

PARISH COVID SAFE PLAN



CATHOLIC ARCHDIOCESE
OF MELBOURNE

Our COVID Safe Plan

Parish name: St Roch's
 Site location: 200 Burke Rd, Glen Iris
 Parish Priest name: Rev. Fr Michael Gallacher
 Parish Priest phone: 9885 6611
 Date prepared: 10th December 2020

ONCE COMPLETE, PLEASE PLACE YOUR COVID SAFE PLAN IN AN AREA THAT IS ACCESSIBLE TO EVERYONE WHO IS PERMITTED TO ENTER THE PARISH FACILITIES (EG. FRONT DOOR/NOTICE BOARD)

FOR FURTHER INFORMATION PLEASE CLICK HERE - <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace>

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff and funeral attendees.</p>	<p><i>Hand sanitiser is available at the front doors of the church as people enter, and on tables inside the church for use during religious services. The bathroom is stocked with soap and a hand dryer is available. Gloves and disinfectant wipes are available in the church.</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Air conditioning will be adjusted to ensure optimal airflow with fans running. Windows are available to be opened to aide airflow as weather permits.</i></p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p><i>Masks are no longer required to be worn by people who maintain social distancing from those of other households.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>The faith leader is trained in proper hygiene practices and appropriate PPE use as per the DHHS recommendations. Parish staff and those required for the service are up-to-date with the current parish COVID-safe plan.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>The kitchenette in the narthex will remain closed while the church is in use. No other items will be available for communal use. Disinfectant wipes and disposable gloves with are present for use.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>The church continues to be professionally cleaned weekly, as well as disinfectant wipes being used immediately after each religious ceremony on all surfaces that have been touched by attendees.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Gloves and disinfectant wipes are available for those who will clean immediately after a religious ceremony.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>The parish secretary and bookkeeper will work from home or in the office in line with current COVID roadmap restrictions and DHHS recommendations.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>N/A</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>All attendees will be asked if they are well or have any flu-like symptoms.</i></p>
<p>Configure communal work areas so that there is no more than one worker / attendee per four square meters of enclosed workspace, and employees / attendees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>The two parish staff members may be required to work at the same time, and will occupy desks at opposite ends of the office.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff or attendees.</p>	<p><i>The different desks used by the staff make the social distancing clear.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>No workstations face each other in our office.</i></p>
<p>Minimise the build up of employees waiting to enter and exit the workplace or Church.</p>	<p><i>No more than one visitor is permitted to attend at any one time, unless they are of the same company and have arrived together.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunch-breaks).</p>	<p><i>The parish secretary has read all material related to this physical distancing while at work, but is not at work during COVID roadmap related restrictions.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>There is no contact. All deliveries are left at the door unattended.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Work hours will be arranged so that staff attend the office at the same time only when necessary.</i></p>
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<p><i>For all religious ceremonies, clear and visible signage will be displayed at entry points, the sanitisation stations, and the area for gatherings/ceremonies will be clearly demarcated as unavailable for general public access. The doors will remain locked during services, as required by DHHS guidelines. Attendees will arrive at their nominated time and proceed through the signed entry point and sanitisation station. Signs and markings will be utilised to ensure that each household maintains the 1.5m distance precaution throughout the entire gathering/ceremony.</i></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p><i>An electronic pre-booking system will be used, and a register will be kept and maintained by the Parish Priest to ensure the restrictions on attendees are dutifully maintained and contact details are kept for contact tracing. A designated door attendant will sign-in attendees upon arrival.</i></p> <p><i>A register of visitors to the parish office will also be maintained.</i></p> <p>For funerals: <i>An electronic pre-booking system will be used, a copy of which will be kept in the front door of the church to ensure only those who have booked electronically are in attendance. Funeral staff will admit pre-booked attendees upon arrival.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>We will follow directions of the Archdiocese of Melbourne and DHHS in this regard.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan or emergency management plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>The case would be immediately reported according to Archdiocesan protocols provided.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>Visitors register will be provided upon request.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>If a positive case is reported, an industrial clean will be undertaken of the interior of the church.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee or attendee during work hours.</p>	<p><i>We will follow directions of the Archdiocese of Melbourne and DHHS in this regard.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>We will follow directions of the Archdiocese of Melbourne and DHHS in this regard.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>We will follow directions of the Archdiocese of Melbourne and DHHS in this regard.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>We will follow directions of the Archdiocese of Melbourne and DHHS in this regard.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed _____

Name _____

Date _____