

Canberra Austral Asian Christian Church

Updated 4 August 2022

COVID-19 Safety Plan

Places of worship

This COVID-19 Safety Plan was completed to help create and maintain a safe environment for all workers, congregants and attendees at the premises 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 following any updates to public health advice, and any changes to the public health directions. The church must follow the current [ACT Public Health Directions](#), and also manage risks to staff, congregants and attendees 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: Anndey Ho (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:

- [Current COVID-19 Restrictions](#)
- [Check In CBR Information for Businesses](#)
- [Worksafe ACT Cleaning Checklist](#)
- [Safe work Australia cleaning checklist](#)

REQUIREMENTS	ACTIONS
Register for Check in CBR and Display your QR Code	
Check In CBR is only mandatory for certain ACT settings. Refer to Check In CBR Information for Customers for full details.	Registration CAACC is registered to use the Check In CBR App and is provided with QR Code 958612 for contact tracing.
Encourage physical distancing	
Encourage physical distancing of 1.5 metres by marking areas where customers queue or may congregate. Ensure staff maintain 1.5 metre physical distancing where practical.	All congregants and attendees (including staff) will be asked to observe the COVID-19 Safety Plan and the social distancing requirements at all times.
Have strategies in place to manage any gatherings that may occur directly outside your premises, such as at pick up or drop off or click and collect zones.	Physical distancing in public means people keep 1.5 metres away from others wherever possible 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
	Announcements Advise via weekly emails and announcements during services, conditions under which people should not attend the service. Be mindful of pre-existing symptoms, those who have recently travelled, or immunosuppressed individuals.
	Seating Plans Worship and Fellowship hall seating plans to be socially distanced and capacity compliant.
	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

	<p>used should be returned to the original arrangement.</p> <p><u>Ushering & Welcoming Team</u> to monitor by:</p> <ul style="list-style-type: none"> • Congregants and 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. The same will need to be monitored / observed at the end of services so that congregants and attendees are not over-crowding any areas. <ul style="list-style-type: none"> o English Congregation will need to be ushered to leave the premises with a 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. • People of the same household are exempt from social distancing rules. • Reduce crowding wherever possible and promote physical distancing. 			
	<p>Music ministry Recommend 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>Children's ministry Children's ministry using the church building will need to observe the COVID-19 Safety Plan and social distancing requirements.</p>	<p>Youth ministry Youth groups (Tehillah) using the church building will need to observe the COVID-19 Safety Plan and social distancing requirements. Furniture should be returned to original arrangements.</p>	<p>All Other gatherings All groups using the church building will need to observe the COVID-19 Safety Plan and social distancing requirements. Furniture should be returned to original arrangements.</p>
<p>Congregation singing (including Weddings and / or Receptions):</p> <ul style="list-style-type: none"> • Highly recommended choirs and performers should maintain a minimum of 1.5 metres from each other and the audience/congregation. • Highly recommended to minimise the number of choir members at the venue. • Highly recommended to minimise the number of musicians at the wedding and/or reception. • Highly recommended band members must stay at least 1.5 metres away from the congregation/guests, those conducting the service/event and, if possible, each other. • While congregational singing is permissible, it is highly recommended that congregants & attendees are equipped with a face mask covering over mouth and nose. 				
<p>Provide hand sanitiser and encourage good hygiene</p>				
<p>Provide alcohol based hand sanitiser at key points around your business, including at the entrance and at point of sale locations. Encourage both staff and patrons to utilise hand sanitiser regularly.</p> <p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.</p> <p>Encourage customers to use pay waves and credit cards in preference to cash.</p>	<p>Hand Sanitiser provided at entrance to church building, in worship hall and other congregational areas.</p> <p><u>Signage</u> is installed in the toilets and kitchen to promote good hygiene practices. https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/support-and-resources/esources/handwashing-12-step-guide</p> <p><u>Adequate stocks</u> Ensure bathrooms are well stocked with hand soap and paper towels. Stock level to be checked regularly by rostered cleaning teams and / or Building Administrators.</p> <ul style="list-style-type: none"> • Hand soap at sinks • Hand sanitiser • Paper towels • Disposable gloves 			
<p>Additional considerations to encourage good hygiene and less contact</p>				
<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>	<p>Guidelines for <u>baptism</u> approved by the Board of Management are as follows:</p> <ul style="list-style-type: none"> • Provide format options for baptism either by sprinkling or immersion • Where immersion is chosen, only one household per session can be scheduled for the baptism • Pastor(s) performing either of the baptisms will be required to wear a mask during the ceremony <p>For the <u>Lord's Supper</u> prefilled communion cups will be provided to participants. Participants may wish to bring their own bread and juice for the Lord's Supper.</p> <p><u>Offering</u> 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>			
<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>	<p>In crèche all toys are to be removed.</p> <p>Bibles to be pre-wiped before use during service where required.</p>			

<p>Avoid self-serve or buffet-style food service.</p>	<p>Any indoor or outdoor reception must follow the rules of the hospitality sector venue where they are held:</p> <p>https://www.covid19.act.gov.au/community/groups-and-gatherings https://www.covid19.act.gov.au/business-and-work/cafes,-restaurants-and-other-hospitality</p> <p>Restrictions of note to COACH staff, congregants and attendees:</p> <ul style="list-style-type: none"> ● Highly recommended to keep 1.5 metres away from people or groups you don't know, even when standing in outside spaces. ● Self-serve buffet style food service, communal snack bars or communal condiments are not recommended. ● Nominate a team for the preparation and serving of food ● Nominated team members are to follow the general food hygiene and safety standards of preparing, cooking and serving food. ● Tables must be spaced in a way that ensures that staff, congregants and attendees at different tables remain 1.5 metres apart. This could mean that tables are more than 1.5 metres apart. ● Limit the time at a venue to less than two hours, and stay in one part of the venue as much as possible. ● After use, return all washed and cleaned kitchen items to their original place in drawers, cupboards and / or shelves. ● As there are no general rubbish bins on the church grounds, all rubbish is to be taken off site for disposal after each use of the church facilities. ● Feel free to speak to Daniel Ng or one of the Deacons or Elders regarding any of the guidelines if there are any questions or concerns.
<p>Menus should be laminated (clean between use), displayed or be single use.</p>	<p>To note for weddings, funerals and any other functions or events.</p>

REQUIREMENTS	ACTIONS			
Face masks and other personal protective equipment				
<p>Staff and patrons within the business are highly recommended to wear face masks, noting some exemptions are provided in the Public Health Direction.</p> <p>Consider other types of personal protective equipment required.</p>				
Undertake regular cleaning and disinfecting				
<p>Conduct frequent sanitising of all surfaces (particularly frequently handled surfaces such as EFT machines, counters, door handles, shared tools, trolley handles, pens, tablets, bathrooms, change rooms, etc).</p> <p>Cleaning tips for workplaces can be found at: https://www.safeworkaustralia.gov.au/sites/default/files/2020-08/COVID-19_Cleaning-Checklist_27_August2020.pdf</p> <p>In indoor areas, encourage natural ventilation by keeping windows and doors open wherever possible.</p>	<p>In indoor areas, encourage natural ventilation by keeping windows and doors open wherever possible.</p> <p>Adhere to the following checklist for routine cleaning and cleaning in the event of a suspected or confirmed contamination: WorkSafe ACT Cleaning Checklist safe work australia cleaning checklist</p> <p>Cleaning Before Use Before use / commencement of each session:</p>			
	<p>Music team To clean their own instruments, microphones and the lectern.</p>	<p>IT team To clean the sound desk and computer accessories.</p>	<p>Ushers Ushers clean door handles, chairs and tables in all rooms open for use. Clean all benches/tables used for preparing Lord's Supper etc.</p>	<p>All groups/gatherings To clean any furniture being used and frequently touched areas e.g. door handles.</p>
	<p>Disinfectants Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p> <p>Rostered cleaners to ensure that supplied pre-mixed disinfectant is used according to manufacturer's instructions. Refer to WorkSafe ACT Cleaning Checklist and safe work australia cleaning checklist for instructions.</p> <p>Items to be maintained for cleaning and checked for adequate stocks are:</p> <ul style="list-style-type: none"> • Pre-mixed disinfectant solutions • Paper towels • Disposable gloves • Hand soap <p>Rostered teams on cleaning duties including ushers are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>			
Display COVID safe signage				
	<p>Conditions of entry displayed at venue entry as well as in weekly emails.</p> <ul style="list-style-type: none"> • Good Hand Hygiene poster: https://www.covid19.act.gov.au/_data/assets/pdf_file/0009/1554165/Covid-19-Poster-Hand-Washing.pdf • Prevent the spread of germs poster: https://www.covid19.act.gov.au/_data/assets/pdf_file/0011/1554167/Covid-19-Poster-General-Hygiene.pdf <p>Members have been advised of conditions of entry via email, social media and website.</p>			
Adhere to capacity limits				
<p>Gathering limits are no longer in effect.</p>	<p>Halls & Rooms Capacities 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"> • Worship Hall: 107 (214 sqm) • Fellowship Hall: 50 (101 sqm) • Crèche: 11 (22.7 sqm) • Foyer: 30 (60 sqm) • General Office: 11 (22.5 sqm) • Pastor's Offices: 5 each (3580 x 3100 = 11 sqm) • Multi-Purpose Room: 7 (3200 x 4390 = 14 sqm) • Printer room: 1 • Male and Female WCs: 6 each (3600 x 3455 = 12 sqm each) 			

	<ul style="list-style-type: none"> • Store room: 2 (1490 x 3490) • Kitchen: 14 (28.5 sqm) <p>Congregants and attendees may but are not required to book seats in order to attend Sunday services which are capped at venue capacity allowable. Every attendee of all ages is required to have a seat except for children in prams.</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.</p>
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Exclude staff and customers who are unwell

<p>Place signs at entry points to instruct customers not to enter the business if they are unwell (see Resources for business - Business Hub (act.gov.au) for downloadable posters.</p> <p>Encourage staff who are unwell to stay at home and avoid social activities.</p> <p>Ask them to be aware of the criteria for getting tested for COVID-19, available on the ACT COVID-19 website.</p>	<p><u>Signage</u> displayed at entry points</p> <ul style="list-style-type: none"> • Responsibility in shared spaces poster: https://www.covid19.act.gov.au/_data/assets/pdf_file/0010/1549693/Responsibility_sharespaces-A4-HR.pdf • Prevent the spread of germs poster: https://www.covid19.act.gov.au/_data/assets/pdf_file/0011/1554167/Covid-19-Poster-General-Hygiene.pdf <p><u>Advice and Announcements</u> Advise via weekly emails and announcements during services, conditions under which people should not attend the service. Be mindful of pre-existing symptoms, those who have recently travelled, or immunosuppressed individuals.</p> <p><u>Where Symptoms are presented</u> If staff, congregants and attendees present symptoms while at premises:</p> <ul style="list-style-type: none"> • Provide individual with mask • Isolate the individual off premises • Ask them to be aware of the criteria for getting tested for COVID-19, available on the ACT COVID-19 website. • Individual will need to advise if they had been infected <p>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</p> <p>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</p>
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Daily check in with employees and training

<p>Ensure your employees are properly trained and have access to information relating to physical distancing, wearing of masks and cleaning.</p> <p>Encourage staff to familiarise themselves on when to get tested for COVID-19 and the options for vaccination.</p> <p>Monitor customer behaviour to ensure your workers are being treated with respect.</p>	<p><u>Links</u> to be provided to all church staff, congregants and attendees.</p> <p>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</p> <ul style="list-style-type: none"> What is COVID-19 Symptoms How it spreads Who is most at risk Protect yourself and others How to seek medical attention How to get tested Treatment Temperature checks Resources <p>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</p> <ul style="list-style-type: none"> Good Hygiene Physical Distancing Public Gatherings Isolation Quarantine <p><u>Leave Entitlements</u> Pastoral staff are aware of their leave entitlements if they are sick or required to self-isolate.</p> <p><u>Online Services</u> Services are also streamlined via Zoom</p> <p>English Service link: https://us02web.zoom.us/j/4079625508 Meeting ID: 407 962 5508 Password: CAACC Time: 0915 to 1030</p> <p>Cantonese Service link: https://us02web.zoom.us/j/4446899247 Meeting ID: 444 689 9247 Password: CAACC</p>
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	<p>Time: 1115 to 1230</p> <p>Mandarin Service link: https://us02web.zoom.us/j/4079625508 Meeting ID: 444 689 9247 Password: CAACC Time: 1430 to 1546</p> <p>All group gatherings consider offering alternative communication for themselves, based on the needs of their members and current ACT restrictions and public health directions.</p> <ul style="list-style-type: none"> • Youth ministry • Children's ministry • Music ministry • Bible study groups • Meetings and discussion groups
<p>Encourage contactless deliveries, click and collect</p>	
<p>Where practical, ask delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.</p>	<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"> • 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 https://auspost.com.au/service-updates/covid-19-health-and-safety.
<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>
<p>Record keeping</p>	
<p>Make your staff aware of the Check In CBR app and its benefits to support contact tracing if required.</p>	<p>All congregants and attendees notified of link to app: https://www.covid19.act.gov.au/business-and-work/check-in-cbr/information-for-customers</p>
<p>Cooperate with Canberra Health Services if contacted in relation to a positive case of COVID-19 at your workplace, and notify Worksafe ACT.</p>	<p>Contact these services in the event of a positive case of COVID-19 at CAACC Canberra Health Services: 02 5124 2613 COVID-19 Helpline: 02 6207 7244 Worksafe ACT: 13 22 81 https://www.covid19.act.gov.au/contact-us#Questions-about-COVID-19</p>
<p>Ensure COVID-19 Safety Plans are in place and provided to all users of CAACC premises.</p>	<p>Any application for venue hire will be considered by BOM. Hirers will be informed of</p> <ul style="list-style-type: none"> • CAACC's COVID-19 Safety Plan, • check in requirement using the Check In CBR App and • social distancing requirements. <p>Hirers will need to provide a register of congregants and attendees indicating all interstate visitors and where they have travelled from.</p> <p>Hirers will need to demonstrate they are properly insured.</p>