**COVIDSafe Plan – Hume Presbyterian Church**

**(Meeting at Aitken Hill Community Centre)**

Community Centres may operate for the following activities (as from 11:59pm Sunday 6th December 2020):

• No patron caps with a density quotient of 1 per 2sqm, subject to use of electronic record keeping. (If not using electronic record keeping a density quotient of 1 per 4sqm applies.)

**COVIDSafe Plan**

**1. Ensure physical distancing**

1. We will observe the maximum number of people permitted for the “Indoor religious gatherings” and “Community Venues” as per the current CHO Directions.
2. We will enforce the 1.5 metre social distancing requirement at all times by arranging chairs and furniture to ensure physical distancing.
3. We will display signs to show limits at the entrance of all enclosed areas where limits apply. These signs outline the maximum occupancy of areas so as not to exceed the overall density quotient of one person per 2 square metres.
4. We will use an entry and exit system to the building making it as efficient as possible so as to minimise congestion or gathering of people, allocating different doors for entry and exit.

**2. Carry a face covering**

1. We require for entry to worship a face covering to be carried (SSD 5(7)(a));
2. We will make available compliant face coverings to any who come unprepared.

**3. Practise good hygiene**

1. We encourage regular handwashing and require general hygiene to be practiced.
2. We have readily-available hand sanitiser.
3. We have appropriate ventilation.
4. We ensure all surfaces frequently touched, including lecterns, microphones, light switches, doorknobs, handrails are cleaned immediately after worship by people using single-use disposable gloves with disinfectant.
5. We maintain a cleaning log that is kept for a minimum of 28 days.

**4. Keep records and act quickly if workers become unwell**

1. We require all worshipers to log into Aitken Hill’s QR code to submit contact details upon arrival. We will also request the first name, contact phone number, time of entry and exit, and area of church premises attended of all worshipers who attend for longer than 15 minutes as a record for Hume PC.
2. We ask worshipers to declare verbally before each worship service if they have symptoms, have been in contact with a confirmed case, or have been directed to isolate, and such people will be asked to return home.
3. We are required to hold these records for 28 days for the purposes of contact tracing and are required to hold these records for 28 days for the purposes of contact tracing subject to the COVIDSafe Plan privacy instructions found here
4. After 28 days, we will destroy the records.
5. If a worshiper or faith leader tests positive:
* we will immediately notify the relevant authorities including DHHS and WorkSafe Victoria;
* we will notify all other worshipers via the phone number supplied
* we will follow all directions listed in Workplace Directions when responding to either suspected or confirmed cases of COVID-19.
1. No person who declares themselves unwell will be permitted to enter.

**5. Avoid interactions in enclosed spaces**

1. We will reduce the amount of time people spend in enclosed spaces beyond what is necessary and practical for the conduct of worship services, and will consider using outdoor spaces for some activities, if appropriate.
2. Windows and doors will be open for the duration of the worship service to enhance airflow and optimise fresh air.

**6. Create workforce bubbles**

1. This is not so applicable for churches, we are one bubble. We don’t have other church services to create multiple bubbles.

This plan has been prepared for the use of the Hume Presbyterian Church based on the best available information as at: this date, 8th December 2020

**Location of the Place of Worship:** Aitken Hill Community Centre (20 Waterview Blvd, Craigieburn)

**Contact:** Rev Luke Brownley

0422 630 236

Session approved Date: 08/12/2020