises
- Advise any medical practitioners present so that they can assist with any professional advice and/or treatment
- Individual will need to leave premises after assessment and if wanting to return will need to provide medical clearance
- Individual will need to advise if they had been infected
- The Check In CBR app for which CAACC is registered with a QR code provides venues, businesses and customers with a secure and convenient option of capturing customers contact details, which is then directly sent to ACT Health and stored for 28 days in the event that contact tracing is required.

<p>Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.</p>	<p>Links to be provided to all church attendees</p> <p><b>What you need to know about coronavirus (COVID-19):</b> <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>- What is COVID-19</li> <li>- Symptoms</li> <li>- How it spreads</li> <li>- Who is most at risk</li> <li>- Protect yourself and others</li> <li>- How to seek medical attention</li> <li>- How to get tested</li> <li>- Treatment</li> <li>- Temperature checks</li> <li>- Resources</li> </ul> <p><b>How to protect yourself and others from coronavirus (COVID-19):</b> <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>- Good Hygiene</li> <li>- Physical Distancing</li> <li>- Public Gatherings</li> <li>- Isolation</li> <li>- Quarantine</li> </ul>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>Only applicable to pastors – done (pastoral staff are aware of their leave entitlements).</p>
<p>Display conditions of entry (website, social media, venue entry).</p>	<p>Signage installed to display conditions of entry.</p> <ul style="list-style-type: none"> <li>- Posters provided by the ACT Health Directorate for CAACC's registration to use the Check In CBR App: <ul style="list-style-type: none"> <li>o Check In CBR App Download Guide</li> <li>o Designated QR Code 958612</li> </ul> </li> <li>- One person per two square metres poster: <a href="https://www.covid19.act.gov.au/_data/assets/pdf_file/0008/1668374/PICC0048-Capacity-poster-1-per-2-sqm-with-Check-In-CBR.pdf">https://www.covid19.act.gov.au/_data/assets/pdf_file/0008/1668374/PICC0048-Capacity-poster-1-per-2-sqm-with-Check-In-CBR.pdf</a></li> <li>- Responsibility in shared spaces poster: <a href="https://www.covid19.act.gov.au/_data/assets/pdf_file/0010/1549693/Responsibility_sharespaces-A4-HR.pdf">https://www.covid19.act.gov.au/_data/assets/pdf_file/0010/1549693/Responsibility_sharespaces-A4-HR.pdf</a></li> <li>- Good Hand Hygiene poster: <a href="https://www.covid19.act.gov.au/_data/assets/pdf_file/0009/1554165/Covid-19-Poster-Hand-Washing.pdf">https://www.covid19.act.gov.au/_data/assets/pdf_file/0009/1554165/Covid-19-Poster-Hand-Washing.pdf</a></li> <li>- Prevent the spread of germs poster: <a href="https://www.covid19.act.gov.au/_data/assets/pdf_file/0011/1554167/Covid-19-Poster-General-Hygiene.pdf">https://www.covid19.act.gov.au/_data/assets/pdf_file/0011/1554167/Covid-19-Poster-General-Hygiene.pdf</a></li> <li>- Entry and Exit directional signs</li> </ul> <p>Members have been advised of conditions of entry via email, social media and website.</p>
<p>Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).</p>	<p>Services are also streamlined via Zoom</p> <p><b>English Service link:</b> <a href="https://us02web.zoom.us/j/4079625508?pwd=cFd5Y2RaNER3bTBhYjYrWWgxY3Z0UT09">https://us02web.zoom.us/j/4079625508?pwd=cFd5Y2RaNER3bTBhYjYrWWgxY3Z0UT09</a> Meeting ID: 407 962 5508 Password: CAACC Time: 0915 to 1030</p> <p>All group gatherings to consider offering alternative communication for themselves, based on the needs of their members.</p> <ul style="list-style-type: none"> <li>- Youth ministry</li> <li>- Children's ministry</li> <li>- Music ministry</li> <li>- Bible study groups</li> <li>- Meetings and discussion groups</li> </ul>
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> <li>- Community centres and halls (if hiring out premises)</li> <li>- Restaurants and cafes</li> </ul>	<p>Any application for venue hire will be considered by BOM. Hirers will be informed of</p> <ul style="list-style-type: none"> <li>• COVID-19 Safety Plan,</li> <li>• check in requirement using the Check In CBR App and</li> <li>• social distancing requirements.</li> </ul> <p>Hirers will need to provide a register of attendees indicating all interstate visitors and where they have travelled from. Hirers will need to demonstrate they are properly insured.</p>

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
<p>There is no capacity limit for religious services, weddings, funerals and gatherings following a wedding or funeral such as a reception or wake.</p> <ul style="list-style-type: none"> <li>• Each venue can have 25 people across the entire venue.</li> <li>• If a venue wants to have more than 25 people, it can have one person per two square metres of usable space in each indoor and each outdoor space.</li> <li>• Businesses and venues must be registered for and using the Check In CBR app. <ul style="list-style-type: none"> <li>○ Businesses and venues must take all reasonable steps to require patrons to check in before entering the premises.</li> <li>○ All patrons 16 years and older must check in. Children less than 16 years old attending with their family don't need to check in, but parents and caregivers should be encouraged to check them in.</li> <li>○ If patrons don't have the app or a smartphone, they must provide their details to the venue so they can check-in the patron using the business profile function.</li> </ul> </li> </ul>	<p>CAACC is registered to use the Check In CBR App and is provided with QR Code 958612 for contact tracing. As such, the CAACC Isaac venue is able to maintain the following capacity based on one person per two square metre of usable space in each indoor and outdoor space:</p> <ul style="list-style-type: none"> <li>- ○ Worship Hall – 107 (214 sqm)</li> <li>- ○ Fellowship Hall – 50 (101 sqm)</li> <li>- ○ Crèche – 11 (22.7 sqm)</li> <li>- ○ Foyer – 30 (60 sqm)</li> <li>- ○ General Office – 11 (22.5 sqm)</li> <li>- ○ Pastor's Offices – 5 each (3580 x 3100 = 11 sqm)</li> <li>- ○ Multi-Purpose Room – 7 (3200 x 4390 = 14 sqm)</li> <li>- ○ Printer room – 1</li> <li>- ○ Male and Female WCs – 6 each (3600 x 3455 = 12 sqm each)</li> <li>- ○ Store room – 2 (1490 x 3490)</li> <li>- ○ Kitchen 14 – (28.5 sqm)</li> </ul> <p>Attendees may but are not required to book seats in order to attend service at <a href="https://whatdoor.world/CAACC">https://whatdoor.world/CAACC</a> which is capped at venue capacity allowable. Every attendee of all ages is required to have a seat except for children in prams.</p> <p>Welcoming team to continue maintaining the attendance list for each Sunday service, making sure that venue and room capacities are adhered to. Any attendees above venue capacity will have to be turned away and referred to our website for the Zoom link to the service.</p> <p>Welcoming team to make sure all attendees check in using the Check In CBR App, highlighting the importance of adhering to this public health direction (law) and the penalties (\$1,000 for individuals and \$5,000 for businesses including places of worship) for failing to do so. If an attendee does not want to or can't check in using their own device, <a href="#">instructions for using CAACC's business profile function</a> in the app must be followed to check them in.</p> <p>All gatherings or meetings should observe these capacities in the different rooms they intend to use. It is their responsibility to monitor their group numbers. It is also the responsibility of all group or event leaders and organisers to ensure that all individuals in their group are checked in using the Check In CBR app, highlighting the importance of adhering to this public health direction (law) and the penalties (\$1,000 for individuals and \$5,000 for businesses including places of worship) for failing to do so. If an attendee does not want to or can't check in using their own device, <a href="#">instructions for using CAACC's business profile function</a> in the app must be followed to check them in. This applies to all activities and events held by any of the following groups:</p> <ul style="list-style-type: none"> <li>○ Youth ministries</li> <li>○ Children's ministries</li> <li>○ Music ministries</li> <li>○ Bible study groups</li> <li>○ Meeting and discussion groups</li> </ul>
<p>Use signage to communicate the maximum safe capacity.</p>	<p>Signage will be installed to display the venue capacity.</p> <p>One person per two square metres poster:  <a href="https://www.covid19.act.gov.au/data/assets/pdf_file/0008/1668374/PICC0048-Capacity-poster-1-per-2-sqm-with-Check-In-CBR.pdf">https://www.covid19.act.gov.au/data/assets/pdf_file/0008/1668374/PICC0048-Capacity-poster-1-per-2-sqm-with-Check-In-CBR.pdf</a></p> <p>Capacity of various rooms:</p> <ul style="list-style-type: none"> <li>- ○ Worship Hall – 107 (214 sqm)</li> <li>- ○ Fellowship Hall – 50 (101 sqm)</li> <li>- ○ Crèche – 11 (22.7 sqm)</li> <li>- ○ Foyer – 30 (60 sqm)</li> <li>- ○ General Office – 11 (22.5 sqm)</li> <li>- ○ Pastor's Offices – 5 each (3580 x 3100 = 11 sqm)</li> <li>- ○ Multi-Purpose Room – 7 (3200 x 4390 = 14 sqm)</li> <li>- ○ Printer room – 1</li> <li>- ○ Male and Female WCs – 6 each (3600 x 3455 = 12 sqm each)</li> <li>- ○ Store room – 2 (1490 x 3490)</li> <li>- ○ Kitchen 14 – (28.5 sqm)</li> </ul> <p>All gatherings or meetings should observe these capacities in the different rooms they intend to use. It is then their responsibility to monitor their group numbers. It is also the responsibility of all group or event leaders and organisers to ensure that all individuals in their group are checked in using the Check In CBR app, highlighting the importance of adhering to this public health direction (law) and the penalties (\$1,000 for individuals and \$5,000 for businesses including places of worship) for failing to do so. If an attendee does not want to or can't check in using their own device, <a href="#">instructions for using CAACC's business profile function</a> in the app must be followed to check them in.</p>

Move or remove tables and seating as required.	<p>Main hall seating plan to be socially distanced and capacity compliant.</p> <p>In crèche all toys to be removed.</p> <p>Library seating and tables to be removed. All seating to be stacked against the wall in fellowship hall. If intending to use seating in any room outside of service hours, gatherings must observe 1.5 metre social distancing rule within the one person per 2 square metre capacity. Chairs and tables used should be returned to original arrangement.</p> <p>Keep 1.5 metres away from people or groups you don't know.</p>				
Reduce crowding wherever possible and promote physical distancing.	<p>Specific signage installed to promote physical distancing. e.g. Marking crosses/stickers on ground for visual aid. Take note of following requirements:</p> <ul style="list-style-type: none"> <li>- Physical distancing in public means people keep 1.5 metres away from others wherever possible <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/physical-distancing-for-coronavirus-covid-19">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/physical-distancing-for-coronavirus-covid-19</a></li> <li>- CAACC Isaac venue is now registered to use the Check In CBR App with a designated QR code and can therefore have up to 200 people (excludes staff and those involved in conducting the service/event) or one person per 2 square metres, whichever is lesser.</li> </ul> <p>Ushers to monitor:</p> <ul style="list-style-type: none"> <li>- Making sure capacity of the venue and rooms are not exceeded. In necessary, ushers will request attendees to disperse or leave the venue or rooms if capacity is exceeded.</li> <li>- Use entrance to church and to worship hall doors as barriers for ease of control <ul style="list-style-type: none"> <li>o Suggestion: one welcomer to station outside the entrance door to the church, one welcomer to station inside the foyer while marking attendance.</li> </ul> </li> <li>- Attendees to be swiftly ushered into the main hall before the start of services, tag with ushers on duty so they can be guided on seating arrangements – set out plan for movement from entrance through to worship hall and / or overflow room(s) so that capacity at entrance foyer is observed at all times <ul style="list-style-type: none"> <li>o The same will need to be monitored / observed at the end of services so that attendees are not over-crowding any areas.</li> <li>o English Congregation will need to be ushered to leave premise with good amount of time for Cantonese ushers to arrive for their cleaning and sanitization routine before their service at 11.15am. The premise may need to be cleared by 10.30am.</li> </ul> </li> <li>- People of the same household are exempt from social distancing rules.</li> </ul> <table border="1" data-bbox="534 1081 1530 1496"> <tr> <td data-bbox="534 1081 778 1496"> <p><b>Music ministry</b> Worship team must stay at least 1.5 metres away from the congregation/guests, those conducting the service/event and, if possible, each other.</p> </td> <td data-bbox="778 1081 1023 1496"> <p><b>Children's ministry</b> Children's ministry using the church building will need to observe the COVID-19 Safety Plan and social distancing requirements. Children's ministry leaders will need to ensure that attendees check in using the Check In CBR App or <a href="#">check in on their behalf using the CAACC business profile.</a></p> </td> <td data-bbox="1023 1081 1267 1496"> <p><b>Youth ministry</b> Youth group (Tehillah) using the church building will need to observe the COVID-19 Safety Plan and social distancing requirements. Youth group leaders will need to make sure that all attendees check in using the Check In CBR App or <a href="#">check in on their behalf using the CAACC business profile.</a> Furniture should be returned to original arrangements.</p> </td> <td data-bbox="1267 1081 1530 1496"> <p><b>All Other gatherings</b> All groups using the church building will need to observe the COVID-19 Safety Plan and social distancing requirements. Group leaders and organisers will need to make sure that all attendees check in using the Check In CBR App or <a href="#">check in on their behalf using the CAACC business profile.</a> Furniture should be returned to original arrangements.</p> </td> </tr> </table>	<p><b>Music ministry</b> Worship team must stay at least 1.5 metres away from the congregation/guests, those conducting the service/event and, if possible, each other.</p>	<p><b>Children's ministry</b> Children's ministry using the church building will need to observe the COVID-19 Safety Plan and social distancing requirements. Children's ministry leaders will need to ensure that attendees check in using the Check In CBR App or <a href="#">check in on their behalf using the CAACC business profile.</a></p>	<p><b>Youth ministry</b> Youth group (Tehillah) using the church building will need to observe the COVID-19 Safety Plan and social distancing requirements. 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Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)	<p>All attendees (including staff) will be asked to observe the COVID-19 Safety Plan and the social distancing requirements at all times.</p> <p>Keep 1.5 metres away from people or groups you don't know.</p>				
Use telephone or video if unable to adhere to social distancing and capacity rules.	<p>Groups to gather on Zoom if unable to adhere to social distancing and capacity rules.</p>				
Review regular deliveries and request contactless delivery and invoicing where practical.	<p>Only letters are delivered. In the event of parcel delivery, must adhere to post office policy on contactless delivery:</p> <ul style="list-style-type: none"> <li>- To minimise the risk of contracting or spreading coronavirus, parcels will no longer require a signature for delivery or collection. Updates on contactless delivery and delivery tracking can be found at <a href="https://auspost.com.au/about-us/news-media/important-updates/coronavirus/coronavirus-domestic-updates">https://auspost.com.au/about-us/news-media/important-updates/coronavirus/coronavirus-domestic-updates</a></li> </ul>				
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	<p>N/A</p>				
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	<p>N/A</p>				

<p>Singing still carries a high risk due to increased droplet spread. When singing, congregation/attendees should maintain a minimum of two metres from each other and cleaning of areas or equipment in range of singers/performers should be increased.</p> <p>Minimise the number of choir members at the venue. Choir members must stay at least two metres away from the congregation, those conducting the service/event and, if possible, each other.</p>	<p>Worship team to note on top of normal social distancing rules:</p> <ul style="list-style-type: none"> <li>- For visual aid, ground markers may be used</li> </ul> <p>Try to keep to a minimum number of choir members or musicians in each service, and they should remain physically distanced from the congregation or audience. Worship team must stay at least 1.5 metres away from the congregation/guests, those conducting the service/event and, if possible, each other.</p> <p>Congregational singing is permissible only for attendees who are equipped with face mask covering over mouth and nose.</p>
<p>Travel advice for attendees, patrons and visitors</p>	<p>If guests are travelling from interstate, request they follow the travel advice of their jurisdiction and reconsider travel if they are travelling from a COVID affected area.</p> <p>Travelers from COVID-19 hotspots are not allowed to be on the church premises and should abide by the quarantine rules of both the states and territories from and to which they are travelling.</p>

REQUIREMENTS	ACTIONS								
<b>Hygiene and cleaning</b>									
Adopt good hand hygiene practices.	<p>Signage installed in the toilets and kitchen to promote good hygiene practices.  <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/support-and-resources/resources/handwashing-12-step-guide">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/support-and-resources/resources/handwashing-12-step-guide</a></p> <p>Adequate stocks of</p> <ul style="list-style-type: none"> <li>- Hand soap at sinks</li> <li>- Hand sanitiser</li> <li>- Paper towels</li> <li>- Disposable gloves</li> </ul> <p>Will be provided.  Stock level to be checked regularly by Building Administrators.</p>								
Ensure bathrooms are well stocked with hand soap and paper towels.	<p>Stock levels to be checked weekly by rostered cleaning teams.</p> <ul style="list-style-type: none"> <li>- Hand soap</li> <li>- Hand sanitiser</li> <li>- Paper towels</li> <li>- Disposable gloves</li> </ul> <p>Stock level to be checked regularly by Building Administrators.</p>								
Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	<p>Guidelines for baptism approved by the Board of Management are as follows:</p> <ol style="list-style-type: none"> <li>1. Provide format options for baptism either by sprinkling or immersion</li> <li>2. Where immersion is chosen, only one household per session can be scheduled for the baptism</li> <li>3. Pastor(s) performing either of the baptisms will be required to wear a mask during the ceremony</li> </ol> <p>For the Lord's Supper pre-filled communion cups will be distributed <a href="https://whole-in-one.com.au/product/prefilled-communion-cups-100-packs/">https://whole-in-one.com.au/product/prefilled-communion-cups-100-packs/</a></p> <p>Offering bags are no longer in use. Congregations are to be encouraged to use online tithing. This includes any fundraising activities. An offering box is made available at the back of the worship hall for cash offering. Encourage contactless payment option.</p>								
Avoid sharing books, drinking cups or other shared objects used during the service such as collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these.	<p>In crèche all toys to be removed.</p> <p>Bibles to be pre-wiped before use during service where required.</p>								
Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	<p>Adhere to the following checklist for routine cleaning and cleaning in the event of a suspected or confirmed contamination:</p> <ol style="list-style-type: none"> <li>1. <a href="#">WorkSafe ACT Cleaning Checklist</a></li> <li>2. <a href="#">safe work australia cleaning checklist</a></li> </ol> <p>Before use / commencement of each session:</p> <table border="1" data-bbox="536 1464 1519 1657"> <thead> <tr> <th data-bbox="536 1464 778 1491"><b>Music team</b></th> <th data-bbox="778 1464 1021 1491"><b>IT team</b></th> <th data-bbox="1021 1464 1264 1491"><b>Ushers</b></th> <th data-bbox="1264 1464 1519 1491"><b>All groups/gatherings</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="536 1491 778 1657">To clean their own instruments, microphones and the lectern.</td> <td data-bbox="778 1491 1021 1657">To clean sound desk and computer accessories.</td> <td data-bbox="1021 1491 1264 1657">Ushers clean door handles, chairs and tables in all rooms open for use. Clean all benches/tables used for preparing Lord's Supper etc.</td> <td data-bbox="1264 1491 1519 1657">To clean any furniture being used and frequently touched areas e.g. door handles.</td> </tr> </tbody> </table>	<b>Music team</b>	<b>IT team</b>	<b>Ushers</b>	<b>All groups/gatherings</b>	To clean their own instruments, microphones and the lectern.	To clean sound desk and computer accessories.	Ushers clean door handles, chairs and tables in all rooms open for use. Clean all benches/tables used for preparing Lord's Supper etc.	To clean any furniture being used and frequently touched areas e.g. door handles.
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Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<p>Rostered cleaners to ensure that supplied pre-mixed disinfectant used according to manufacturer's instructions. Refer to <a href="#">WorkSafe ACT Cleaning Checklist</a> and <a href="#">safe work australia cleaning checklist</a> for instructions.</p> <p>Items to be maintained for cleaning:</p> <ul style="list-style-type: none"> <li>- Pre-mixed disinfectant solutions</li> <li>- Paper towels</li> <li>- Disposable gloves</li> <li>- Hand soap</li> </ul>								
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<p>Rostered cleaners to take note of this recommendation.</p>								
Avoid self-serve or buffet-style food service.	<p>Any indoor or outdoor reception must follow the rules of the hospitality sector venue where they are held:</p> <p><a href="https://www.covid19.act.gov.au/community/groups-and-gatherings">https://www.covid19.act.gov.au/community/groups-and-gatherings</a>  <a href="https://www.covid19.act.gov.au/business-and-work/cafes,-restaurants-and-other-hospitality">https://www.covid19.act.gov.au/business-and-work/cafes,-restaurants-and-other-hospitality</a></p>								

	<p>Restrictions of note to CAACC patrons, attendees and members:</p> <ul style="list-style-type: none"> <li>• Keep 1.5 metres away from people or groups you don't know, even when standing in outside spaces.</li> <li>• Self-serve buffet style food service, communal snack bars or communal condiments are not permitted.</li> <li>• Nominate a team for the preparation and serving of food</li> <li>• Nominated team members are to follow the general food hygiene and safety standards of preparing, cooking and serving food.</li> <li>• Tables must be spaced in a way that ensures that patrons at different tables remain 1.5 metres apart. This could mean that tables are more than 1.5 metres apart.</li> <li>• Limit the time at a venue to less than two hours, and stay in one part of the venue as much as possible.</li> <li>• After use, return all washed and cleaned kitchen items to their original place in drawers, cupboards and / or shelves.</li> <li>• As there are no general rubbish bins on the church grounds, all rubbish are to be taken offsite for disposal after each use of the church facilities.</li> <li>• Feel free to speak to Jennifer Chin or one of the Deacons or Elders regarding any of the guidelines if there are any questions or concerns.</li> </ul>
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	
Menus should be laminated (clean between use), displayed or be single use.	To note for weddings, funerals and any other functions or events.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Make your staff aware of the Check In CBR app and its benefits to support contact tracing if required.	All church attendees will be notified of link to app: <a href="https://www.covid19.act.gov.au/business-and-work/check-in-cbr/information-for-customers">https://www.covid19.act.gov.au/business-and-work/check-in-cbr/information-for-customers</a>
Cooperate with Canberra Health Services if contacted in relation to a positive case of COVID-19 at your workplace, and notify Worksafe ACT.	Contact these services in the event of a positive case of COVID-19 at CAACC <ul style="list-style-type: none"> <li>- Canberra Health Services: 02 5124 2613</li> <li>- COVID-19 Helpline: 02 6207 7244</li> <li>- Worksafe ACT: 13 22 81</li> </ul> <a href="https://www.covid19.act.gov.au/contact-us#Questions-about-COVID-19">https://www.covid19.act.gov.au/contact-us#Questions-about-COVID-19</a>

*Tony Kwan*

Tony Kwan  
(signed)  
Chair  
Board of Management  
2/4/2021