

COVID Safe Plan

St Mark's Coptic Orthodox Church - Melbourne

Our COVID Safe Plan

Business name:	St Mark's Coptic Orthodox Church - Melbourne
Site location:	40-42 Gilbert Rd, Preston 3072
Contact person:	Zacariah Traversa
Contact person phone:	0457 098 154
Date prepared:	Wednesday 5 August 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none">• <i>Automatic hand sanitiser stations located throughout church, including at each entry/exit.</i>• <i>Adequate supplies of sanitiser, soap and paper towels in restrooms.</i>• <i>Rubbish bins are available to dispose of paper towels.</i>• <i>Clear signage displayed on how to wash and sanitise hands correctly.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• Opening of windows at the start of every service. Air conditioning set to optimum air flow and unit filters are regularly cleaned to ensure this.
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.	<ul style="list-style-type: none">• Face coverings are required to be worn at all times on site. Entry to the church site is denied without adequate face covering.• Disposable surgical masks are available for single use on site. However, all those admitted to the church must bring their own to be allowed entry.

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>	<ul style="list-style-type: none"> • All clergymen and service people informed on correct use and disposal of face coverings and good hygiene practices. • Signage available throughout church site. • All those attending the church site instructed not to attend if feeling unwell. • Further detailed information available on church website, which has been communicated with all service people attending the church: https://www.stmarkscocmelb.com/covid-19
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Contactless hand sanitiser stations have been installed at entry. • Water stations inside church not available for communal use.

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>	<ul style="list-style-type: none"> • High touch surfaces cleaned and disinfected at the end of every service.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Cleaning and disinfectant supplies available on site. • Supplies of cleaning products are monitored and regularly restocked.

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>	<ul style="list-style-type: none"> • Services which do not require attending the church site are conducted at home.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Communicated the requirement not to work across multiple sites. • Adjusted services rosters to ensure the above.
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> • Temperature checking has been implemented. Contactless thermometer to be used at point of entry and temperature to be recorded in workplace register. If temperature is 37.5+, asked to leave immediately. • All those attending the church site instructed not to attend if feeling unwell. Also, not to attend if they are waiting results of a COVID Test and must notify the church if they are a positive case.
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • Barrier inside church ensures adequate separation ie. not all working in the same enclosed space at any given time. • Clergymen/servicemen are spaced at least 1.5m apart from each at all times during services.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • Floor markings (tape) inside church ensure physical distancing.
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • Workstations are adequately spaced from each other and configured so that facing one another is not required.
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • Entry and exit system to the site is as contactless as possible and is quick to enter and exit.

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 lunchbreaks).</p>	<ul style="list-style-type: none"> The enforcement of physical distancing needs to be maintained during services.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> Contactless delivery in place, although seldom applicable.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> Services have been modified to ensure shorter duration times than usual and have been reduced to only 3 times per week.
<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>	<ul style="list-style-type: none"> Premises is closed to the general public although signage is present throughout church site.

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> Routine record-keeping of attendees in place upon entry via a Workplace Register. Information collected in logbook available at request should contact tracing be required.
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> Educating staff on how to meet OHS requirements, including recording information about any incidents.

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 to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • Prepared absenteeism of members required to quarantine or isolate.
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • Records are ready to be provided to DHHS and relevant members contacted, particularly the period of 48 hours prior to the onset of symptoms in the suspected case. This will assist in contact tracing should a positive test occur.
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> • In the case of a positive test, cleaning and risk assessment must be undertaken in accordance with DHHS guidance.
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • Those suspected to have COVID-19 must leave the church site immediately. They must undergo a COVID-19 test and self-isolate. The site will be shutdown and everyone sent home. DHHS will be contacted.
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • Regularly update and manage the list of contact details and date of attendance at the church. • For a confirmed case, close contacts must be informed and directed to undergo a COVID-19 test and self-isolate.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • WorkSafe to be immediately notified of a confirmed case: calling the mandatory incident notification hotline and providing formal written notification within 48 hours.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • Site only to be reopened after a deep clean and once assessed that all required measures within the directions have been completed in line with advice from DHHS and WorkSafe.

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

Signed 

Name Zacariah Traversa

Date Wed 5 August 2020