The Anglican Diocese of Melbourne



***COVIDSAFE Checklist***

**For use in assessing readiness to open churches for worship and private prayer**

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| **PARISH or MINISTRY CENTRE:** | **Y / N** |
| **NAME, email and phone of COVID Safe Officer (CSO):**  (if more than one centre, you may have a COVID-Safe Officer for each centre. If so, please specify) |  |
| **Decision-making** | XXXX |
| The Staff, wardens, Parish Council and CSO have discussed the DHHS guidelines for places of worship (links below) |  |
| There is agreement that the Parish/Ministry Centre is ready to comply |  |
| **Vulnerable persons** | XXXX |
| We have a communications strategy to minimise risks to vulnerable persons in the community |  |
| **Signage and communications** | XXXX |
| Signage regulations have been complied with (see links below) |  |
| An announcement is made in every service reminding attendees to maintain social distancing, use hand sanitiser, not to shake hands, and for ‘symptomatic’ persons (or close contacts) to self-exclude |  |
| COVID Safe posters (see link below) are on display at the entry of the church buildings |  |
| **Cleaning** | XXXX |
| A mechanism for regular thorough cleaning, and record-keeping, has been put in place. Cleaning requirements in the Safe Work Australia link below are practised. |  |
| Hand sanitiser is placed at entry and exit points with signage |  |
| Service times allow sufficient time (one full hour) for cleaning between each service |  |
| **Social distancing** | XXXX |
| A seating plan keeps people 1.5 metres apart and 4sqm per person |  |
| Someone is designated to supervise social distancing on arrival and exit |  |
| The density quotient of the building has been calculated (see section 15 of the DHHS RADs) |  |
| Post-service social distancing is maintained and supervised |  |
| **Worship** | XXXX |
| Shared books are not used for services |  |
| Services avoid prolonged face to face contact |  |
| Someone is assigned to record names and phone numbers of attendees |  |
| Someone is assigned to turn away people when the maximum number of people is reached |  |
| The administration of communion (where applicable) maintains hygiene, is in one kind (bread only) or uses individual cups, and there is no intinction. |  |
| Vestments and robes will not be shared between clergy, servers or lay ministers |  |
| **Private Prayer in Churches (when allowed)** | XXXX |
| Someone is on duty whenever the church is open |  |
| Those fulfilling this role understand the requirements to be observed by visitors |  |
| Church opening hours are set to accommodate the need for monitoring |  |
| **Other groups** | XXXX |
| The COVID-Safe Officer has an agreement with groups (church or otherwise) using church premises for maintaining regulations and including proper cleaning |  |
| For church groups in homes, when allowed, the leaders understand COVID-Safe requirements |  |
| Op shops (where applicable) are practising the guidelines provided by the diocese (link below) |  |
| **Incidents** | XXXX |
| People know to report any incident of COVID contact to the COVID-Safe Officer |  |
| The COVID-Safe Officer will promptly report any incident to the bishop, close the premises and follow measures as indicated by Safe Work Australia (link below). |  |
| **Other languages** | XXXX |
| For congregations with other than English, translations have been read from the link below |  |

Please email completed form, and any additional comments, to the Registrar (registrar@melbourneanglican.org.au) before resuming any activity in your church premises. If you have any questions, please call your area bishop.

**LINKS**

1. See <https://www.dhhs.vic.gov.au/coronavirus> for the restrictions and regulations currently in place. The COVID-Safe officer ought to keep up with these when restrictions change and keep informed through the diocesan COVID update newsletters.
2. Safe Work Australia on cleaning: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>. This is comprehensive advice, to be applied in the context of Link 1, §15 above.
3. Safe Work Australia posters available here: <https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19>. Some of these are branded NSW, but can be adapted or used. This poster is especially relevant: <https://www.health.gov.au/sites/default/files/documents/2020/04/coronavirus-covid-19-religious-services-during-coronavirus.pdf>
4. Safe Work Australia on COVID-19 at the workplace: <https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf>
5. Safe Work Materials in other languages: <https://covid19inlanguage.homeaffairs.gov.au>
6. Op Shop Guidelines: [here](https://www.melbourneanglican.org.au/wp-content/uploads/2020/05/Parish-Op-Shops-from-20-May-2020.pdf)