

## BCC COVID SAFE PLAN

This policy applies to all BCC services, gatherings and events. They are to be safe places for all attendees. Every effort must be made to provide a safe environment based on the guidelines and rules established by the relevant government authorities. This policy will apply itself to any future changes to the guidelines provided by government agencies.

BCC is allowed to have people meet together, but is restricted as to the number of people present. The following attendance rules apply:

1. Outdoor religious gatherings can be held near a place of worship with up to 50 people plus a faith leader. While attending a religious gathering there are steps the church must undertake to keep all attendees safe. These include not sharing food, drink or items. Attendees must wear a mask unless they have exemption.
2. Indoor religious gatherings can be held with up to 10 people per group plus a faith leader, and 20 people per facility. While attending a religious gathering there are steps the church must undertake to keep all attendees safe. These include not sharing food, drink or items. Attendees must wear a mask unless they have exemption.
3. Livestream broadcasting is limited to 5 attendees.
4. Funerals will be allowed with up to 50 people if held outdoors. This limit doesn't include babies under 12 months of age, or the people required to conduct the funeral.

**These rules are subject to change. All future rule changes will be covered by the intent of this policy. Future changes will be added as Addendums. The latest ruling by date is the ruling to be abided by. See Addendums for latest update.**

BCC is taking every precaution to protect all attendees from the coronavirus (COVID-19). This means all attendees for a Permitted BCC Activity must abide by the church's conditions of entry. These precautions include:

- Checking that attendees are well
- All attendees are signed in
- Physical distancing is adhered to
- Wearing of masks is adhered to

All attendees are to understand:

**Attendance at a BCC event means they agree to follow all instructions given regarding COVID-19**

### CONDITIONS OF ATTENDANCE

No entry will be permitted to anyone who:

- Is unwell with symptoms of COVID-19
- Is waiting for a COVID-19 test result
- Has been in known contact of a confirmed COVID-19 case in the last 14 days
- Has tested positive for COVID-19 without a subsequent health clearance
- Has been instructed to self-isolate by a recognised authority for any other reason.

More information on attendance requirements:

#### 1. Register Attendance

People who want to attend a BCC event must register on Elvanto. All family names must be registered.

#### 2. Sign In/Sign Out

All attendees must sign in at the reception table. Alternatively, registration can be done via Elvanto.

All attendees must enter through the same space and follow the 1.5 metre rule.

#### 3. Physical Distancing

- All attendees must keep at least 1.5 metres apart from others at all times
- Spacing notices are to be applied to floor surfaces
- Room limit numbers must be abided by
- Notices with the limits on the number of people are to be provided for each room.

#### 4. Wearing Masks

All attendees must wear a mask at all times while attending any BCC service, gathering or event. The only exceptions are:

- Speaking and singing by service leaders when doing so as long social distancing rules are abided by
- Eating and drinking while observing social distancing rules

#### 5. *No Sharing of Food or Drinks*

To avoid spreading disease there must be:

- No sharing of food or drinks outside of the family unit
- No sharing of communal dishes.

#### 6. *Cleaning and Hygiene*

All attendees are expected to engage in and adhere to high standards of hygiene. This includes the practices of:

- Coughing or sneezing into the elbow
- Using tissues which must be wrapped and placed in a bin immediately after use
- Washing or sanitising hands regularly:
  - Upon arrival
  - Before leaving and
  - After returning home.

All equipment must be cleaned after each and every event. This includes:

- Microphones and stands
- Lectern and music stands
- Electrical and music leads
- Tables
- Bench tops
- Chairs
- Toilets
- Bathrooms
- Door handles
- Any equipment of any kind used at any event

The church will:

- Provide and promote hand sanitiser stations for use on entering the church location
- Ensure adequate supplies of hand soap and paper towels are available for all attendees
- Ensure adequate supplies of cleaning products, including detergent and disinfectant.

#### 7. *Reporting Un-wellness*

Any attendees who become unwell within 48 hours of participating at a BCC event must:

- Report their lack of wellness to the church leadership
- Be tested for COVID-19
- Self-isolate and
- Notify the church leadership of the test result within 24 hours of receiving the result.

#### 8. *Notification of Any Covid Case*

BCC must report any positive cases of coronavirus (COVID-19) to:

- DHHS
- Worksafe and
- All BCC members and attendees of church.

**All church members will be notified if they have had contact with any person who has contracted coronavirus (COVID-19).**

#### **8.1 Contact Tracing**

Pastoral staff are to follow up with any person who has become unwell if it is within 48 hours of a permitted activity. The level of risk to exposure to COVID-19 will be determined. That person will be asked to get tested and self-isolate until the test results have been returned. They must notify BCC upon receiving their test results as soon as possible, within 24 hours.

*Any positive case contracted while working at BCC will be advised to the DHHS/COVID hotline and Worksafe Vic. This will occur immediately and at the latest by the next business day.*

We will notify all contacts that may have potentially come in contact with a case of COVID-19 during the permitted activity. We will:

- Inform all contacts that the person has become unwell and is getting tested

- Continue to keep them informed of the test result. Ask all contacts to get tested and self-isolate until they hear from DHHS
- Follow up with the person and their family for anyone who has tested positive.
- Supports the welfare of the person or persons affected. This also applies to anyone who has been in contact with the positive case and also needs to self-isolate for 14 days.

#### *Contact Tracing in Brief*

Close contacts of potential exposure will be:

- Advised to the DHHS/COVID hotline
- Notified of their need to self-quarantine
- Referred for testing
- Monitored for COVID-19 symptoms
- Connected to resources to support self-quarantine.

### **8.2 Procedures for a Suspected or Confirmed Case of COVID-19**

BCC will implement the following procedures if a staff member, volunteer or attendee tests positive for COVID-19.

#### *Case Investigation*

8.2.1 The person who has confirmed or probably has a case of COVID-19 will be interviewed

8.2.2 Their close and incidental (possible) contacts will be determined

8.2.3 Those with COVID-19 symptoms will be:

- Monitored
- Connected to resources to support self-isolation and
- Asked if they need a care package of sanitiser, face masks, food etc.

#### *Contact Details for Authorities*

The following departments are to be contacted if a confirmed case of COVID-19 has presented:

- COVID hotline (1800 675 398)
- Worksafe Victoria (13 23 60)

### **9. Room Bookings**

Room bookings are required prior to all building use. This is to assist with contact tracing and planning for cleaning after the event. Attendees are to:

- Limit their movement within the premises where practicable
- Keep to the room booked for their activity
- Observe social distancing rules and wearing of face masks

### **10. Responsibilities**

10.1 The church leadership is responsible for:

- Ensuring all COVID rules and regulations are:
  - In place
  - Advised to the church
  - Maintained
  - Obeyed by the church and
  - Advised to government and church membership of any COVID outbreak

10.2 BCC staff and volunteer leaders are responsible for ensuring adherence of the church to all COVID rules

10.3 All volunteers are responsible for ensuring adherence of the church to all COVID rules

10.4 Parents are responsible for their children obeying all COVID rules

### **12. Signs and Barriers**

Screens, barriers and signs will be considered for each separate event according to need and adherence to COVID rules.

### **Addendums:**

#### **COVID Update December 2020**

- Religious gatherings can be held indoors or outdoors. Venues must apply the **two square metre rule** to ensure people have enough room to maintain 1.5 metres distance between them. There are no group limits. The **two square metre rule** applies only if electronic record keeping is used. Otherwise, the four square metre rule applies.
- While attending a religious gathering there are steps you need to take to keep yourself and others safe including not sharing food, drink or other items.

- A venue can have indoor or outdoor religious gatherings at the same time. Ceremonial participants other than faith leaders are included in the [two square metre rule](#) only if electronic record keeping is used. Otherwise, the [four square metre rule](#) applies.
- You must carry a [face mask](#) with you at all times when you leave home, unless you have a lawful reason not to. It is strongly recommended that you wear a [face mask](#) when you cannot maintain 1.5 metres distance from other people.
- Places of worship can open to conduct weddings and funerals.
- Places of worship are open for private worship, for example individual prayer.

Places of worship can continue to be open for essential public support services. Essential public support services include food banks, help for people experiencing homelessness or other essential activities. Keep a distance of at least 1.5 metres between yourself and others.

If you are a faith leader or conduct ceremonies, you can find more information in the [religion and ceremonies sector guidelines](#).

### **Outdoor church gathering**

Places of worship may hold religious ceremonies outdoors. The [two square metre rule](#) must be applied to ensure everyone has enough room to maintain 1.5 metres distance from each other.

Outdoor religious gatherings must be held in an outdoor space that is near to the place of worship hosting the service. This means:

- A service could be held on the grounds of a place of worship or in the car park.
- A public outdoor space, like a park, close to the place of worship. You may need a permit from your local council. You can find your local council using [Know Your Council](#).

### **Singing**

Yes, singing or chanting can occur as part of a religious ceremony, wedding or funeral.

Group singing is safest when the following measures are applied:

- Singing outside or in a well-ventilated room (with windows open)
- Physical distancing of at least 2 metres between each person while singing
- Short performances (of less than an hour)
- Wearing a mask when singing indoors
- Singing softly.

These measures are recommended to help slow the spread of coronavirus (COVID-19). Fans, free standing or ceiling, are not recommended for use in enclosed indoor spaces for singing. Performers should be 5 metre from the audience where practical.

### **Food and drink at church gatherings**

Food or drink can be served as part of a religious gathering or after a religious gathering. It is recommended that single use items are used to serve food or drink. It is recommended that one person serves or distributes food or drinks. For example, one person uses the urn for hot water for tea.

### **Wearing of Face Masks**

It is strongly recommended that you wear a [face mask](#) at a religious gathering when you can't maintain 1.5 metres distance from other people. You must carry a [face mask](#) with you at all times when you leave home, unless you have a lawful reason not to

### **Growth Group Attendance**

The following restrictions apply:

- Religious gatherings can be held indoors or outdoors. Venues must apply the [two square metre rule](#) to ensure people have enough room to maintain 1.5 metres distance between them. There are no group limits. The [two square metre rule](#) applies only if electronic record keeping is used. Otherwise, the [four square metre rule](#) applies.
- Faith leaders can visit homes to provide religious guidance, to perform rituals or for care and compassionate reasons.
- Religious gatherings and prayer groups held at a private residence are subject to the private gathering limit. This means the household itself plus up to 30 visitors per day (excluding any babies under 12 months old).

### **Record Keeping**

A place of worship or venue hosting a wedding, funeral or religious gathering that is applying the [two square metre rule](#) must use electronic record keeping if applying the [two square metre rule](#). Otherwise, the [four square metre rule](#) applies. The Victorian Government has a free [QR code service available](#).

If not using electronic record keeping, manual record keeping is required. A place of worship that is hosting a wedding or funeral must request the first name and contact phone number of the people who have attended. Records must be kept for 28 days for the purposes of contact tracing.