



COVID-19 SAFETY PLAN

REPRESENTATIVES OF CHRIST'S KINGDOM (ROCK)

SYDNEY CHURCH

1/83-85 Whiting Street
Artarmon NSW 2064

VERSION: 1

DATE: 8th July 2020

Website: www.rocksydney.org.au

Phone: +61 02 9436 2235

Phone: +61 401 157 767

COVID-19 SAFETY PLAN

PURPOSE OF THIS COVID-19 SAFETY PLAN

This COVID-19 Safety Plan was prepared in accordance with the guidance set by the NSW Government in response to the COVID-19 pandemic. The purpose of this COVID-19 Safety Plan is to provide all church attendees including its Board, pastoral and ministerial teams with key information about attending our church services safely during COVID-19. Our top priority is to ensure we manage this process in a way that keeps everyone safe and well.

The contents of this COVID-19 Safety Plan will change over time, as restrictions ease and more public information becomes available.

In this COVID-19 Safety Plan, the capitalised word **Church** means the church address at 1/83-85 Whiting Street, Artarmon NSW 2064.

1. WELLBEING OF STAFF AND CONGREGANTS

1.1. Feeling Unwell

The symptoms of the COVID-19 infection are very similar to the symptoms of other common respiratory illnesses like the cold and the flu.

If you have any of the following symptoms in section 1.2:

- a) **Outside Church:** you should not attend the Church, including the location of other related activities such as KM or MC.
- b) **At Church:** put a covering over your mouth (a mask, scarf, bandana etc.), notify an usher and Ps Yosia and make the appropriate arrangements to go home.
- c) **After Church:** you should arrange to get a COVID-19 test and notify your KM/MC leader and Ps Yosia **as soon as possible**.

1.2. Symptoms of COVID-19

Symptoms of COVID-19 include any of the following:

- Fever (≥ 37.5 C)
- Chills
- Cough
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Shortness of breath
- Fatigue
- Muscle aches
- Headache
- Nausea/vomiting
- Diarrhea

1.3. Self Isolation and COVID-19 Testing

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If you have any of the above symptoms, you should arrange to get a COVID-19 test **as soon as possible** and self isolate in your own home for 2 weeks.

Even if the test is negative, you should not attend the Church while you are unwell.

1.4. Tested Positive for COVID-19

If you have tested **positive** for COVID-19 and have been at Church recently:

- a) You must inform KM/MC leader and Ps Yosia that you have tested positive for COVID-19.
- b) As soon as possible, work together with KM/MC leader and Ps Yosia to identify who you have had close contact within the 24 hours before the onset of your symptoms. This may extend to a longer period of time if you had attended the Church recently.
- c) We will endeavour to contact the relevant persons who may have had contact with you as soon as possible to get tested for COVID-19.

1.5. Training

All church leaders (Board, pastoral and ministry leaders) and persons serving in ministry will be provided with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

1.6. Conditions of Entry

Signs and notices relating to hygiene and social distancing will be placed throughout the Church, on our website (www.rocksydney.org.au).

We will be also posting signs and notices on doors of all enclosed rooms within the Church identifying the number of permitted persons within that room at any one time.

1.7. Online Services (Live Streaming)

The church has provided online services (via www.rocksydney.online.church) at the date of this COVID-19 Safety Plan.

On and from 12 July 2020, we will make available the live streaming of the Sunday services from www.youtube.com/rocksydney.

We encourage those who choose to stay home and any vulnerable class of persons susceptible to COVID-19 such as the elderly (aged 70+ years), to participate and join the Sunday services using the live streaming method.

1.8. Self Isolation

You must self-isolate for 14 days if you:

- Have arrived home from travelling internationally within the past 14 days.
- Live with someone who has travelled internationally within the past 14 days.
- Have come into close contact or live with someone who is a probable or confirmed case of COVID-19.

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- You will also be asked to self-isolate if you have been in close contact with a 'high risk' suspected case of COVID-19, until their test results are known. You must not attend the Church until the self-isolation period is over.

1.9. COVID-19 Safety Plan

This COVID-19 Safety Plan, as amended from time to time, will be provided to all members of the church at the date it is published and will be made available at the Church in the foyer, main hall, office, kitchen and classrooms.

2. PHYSICAL DISTANCING

2.1. Attendance Capacity

In accordance with guidance and the laws set by the NSW Government, at the date of this COVID-19 Safety Plan, there can be no more than 75/91 in the main hall and 45 in other rooms at any time.

This approach is consistent with the one person per 4 square metre of space (excluding staff).

2.2. Social Distancing

All persons at Church are expected to practice and maintain social distancing from one another.

This includes always maintaining a distance of 1.5 metres apart from those around you and to minimise contact such as hugging, handshaking, kissing and/or touching.

2.3. Furniture Layout

All furniture such as chairs and tables during any church services held at Church will be spaced apart to observe and comply with social distancing requirements.

For the avoidance of doubt, furniture within the Church will be spaced at 1.5 metres apart where possible.

The church will mark with coloured tape chairs, tables and/or rooms that are closed or not available for use.

2.4. Praise and Worship

High energy dance, as well as singing and wind instruments, can spread COVID-19 if a participant is infected. Group singing such as praise and worship is a particularly high risk activity and will be kept to minimum at the present time.

2.5. Before and After the Service

Persons must observe the social distancing requirements in section 2.2 above when gathering socially before and after a service at Church.

2.6. Public Transport

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We understand travelling to and from the office is a key consideration for many church attendees. If you travel on public transport please follow any distancing guidance provided to passengers. Plan ahead and if possible, travel outside of peak times.

More information about off-peak travel and public transport travel trends is available on the Transport NSW website.

2.7. Car Pooling

In addition to public transport, we also understand that carpooling is also a common method that church attendees use to come to church. If you car pool, please maintain social distancing practices where possible and listen to the directions of the driver.

Drivers are urged to maintain hygienic practices by making available hand sanitisers and cleaning their vehicles after use.

3. HYGIENE AND CLEANING

3.1. Hand Hygiene

Upon entering the building, you should immediately wash your hands in the kitchen or bathroom sink, without touching anything on your way there.

Hand washing is extremely important to help prevent the spread of disease. Washing for 20-30 seconds is necessary, not just suggested. This is the amount of time it takes to break down and kill bacteria particles like COVID-19.

In addition, hand sanitiser stations have been provided in multiple locations within the Church. Please make use of these hand sanitisers.

If you are using your own personal supply of hand sanitiser, please ensure that it has a minimum 60% alcohol / ethanol content.

3.2. Cleaning of the Church

Hand sanitisers and alcohol wipes will be provided throughout the Church.

We will observe and follow the below cleaning process:

Before every service, ushers will wipe vulnerable places with disinfectants.

Once a week, a cleaner will clean the church and pay special attention to hygiene requirements.

3.3. Holy Communion

HC Preparation

Ushers will need to wash their hands following the good hand hygiene procedure before handling any of the HC items. Gloves will need to be worn when handling the HC items.

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HC Procedure

During the HC, pastors and coordinators will be standing at the front at different positions, wearing gloves and handing both the bread and the wine cup to each attendees that would be coming up to the front. The HC host will direct the flow of the HC so that it forms a line that will move in one direction coming from the front left of each section's row and returning to the front right of each section's row. HC is optional and will be announced by HC host.

3.4. Amenities

a) Bathroom and Toilets

Bathrooms and toilets are a high risk area to potentially being exposed to COVID-19. Please observe the following when using the bathroom and toilets within the Church.

- One person at the hand basins at a time.
- If someone is in the bathroom, wait at an appropriate distance for them to leave.
- Do not cross paths with anyone when entering or exiting the bathroom.
- Wash your hands before exiting the bathroom.

During this period, shower facilities within the Church will temporarily be unavailable.

We will ensure that there is an adequate supply of soap and paper towels in the bathroom and toilets.

b) Kitchen

There will be strict practices of handling food within the Church including in the kitchen area. The following must be observed when using the kitchen area.

- If you need to use the fridge, please use your own containers and label it with your name clearly.
- If you are consuming food in the kitchen, please use your own cutlery and do not leave any dirty containers or cutlery in the sink.
- Please wipe any surfaces you used with the alcohol wipes provided.
- If someone enters the kitchen when you are there, keep at least 1.5m apart from each other.

c) Classrooms (Sunday School)

We will ensure that frequently used indoor hard surface areas (including children's play areas and classrooms) will be cleaned after each use with detergent or disinfectant.

Gloves will be provided and persons assisting with the cleaning will be instructed to wash their hands after.

3.5. Food

We encourage church attendees to not consume or to minimise the consumption of food within the Church during this time.

Only water will be provided within the Church.

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4. RECORD KEEPING

4.1. Record of Attendance

In line with the guidelines set by the NSW Government, all church attendees must record their details (name, contact number) at the record book kept next to the entry way to the Church.

This record of attendance will be kept confidentially and securely for a period of 28 days for the purposes of contact tracing should there be a breakout of COVID-19 within the Church.

4.2. COVIDSafe App

We recommend that all church attendees download the Australian Government's COVIDSafe App and ensure it is operational, before attending our church services.

5. KEY CONTACTS

5.1. Responsible COVID-19 Officers

Service Times	Contact Details
Indonesian Services	
8:30am	Ps Samuel Jusuf (0400 818 912)
10:30am	Ps Samuel Jusuf (0400 8180912) Evan Tanuhardja (Sunday School)
English Services	
4:00pm	Ps Yosia Yusuf (0420 579 217) Hartadi Rahardja (Teenagers) Ribka Mulyani (Sunday School)
Friday Services (KG, AC and LOGOS)	
7:00pm	Ps Yosia Yusuf (0420 579 217)