

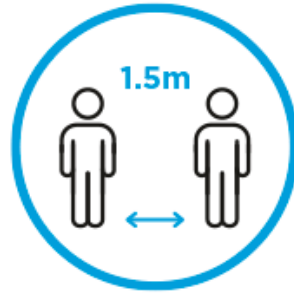


# All Saint's Parish Portland



## COVID-19 Safe Plan for our Parish Buildings

Reviewed: 6<sup>th</sup> November 2020



**Physical distancing**

## 1. Ensure physical distancing.

**You must ensure all in attendance at Masses, Funerals, Weddings, Meetings and any other Parish indoor functions observe the 1 person per 4m<sup>2</sup> rule.**

This must be done by:

- Outdoor religious gatherings and ceremonies: up to 50 people, plus 1 faith leader, proximate to a place of worship.
- Indoor religious and ceremonies: up to 20 people, plus 1 faith leader. (Minimum 4m<sup>2</sup> per person).
- Indoor meetings must observe the 4m<sup>2</sup> rule where they occur, wearing of masks should be observed.
- Signage to be prepared and erected indicating the allowable numbers for each Church based on available floor area (4m<sup>2</sup> per person)
- Current State Maximum 100 people + Celebrant

<b>Church</b>	<b>Size</b>	<b>Maximum</b>
<b>All Saints Portland</b>	162sqm	<b>35 people + Celebrant</b> (Maximum on 4m <sup>2</sup> )

**Current Temporary Parish Office at Bayview College is not open to visitors**

<b>New Parish Office</b>	24.8sqm	<b>6 people</b>
<b>New Parish Meeting Room</b>	17.6sqm	<b>4 people</b>

<b>St Gregory's Heywood</b>	<b>Not in use at present</b>
<b>St Patrick's Dartmoor</b>	<b>Not in use at present</b>

- Attendance numbers at Weddings and Funerals shall be as per the prescribed limits by DHHS regulations and considering the available floor space in each building.
- Providing floor and seat markings where applicable to direct those attending where to sit or stand.

- Roping off areas that are not to be used to maintain 1.5m physical distancing. (Only every second pew shall be available for seating.)
- Those attending mass/meetings must proceed from the building immediately at the completion of the service/meeting and are not to stay socialising inside with others.



**Mask Required**

## **2. Wear a face mask.**

**You must ensure all attendees of our Churches and other buildings wear a face covering as per public health advice.**

This includes:

- Whilst attending our Churches or parish buildings, you must wear a fitted face mask that covers the nose and mouth. This means that face shields, bandanas, or scarves or loose snoods, loose Buffs or loose neck gaiters on their own will no longer be considered a sufficient face covering.
- Infants and children under the age of 12 years are not required to wear a mask.
- A person who is affected by a relevant medical condition, (Certification required as proof of exemption) including problems with their breathing, a serious condition of the face, a disability or a mental health condition are not required to wear a mask.
- Signage is to be erected at all Parish Building entrances to advise attendees of the requirement to wear a mask.
- Masks are required to be worn during all times except for when acting as a Reader at Mass.
- **Procedure for the Reception of Holy Communion:**
  - **Approach the Priest/Communion Minister**
  - **Stand on distance markers with mask on.**
  - **Lower mask.**
  - **Receive Holy Communion in the hand & consume immediately.**
  - **Raise your mask and return to your seat via the side aisle.**

- Anyone who distributes communion must wear a face mask as per the State Government recommendation that we should wear a face mask where social distancing is not possible.



**Hygiene and  
cleaning**

### **3. Practise good hygiene.**

**You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items.**

You should:

- A cleaning log must be displayed and completed when cleaning is performed in all Churches.
- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- The seats / pews and rails must be sprayed and wiped clean after each service with the equipment supplied.
- All touch points on doors, rails, etc must be cleaned using the supplied spray and cloths at the completion of each service.
- You should make soap and/or hand sanitiser available for all volunteers and visitors throughout the Church and encourage regular handwashing.
- Hand sanitiser to be available at each entrance and Priests chair.
- Any regular Church cleaners should be instructed on required cleaning processes and completing the cleaning log.
- Cleaners are to be trained in correct cleaning processes as per DHHS requirements.

- The Priest will sanitise his hands prior to the commencement of the service, prior to the offertory, before the Lamb of God and at the end of the service. The Priest will also avoid touching his face during the service.
- Communion will be distributed in the form of the host only and must only be distributed in the hand.
- It is preferable that any one distributing communion is not in an at-risk category. (Age / Health)



**Record  
keeping**

## **4. Keep records and act quickly if any attendees/workers become unwell.**

**You must keep records of all people who enter a Parish building for contact tracing.**

- Attendees are to be scheduled by the nominated coordinator who will also keep a register of attendance at each service.
- The attendance register shall be supplied by the parish and must remain in the local church. It will record the attendee's first name, contact phone number, date, and time of attendance.

**You should implement a screening system that involves temperature checking upon entry into a workplace or Parish Building.**

- Prior to entry, all attendees are to be asked if they recently have experienced any of these symptoms.
  - Fever,
  - flu-like symptoms such as coughing, sore throat and fatigue,
  - shortness of breath.

If the answer is yes, then they are not allowed to enter and should be advised to arrange a Covid19 test with local health services.

- Signage should be erected which advises visitors to not enter if they have any Covid19 symptoms.

## **4. Keep records and act quickly if attendees/workers become unwell. (Cont.)**

### **You must develop a contingency plan to manage any outbreaks.**

This includes:

- Having a plan to respond to a visitor who has been notified that they are a positive case while attending a service/meeting, noting that attendees who show symptoms or have been in close contact should NOT attend any Parish Building until they receive their test results.
- Having a plan to identify and notify close contacts in the event of a positive case attending any Parish Building during their infectious period.
- Having a plan in place to clean the Parish Building (or part) in the event of a positive case.
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- Notify the COVID Safe Officer (Fr Gregory Tait) on 0475 512 530 if any positive cases are identified amongst attendees.
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your Church.
- Having a plan in the event that you have been instructed to close by DHHS.
- Having a plan to re-open your Parish Building once agreed by DHHS and notify attendees that services/meetings can resume.

## Suspected or confirmed case of COVID-19 at work

### If the suspected or confirmed case of COVID-19 is at work



#### 1. ISOLATE

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



#### 2. INFORM

Ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials.



#### 3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



#### 4. CLEAN

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



#### 5. IDENTIFY

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



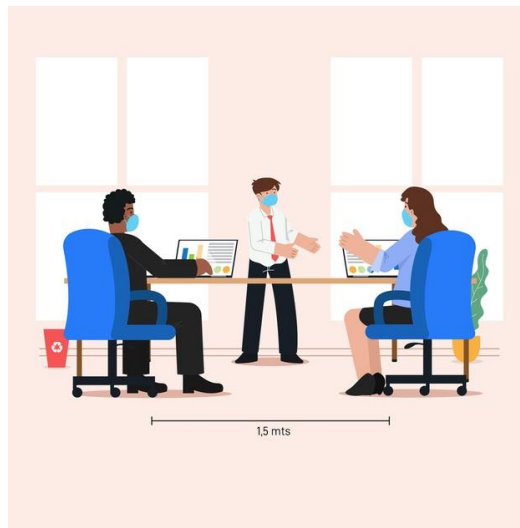
#### 6. CLEAN

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



#### 7. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.



## Keep Apart in Meetings

### 5. Avoid interactions in enclosed spaces.

**You should reduce the amount of time attendees are spending in enclosed spaces.**

This could include:

- Enabling meetings in outdoor environments.
- Moving as much activity outside as possible, including refreshments after Mass.
- Enhancing airflow by opening windows and doors.
- Optimising fresh air flow in air conditioning systems
- Parish meetings shall be held via Zoom wherever possible. If this is not possible then masks shall be worn during the meeting and physical distancing requirements adhered to.





## 6. Communicate and Agree to the plan.

**All communities are required to be familiar with the plan and agree to comply with this policy.**

**What are the penalties for noncompliance?**

Victoria Police can issue on the spot fines of up to \$1,652 for individuals and up to \$9,913 for businesses for:

- Refusing or failing to comply with the emergency directions.
- Refusing or failing to comply with a public health risk power direction.
- Refusing or failing to comply with a direction by the Chief Health Officer to provide information.

Fines of up to \$20,000 for individuals and \$100,000 for businesses are possible through the court system.

**Cancellation of Services/Meetings** – If **any** of the above processes and regulations are not complied with in any of our parish buildings we will not hesitate to cancel any scheduled Mass, other services or meetings until such time as the community is prepared to undertake these measures.

Rev. Gregory A D Tait  
Parish Priest

**End**