



Charlestown & Garden Suburb Uniting Church

NAME OF GROUP:

Workers in buildings – employed, or volunteers performing routine maintenance or administration

Volunteers are all members of the congregation

COVID-19 Safety Plan

RISK MANAGEMENT PLAN FOR USE OF CHARLESTOWN, GARDEN SUBURB or WHITEBRIDGE UNITING CHURCH BUILDING

Plan completed by: Anne Threlfo

Approved by: CHaGS Church Council

Date: 7th July 2020

Date: 9th July 2020

DETAILS OF USE

TIME / DAY/ FREQUENCY:

Various

Various

Wednesday 9am – 3pm

2 hours per week at Charlestown & 1 hour per fortnight at Whitebridge

Various

TYPE OF ACTIVITY AND NUMBER OF PARTICIPANTS:

Minister – Spiritual Direction, admin

Children & Family worker – admin and photocopying

Admin assistant – 1 (paid position)

Cleaner – 1 (paid position)

Routine maintenance – 2 or 3 at a time, volunteer administration – 1 or 2 at a time

Which room will you be using? (See Note 1) Various rooms, in line with 4m² rule, or outdoors in grounds

Please be quite specific in the way you will “action” the “requirements”. For example, if you are communicating information to participants, indicate how this will be done – eg email, flyer, announcement.

Please send completed risk assessment to annethrelfo@gmail.com, and retain a copy for your reference.

REQUIREMENT	ACTION
Minimise need to enter building	<ul style="list-style-type: none"> • Advise that only those required to perform maintenance or essential running of church business will enter the building • A copy of this risk assessment will be provided to relevant people
Discourage attendance for high risk or vulnerable people - aged over 70, or aged over 60 with a chronic ailment	<ul style="list-style-type: none"> • Ask anyone in this category to carefully consider their need to enter the building • A copy of this risk assessment will be provided to relevant people
Exclude participants who are unwell	<ul style="list-style-type: none"> • Request anyone who has been to a Covid-19 hotspot in the previous 14 days to not attend • Signs at entrance to buildings • A copy of this risk assessment will be provided to relevant people
Maximum capacity for each room based on 4 square metre rule	<ul style="list-style-type: none"> • Advise that the number of occupants of rooms is limited to the following number of people: • Charlestown: Church – 44, Foyer – 20, Hall – 47, Kearsley Room – 8, Dudley Room – 6 • Garden Suburb: Church – 25, Foyer – 3, Meeting Room – 8, Hall – 13 • Whitebridge: Hall – 31, Side room – 8 • Signs at the entry and inside each room
Social distancing – 1.5m of physical distancing, no touching	<ul style="list-style-type: none"> • Organise seating and tables accordingly • Signs in building
No singing or chanting	<ul style="list-style-type: none"> • Advise by providing a copy of this risk assessment to relevant people
Adopt good hand hygiene practices	<ul style="list-style-type: none"> • Use of hand gel upon entering and exiting building • Signs at entry • Communicate effective hand washing – signs in toilets

No sharing of food	<ul style="list-style-type: none"> • Food and drink to be brought for individual use only • Access to kitchen only to put prepacked food in refrigerator, and make hot drink using own cup • A copy of this risk assessment will be provided to relevant people
Minimise areas to be cleaned	<ul style="list-style-type: none"> • Avoid touching surfaces where possible • Rooms to have unnecessary objects removed • Everyone to enter only the space required to complete their task • Open windows for ventilation • A copy of this risk assessment will be provided to relevant people
Clean and disinfect toilet area after each use	<ul style="list-style-type: none"> • User to wipe every surface which has been touched with antiseptic wipes. • User to wear disposable gloves • Signs explaining procedure in toilet room
Clean and disinfect all areas which have been touched	<ul style="list-style-type: none"> • Person cleaning to wash hands thoroughly before and after use with soap and water, and to use disposable gloves • Clean and disinfect every hard surface, including but not limited to chairs, light switch, remote controls, hand gel dispensers etc, with disinfectant wipes (which kill 99.9% of germs) • Spray upholstered chairs following use with a disinfectant or sanitising product such as No-Vac • Hard floor area which has been used is to be washed with hot soapy water • If vacuuming is required, use cleaner with a HEPA filter • Cleaning supplies will be provided by Charlestown & Garden Suburb Uniting Church
Record name, contact details, date, time of entry and exit	<ul style="list-style-type: none"> • Sign in books in foyer of each building • A copy of this risk assessment will be provided to relevant people

Discourage gathering outside premises in pick up/drop off areas	<ul style="list-style-type: none"> • Discourage gathering outside premises in pick up/drop off areas • A copy of this risk assessment will be provided to relevant people
Make users aware of the COVIDSafe app to support contact tracing – this is not a requirement	<ul style="list-style-type: none"> • Sign at entrance • A copy of this risk assessment will be provided to relevant people
Provide up to date information on Covid-19	<ul style="list-style-type: none"> • Check latest information at https://www.nsw.gov.au/covid-19 • Covid testing: Call 1800 020 080 or check https://www.health.nsw.gov.au/Infectious/covid-19/Pages/clinics.aspx
Participant is diagnosed with Covid-19	<ul style="list-style-type: none"> • Advise Charlestown & Garden Suburb Church Uniting Church as soon as possible

BE COVID SAFE