



Reformed Church  
BOX HILL

Grace Alone • Christ Alone • Faith Alone • Scripture Alone • Glory to God Alone

## RCBH COVIDSafe Plan

This plan applies to all Activities conducted at the church premises (referred to below as 'Premises' or 'Building') at 28 Watts Street, Box Hill 3128

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This Plan is current at **1 January 2021**

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### General

- Activities other than those which fall within the definition of 'Religious Worship', as detailed below, are described in this document as 'Non-worship Activities'. For the avoidance of doubt, recording or filming of worship material for providing to church members and others via the web are treated in this document as 'Non-worship Activities'.
- **Religious Worship** comprises services conducted according to the normal order of the CRCA, including prayers, the reading of scripture, singing and receiving a preached sermon. Religious Worship will be conducted in the church building and in outdoor spaces on the church premises with numbers of people participating as permitted from time to time by Victorian Government regulations.
- **Non-worship Activities** which can practicably be undertaken from homes are to be so undertaken. Only essential and urgent maintenance work, and a minimum component of work necessary for the delivery and recording/filming of scheduled Lord's Day morning and evening worship services are to be undertaken at the Premises.
- **COVIDSafe Contact Tracing** is maintained using QR registration. QR code posters are located in the foyer, and should be used by everyone who enters the building and is able to scan the code using a mobile phone.

In the event that the QR code fails, electronic registration can be achieved by accessing the *Service Victoria* web site at [go.vic.gov.au/check-in](http://go.vic.gov.au/check-in) and entering the code **SYC ZYJ**.

If electronic registration by either of these means is not possible, personal details (name and contact phone number or eMail address) must be recorded on the paper Contact tracing forms which are available on the table in the foyer.

- **Face Masks** are not required outdoors. Government regulations issued 31 December 2020 require face masks to be worn at indoor gatherings, including during Religious Worship. Seating for worship services is arranged so that required distancing and density can be maintained but, at present, while seated or standing in location at a worship service, face masks are required to be worn. Face masks must be worn by everyone over the age of 12 years while informally gathering inside the building (including in the foyer) before and after worship services.

## **Religious Worship**

- The numbers of people participating will be limited to the numbers permitted for the location (either in the church building, or outdoors on the church premises) by Victorian government regulation as published from time to time.
- People attending Religious Worship in the church building will maintain social distancing of 1.5 metres, except that members of the same household may be at a closer distance. The number of people will be limited to one person per 2 square metres of area of the worship space, or any lower maximum as regulated from time to time.
- People entering and leaving the building will use the hand sanitiser provided.
- Bibles and Hymn Books will not be available in church pews, but will be handed to people attending worship in the church building as needed. Bibles and Hymn Books used during a service will be collected after the close of the service, and disinfected using appropriate spray cleanser and paper towels.
- Bibles and Hymn Books used in outdoors services will be handed to people as needed, and similarly disinfected after use.
- People attending Religious Worship may arrive at the church no more than 15 minutes before the scheduled starting time of the service and

must immediately be seated in the church or in outdoor seating as appropriate.

- Singing, while wearing a face mask, is encouraged during the service.
- People shall leave the church building within 15 minutes of the conclusion of Religious Worship.

## Hygiene

- Hand Sanitiser will be available at the entry to the Building and, where relevant, at the entry to meeting rooms within the Building.
- Hand sanitiser is to be used by everyone entering the Building.
- Weather permitting, doors and windows are to be opened during Activities in the Building, subject only to avoiding disturbance to neighbours.
- No food will be brought into or consumed in the Building other than provided pre-packaged foods except on occasions when self-catered food items are brought for special events. Such food items will not be shared as a communal meal, and social distancing will be maintained.
- No drinks other than water will be consumed in the Building except on occasions when tea and coffee is provided as part of a special event. Disposable cups will be used where possible, and any used drinking glasses or cups will be washed immediately the Activity finishes.
- Special arrangements will apply to the observance of the sacrament of the Lord's Supper so that the elements (the communion cups and bread) are served to individual participants without physical touching.

## Cleaning

- Supplies of disinfectant spray, cleaning towels and bin liners will be kept on the Premises and be available to organising staff to complete cleaning routines as below.
- Before the commencement of every permitted Activity at the Premises, including Religious Worship, the following areas and facilities will be cleaned with an appropriate disinfectant cleanser and clean disposable towel:
  - All door handles to areas to be used during the Activity, including toilets.
  - All horizontal surfaces which might reasonably be touched by those attending the Activity.

- Cleaning will be evidenced by filling out and initialling a ***Cleaning Schedule*** as attached.
- Cleaning as above will be repeated at least once every four hours if Activities extend beyond that time.
- Cleaning will be repeated at the conclusion of the Activity, immediately before the Building is vacated.
- People who undertake any of these cleaning processes are to sanitise their hands afterwards using the supplied hand sanitiser.
- Used face masks and used cleaning towels are not to be disposed of in the bins in toilets, kitchen or other rooms. Except in the case of confirmed COVID-19 infection as detailed below, used materials are to be deposited in the lined waste bin marked for the purpose in the foyer, and the sealed bin liner bag is to be taken away from the Premises at the conclusion of the Activity, and disposed of in normal household waste.

### **Contact Tracing and Distancing**

- Everyone attending the Premises will record their name and contact telephone number (or eMail address) as detailed above. At the conclusion of the Activity any used paper ***COVIDSafe Contact Tracing Registration*** schedule will be filed in the COVIDSafe folder.
- A minimum distance of 1.5 metres will be maintained between people at all times.

### **Response to a suspected or confirmed COVID-19 case**

- Anyone with any degree of COVID-19 symptoms is not to enter the Premises.
- Anyone who knows that they have, within the previous 14 days, been in either close contact or casual contact with a person who has a confirmed COVID-19 positive test result is not to enter the Premises.
- Anyone who has attended an Activity at the Premises and who within the subsequent 14 days receives a confirmed COVID-19 positive test result is to advise one of the Contacts above at the first opportunity. In such case all people who are known to have been at the Premises during that time are to be tested for COVID-19, and all published requirements for self-isolation are to be strictly followed.
- Anyone who develops any COVID-19 symptoms while attending an Activity at the Premises is to immediately leave the Premises, proceed

directly to the **Box Hill Hospital Respiratory Assessment Clinic** (located at the corner of Arnold Street and Nelson Road), submit to testing as advised by the Hospital Clinic and abide by all directions given by the Clinic to self-isolate pending receipt of test results.

- Notification is to be given to WorkSafe Victoria (telephone **13 23 60**) immediately of any confirmed COVID-19 case at the Premises (including any confirmed case involving a person who is known to have been at the Premises in the previous 14 days).
- If a confirmed positive COVID-19 test result is advised involving anyone who is known to have been at the Premises within the previous 14 days, the Building will not be used for any Activities until an approved 'deep cleaning' has been conducted and certification of the completion thereof given to one of the Contacts above.
- In the event of someone who has a confirmed COVID-19 test result being present in the Building, used cleaning towels and used face masks are not to be disposed of in household waste, but surrendered to investigating Health Department (DHHS) officers or removed by the contractors undertaking deep cleaning.

This COVIDSafe plan is authorised by the Session, Reformed Church of Box Hill.

Signed

Date            1 January 2021



**Reformed Church BOX HILL**

**COVIDSafe – Cleaning Schedule**

Activity description: .....

Date ...../...../2021

<i>Time cleaned &gt;&gt;</i>								
<i>Item to be cleaned</i>								
Front door handles								
Foyer table								
Hand sanitiser & supplies table								
Handles of worship room doors								
Recording equipment								
Pulpit – all horizontal surfaces								
Lectern (if in use)								
Door handles, taps, grab rails in male, female & disabled toilets								
Handrails of stairs in foyer								
Handrails of church pews								
Chairs for outdoor service								
Hymn Books, Bibles								
<i>Other items as necessary (provide details):</i>								
<b><i>Sign or initial here &gt;&gt;</i></b>								

1. Tick the item when cleaning has been completed
2. Sign or initial when all required cleaning has been completed