

COVID-Safe Plan

Liberty Community Church, Toowoomba

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Contents

INTRODUCTION	2
OCCUPANT DENSITY	2
PRE-GATHERING PREPARATION	2
Laurel Street Centre Preparation Schedule	2
Gordon Avenue Block Preparation Schedule	4
ONSITE ACTIVITIES.....	5
<i>Applies to both Laurel Street Centre and Gordon Avenue Block</i>	5
COVID Wardens	5
Monitoring Attendance, Occupancy and Notification.....	5
Cleaning.....	6
Incident Notification.....	7
Service of Food	7
Physical distancing.....	7
Communion	8
Gifts	8
Children and People with Vulnerabilities	8
Books, Papers, Documents	9
TRAINING AND EDUCATION	9
RISK MANAGEMENT	9

INTRODUCTION

Liberty Community Church (the Church) commits to comply in every respect with the [Industry COVID Safe Plan for Places of Worship in Queensland](#) (the Industry Plan) currently Stage 4 Version 5– effective from October 16, 2020.

This document provides more specific and detailed application of the Industry Plan for Liberty Community Church.

b

The Industry Plan provides that where a member uses their home as a place of worship for people other than members of their household, then home worship will be consistent with the latest [Movement and Gathering Direction](#), which currently allows up to 40 people in their own residence in non-restricted areas. Any member of the Church making their home available for such a purpose commits to comply in every respect with the Movement and Gathering Direction in application at the time.

The Church's Deacons (ACIA Inc Management Committee) commit to ensure that the Church remains up to date with amendments to the Industry Plan and other Public Health directions with reference to the relevant Queensland Government [Webpage](#) and are signed up to the COVID-19 Stakeholder bulletins.

OCCUPANT DENSITY

The Industry Plan under Stage 4 of the Queensland Roadmap to easing COVID-19 public health restrictions, sets indoor occupancy at a maximum of 1 person per 4 m² in a venue. However, this is now superseded by the Chief Health Officer public health direction, [Restrictions on Businesses, Activities and Undertakings Direction \(No. 12\)](#) of 22 December 2020 which prescribes an occupant density of...

no more than one person per 2 square metres for areas open to or used by guests or patrons, whether indoors or outdoors

PRE-GATHERING PREPARATION

The Church has two principal sites of gathering, the Laurel Street Centre of the Toowoomba Central Seventh-Day Adventist Church (the SDA Church) (inside) and the Gordon Avenue Block (outside). Each will necessarily require its own preparation schedule.

Laurel Street Centre Preparation Schedule

The SDA Church has specified that the maximum safe occupancy of the Laurel Street Centre meeting room is **80 persons**.

1) Those setting up the meeting room:

- a) Will do so to comply with physical distancing – arranging chairs to provide for some family groups and some single chairs – with instructions that attendees are not to relocate the chairs because their placement constitutes safe-distancing markers
- b) Will confirm placement or erection of a sign at the meeting room entrance to ensure maximum safe capacity is not exceeded
- c) Will place/ensure placement of several documents on a table at the entrance to the Centre’s meeting room:
 - i) A completed and signed Industry Plan Appendix 1 *Checklist* (See [Attachment 1](#) to this document)
 - ii) The Industry Plan Appendix 3 *Statement of Compliance* (see [Attachment 2](#) to this document)
 - iii) Printed notice that the COVID-19 Warden and Deputy and Deputy COVID-19 Warden are Glen Hanssen and Gabi Raican respectively (see [Attachment 3](#) to this document)
 - iv) Printed information on COVID-19 symptoms, physical distancing and hygiene requirements as per resources available at the Queensland Government [website](#) (see [Attachment 4](#) to this document)
 - v) Printed advice informing of the heightened vulnerability of people in the following groups (see [Attachment 5](#) to this document):
 - (1) Those over 70 years of age
 - (2) Those over 65 years of age with underlying health issues
 - (3) First nations people over the age of 50 with one or more chronic illness
 - vi) A current list of COVID-19 hotspots obtained from the Queensland Government [website](#) together with an exclusion sign specifying that an attendee may not enter the Centre if they:
 - (1) Are unwell
 - (2) Have been in close contact with a known active case of COVID-19
 - (3) Have COVID-19 symptoms (cough, fever, sore throat, fatigue, or shortness of breath)
 - (4) Have travelled overseas in the previous 14 days
 - (5) Have been to a declared COVID-19 hotspot in the previous 14 days
 - vii) Printed advice for protection, including to wash hands BOTH upon arrival and before departure (see [Attachments 6a, 6b](#) and [6c](#) to this document):
 - (1) EITHER wash with the liquid soap¹ at the handbasins in the toilets (**PREFERRED**)
 - (2) OR apply the alcohol-based hand sanitizer² provided adjacent to the printed advice
 - (3) AND dry hands with hand towels provided or hand dryer (if available)
 - viii) Registration document with QR code (see [Attachment 7](#) to this document)
- 2) Will, if the SDA Church has not already done so:
 - a) Designate entrance, exit and movement paths
 - b) Sign the safe-occupant-density capacity of the meeting room on the door of the room
- 3) Will ensure an alcohol-base hand rub is available on the table at the entrance of the meeting room and liquid hand soap¹ pump dispensers are located on the handbasins in each of the Centre’s toilets (female, male and accessible)

¹ The Deacons have selected [Dr Bronner's Pure-Castile Liquid Soap \(Baby Unscented Mild\)](#) to use for this purpose as meeting the authoritative requirements for effective handwashing and minimising risk of reaction. A [Safety Data Sheet](#) for the Dr Bronner’s Liquid Soap will be available.

² The Deacons have selected Oz-Guard for which a Data Safety Sheet will be available.

- 4) Will ensure 4 spray bottles of appropriately diluted *Natroshield*³ disinfectant and of sufficient volume are available together with *Chux Superwipes* for cleaning of hard contactable surfaces (red for toilets and green for other areas)

Gordon Avenue Block Preparation Schedule

The Gordon Avenue Block is approximately 8,000m². Its maximum safe occupant number is theoretically 4,000. However, assuming the usable space the Church normally utilises on the Block is about 2,000m² the Block's reasonable safe maximum numbers is 1,000. Special approval is required for a gathering of this size. However, given the Church's usual usage of the Block and its limited amenities, the safe maximum number for this venue is deemed to be **100 persons**.

- 1) Those setting up the Block:
 - a) Will do so to comply with physical distancing – arranging chairs to be no less than 1.5m apart – with instructions that attendees are not to relocate the chairs because their placement constitutes safe-distancing markers
 - b) Will place a sign on the shipping container to ensure maximum safe capacity of 100 is not exceeded
 - c) Will place/ensure placement of several documents on a registration table:
 - i) A completed and signed Industry Plan Appendix 1 *Checklist* (See [Attachment 1](#) to this document)
 - ii) The Industry Plan Appendix 3 *Statement of Compliance* (see [Attachment 2](#) to this document)
 - iii) Printed notice that the COVID-19 Warden and Deputy COVID-19 Warden be Glen Hanssen and Gabi Raican respectively (see [Attachment 3](#) to this document)
 - iv) Printed information on COVID-19 symptoms, physical distancing and hygiene requirements as per resources available at the Queensland Government [website](#) (see [Attachment 4](#) to this document)
 - v) Printed advice informing of the heightened vulnerability of people in the following groups (see [Attachment 5](#) to this document):
 - (1) Those over 70 years of age
 - (2) Those over 65 years of age with underlying health issues
 - vi) First nations people over the age of 50 with one or more chronic illness

³ The Deacons have selected [NatroShield Disinfectant 10X Concentrate](#) for cleaning hard surfaces. It is:

- **Listed by the TGA** for use against SARS CoV 2 (the virus causing COVID-19) – **ARTG number: 341990** (as required by the Industry Plan)
- **Certified HACCP compliant** by the Codex Alimentarius (The Codex Alimentarius Commission (Codex) is the international food standards setting body established by the United Nation's Food and Agriculture Organization and the World Health Organization. Codex develops international food standards, guidelines, and codes of practice for an international food code that contributes to the safety, quality, and fairness of food trade.)
- **Certified Input for Organic Production** (*Cert. No. 4259M*) by the NASAA Organic (the National Association for Sustainable Agriculture Australia)
- Manufactured in Queensland

A [Safety Data Sheet](#) for NatroShield will be available.

- vii) A current list of COVID-19 hotspots obtained from the Queensland Government [website](#) together with an exclusion sign specifying that an attendee may not enter the site if they:
 - (1) Are unwell
 - (2) Have been in close contact with a known active case of COVID-19
 - (3) Have COVID-19 symptoms (cough, fever, sore throat, fatigue, or shortness of breath)
 - (4) Have travelled overseas in the previous 14 days
 - (5) Have been to a declared COVID-19 hotspot in the previous 14 days
 - viii) Printed advice for protection, including to wash hands BOTH upon arrival and before departure (see [Attachments 6a, 6b](#) and [6c](#) to this document):
 - (1) EITHER wash with the liquid soap¹ at the handbasins in the toilets (**PREFERRED**)
 - (2) OR apply the alcohol-based hand sanitizer² provided adjacent to the printed advice
 - (3) AND dry hands with hand towels provided
 - ix) Registration document with QR code (see [Attachment 7](#) to this document)
 - x) Notice of the deemed safe-occupant-density capacity of the site (see [Attachment 8](#) to this document)
- 2) Will ensure an alcohol-base hand sanitizer is available at the registration desk and a liquid hand soap¹ pump dispenser paper hand towels are located beside the tap on the shipping container door
 - 3) Will ensure 2 spray bottles of appropriately diluted *Natrosshield*³ disinfectant and of sufficient volume are available together with *Chux Superwipes* for cleaning of hard contactable surfaces (red for toilets and green for other areas)

ONSITE ACTIVITIES

Applies to both Laurel Street Centre and Gordon Avenue Block

COVID Wardens

- 1) The Church Deacons appoint Glen Hanssen and Gabi Raican as COVID Safe Warden and Deputy Warden respectively for each gathering
- 2) The Warden and Deputy Warden will manage onsite activities addressing the risk of COVID-19

Monitoring Attendance, Occupancy and Notification

The Church commits to maintain systems to effectively manage entry and exit to each site and participation in actives so that attendees are kept COVID safe at minimised inconvenience.

- 1) Attendees to each site will be encouraged to download the COVID-Safe app at the [link](#). However, the app is not mandated. It is not an alternative to collecting and retaining contact information.
- 2) The Church has established an electronic check in system for all attendees using a QR code to record:

- a) Full name
 - b) Phone number
 - c) Email address
 - d) Date and time of entry
 - e) Estimated time at the site
- 3) The Warden and Deputy Warden will oversee attendee entry to each site, ensuring:
- a) The maximum safe occupant number for each site is not exceed
 - b) Attendees complete their registration of entry
 - c) Attendees who, for whatever reason, cannot complete their registration of entry are assisted to do so
- 4) Registration information will be retained to be provided to public health officers upon request and within the required time. The information will not be used for any other purpose and will be destroyed after 56 days

Cleaning

The Church commits to maintain a safe and healthy environment in which to worship. It undertakes the following cleaning measures in line with the [Workplace Health and Safety Queensland COVID-19 Guide](#):

- 1) Cleaners will wear gloves when cleaning and wash their hands thoroughly with liquid soap¹ or alcohol-based hand sanitiser before and after wearing gloves
- 2) Hand washing will take at least 20-30 seconds, including washing the whole area of each hand (palms, fingers, nails and back of hands), covering all areas with soap before washing with water
- 3) Frequently touched areas and surfaces will be cleaned each hour (as far as possible) with the disinfectant solution provided.² The surface will be thoroughly wetted with disinfectant and wiped with a *Chux* cloth (blue for toilet areas and yellow for other areas) Prioritized areas include:
 - a) Tabletops including the registration table
 - b) Light switches
 - c) Chair backs
 - d) Doorknobs and handles
 - e) Chair backs
 - f) Computer keyboards and mice
 - g) Sinks
 - h) Shared musical instruments
- 4) All touched areas and surfaces will be cleaned as prescribed in 3) above prior to and at the conclusion of each event
- 5) Sufficient waste disposal facilities will be available at each site and emptied at the conclusion of the event or earlier if required

Incident Notification

- 3) As per [WorkSafe Queensland's COVID-19 incident notification advice](#), if there is a confirmed or probable case of COVID-19 of someone who attended a meeting of the Church, Queensland Health will be notified by the medical professional who confirms the diagnosis
 - a) The President of ACIA Inc or the Shepherd will notify Workplace Health and Safety Queensland (WHSQ) of:
 - i) the confirmed or probable case of COVID-19 as diagnosed by a medical practitioner and arising out of the Church gathering or
 - ii) an undertaking:
 - (1) that requires the person to have immediate treatment as an in-patient in a hospital; or
 - (2) to which the Church gathering is a significant contributing factor, including any infection that is reliably attributable to activity that involves providing treatment or care to a person, or that involves contact with human blood or bodily substances
 - b) The President of ACIA Inc or the Shepherd will notify David Peers of the SDA Church of the incident
 - c) The Church will cease meetings in the Laurel Street Centre until notified otherwise by Queensland Health or WorkSafe Queensland
 - d) The Church will resume meeting by Zoom until its gathering in the Laurel Street Centre is permitted again
- 4) If an attendee displays symptoms of COVID-19, COVID Warden (or Deputy) will:
 - a) Provide a face mask for the person
 - b) Isolate the person in another part of the Centre
 - c) Arrange for the person to go home or to a health facility
 - d) Record the incident

Service of Food

Physical distancing

- 1) The Church commits to practice safe physical distancing at each site:
 - 1) Permitting one person per 2 square metres The Church will not permit service of food, coffee, tea, or other beverages in the Laurel Street Centre as per the request of the SDA Church not to utilise the Centre's kitchen, nor at the Gordon Avenue Block. Each attending member or family group may BYO food, tea, or beverages for their sole use.
 - 2) If and when the SDA Church permits re-opening of the Centre's kitchen, the Church will arrange communal refreshments e.g., food, tea and beverages in compliance with the [Retail Food Services Industry COVID Safe Plan](#), ensuring:
 - a) No self-service occurs
 - b) No food is served buffet style
 - c) All participants are physically distanced when eating or drinking
- 2)

- 3) Encouraging attendees to maintain a safe distance of 1.5m from fellow attendees always, including and particularly for **singing**⁴, except for members of the same household who need not necessarily practice physical distancing of 1.5m from each other
- 4) Ensuring members of the **musical team** maintain 1.5m of separation from each other
- 5) Practicing good greeting hygiene i.e., encouraging bows, elbow taps, closed fist taps in lieu of handshakes and kisses and physical distancing is maintained during **pre- and post-gathering greetings**

Communion

The Church commits to COVID Safe practice in serving the bread and cup of communion:

- 3) The bread and wine will not be served in buffet style as was its previous practice
- 4) The bread and wine will be served either:
 - a) By two people who have washed their hands in the prescribed safe manner just prior to the duty:
 - i) One serving each recipient with a piece of bread or equivalent with a serving utensil
 - ii) One serving each recipient with 'wine' in their own or disposable small cup
 - b) One or two people serving each recipient with a pre-sealed bread and wine package

Gifts

The Church commits to safe practice in receipt of offerings and handling cash with care:

- 1) Facilitating and encouraging online payment of offerings
- 2) Where electronic offerings are not possible, ensuring those who handle the cash offerings practice good hand hygiene while doing so

Children and People with Vulnerabilities

The Church commits to inclusivity of children and people with vulnerabilities because of cognitive capacity, aged and physical illness and sensitivities in its consideration and practice of COVID safe practices:

- 1) Fully supporting their attendance at events on both sites
- 2) Being sensitive to the impacts
- 3) Taking greater care to explain changes of practice due to COVID-19
- 4) Every member of the church committing to assist them to remain safe and maintain physical distance wherever possible
- 5) Providing a 'Zoom in' option when gathering again at the Laurel Street Centre

⁴ Which the Chief Health Officer's directions now permit

Books, Papers, Documents

The Church commits to reduce to a minimum the multi-handling of objects to minimise risk of transmission of virus by this means:

- 1) Placing only the Plan recommended documents on the registration table at either venue:
- 2) Removing shared hymn books and encouraging use of personal hymn books and projecting songs wherever possible
- 3) Removing shared Bibles and other literature

TRAINING AND EDUCATION

The Church appoints Glen Hanssen and Gabi Raican to be COVID Educators to educate the Church membership on health measures and risk, ensuring members:

- 1) Are aware of, understand the purpose of and follow the measures included in the Plan
- 2) Know to call 13HEALTH (13 43 25 83) if experiencing symptoms of COVID-19
- 3) Know when to get COVID-19 tested
- 4) Know the rationale of public health measures such as physical distancing, personal and hand hygiene, isolation, quarantine, testing, contact tracing

RISK MANAGEMENT

The Deacons will monitor the status of COVID-19 risk in our community as advised by the Queensland Government and review and adjust the Church's risk management response accordingly to:

- 1) Determine when it is safe to meet face to face and when it is preferable to meet by Zoom
- 2) Ensure the Church's gatherings comply with the Industry Plan
- 3) Maintain a record of identified hazards and risk management measures for each venue such as:
 - a) Physical distancing, practising good personal and hand hygiene
 - b) Keeping the venues clean during COVID-19
 - c) Routine cleaning
 - d) Personal protective equipment where necessary
 - e) Managing symptoms of COVID-19
 - f) Managing psychosocial risks
- 4) Communicate, consult, instruct, train, and supervise volunteers throughout the whole of the COVID-19 risk management process
- 5) Apply the Checklist supplied in the Industry Plan, Appendix 1 to assist the risk management process