



COVID-19 safety management plan for resuming indoor bowls

D/1.1.20

Changes from the previous version are highlighted in yellow

Purpose

This procedure details the management plans for resuming indoor bowls activities in the COVID-19 environment. The COVID-19 virus is highly transmissible from person-to-person and readily spreads to close contacts of infected individuals.

The UCAQ is committed to providing a safe workplace for its employees, contractors, visitors, students and volunteers. To meet this commitment the UCAQ will:

- meet its obligations under the *Workplace Health and Safety Act*;
- abide by the relevant Public Health Directions issued by the Queensland Chief Health Officer;
- follow [National COVID-19 safe workplace principles](#); and
- commit to continuous improvement.

Whilst this is a management plan for resuming indoor bowls activities, people should only return to these activities if feeling comfortable with attending. Activities cannot commence without the approval of the Church Council or Presbytery Standing Committee.

It should be noted that whilst the federal and state governments have provided a roadmap for when activities may potentially resume, they cannot resume until Queensland's Chief Health Officer updates the relevant [Public Health Direction](#).

Scope

All ministry agents, staff, volunteers, and activity attendees.

Gathering numbers (as at 14 December 2020)

- Indoor bowls is permitted to operate within Uniting Church properties, within the permitted gathering numbers detailed below. Residences are subject to complying with the Public Health Direction on [movement and gathering](#).

If the Church Council has NOT adopted the Industry COVID Safe Plan for Indoor Sports Groups – Must follow Public Health Direction and Synod Safety Management Plan

- Number of people 1 person per two square metres.
- Physical distancing requirements apply.

If Church Council adopts Industry COVID Safe Plan for Indoor Sports Groups

- Maximum number is dictated by building size but must be 1 person per two square metres when not bowling (on the field of play).
- Physical distancing requirements apply.

Recording attendees

- For all types of gatherings, a list of all attendees (guests, ministry and staff) **must** be kept including name, email address (residential address if no email) and mobile telephone number, date and time of attendance



for a minimum of 30 days and no more than 56 days, in the event of contact tracing for COVID-19 is required. If requested, this information must be provided to public health officers in the state time period. The details are to be securely stored, not used for any other purpose and deleted after 30 days and no more than 56 days. Consideration may be given to using the Ucare system, contact the Synod office Business Development Unit on onechurchconnect@ucagld.com.au.

- Time of patronage is important. The entry time must be captured. The exit time or estimated period, where feasible, should be documented. Signage should be displayed encouraging attendees to sign out.
- At entry points, display signs or have workers ask screening questions of attendees, such as:
 - In the last 14 days have you travelled from overseas or a COVID-19 hotspot?
 - Have you been in close contact with a person who is positive for COVID-19?
 - Are you an active COVID-10 case?
 - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath?
 - If yes to any of the above:
 - Isolate the attendee in the nearest designated isolation space at the place of worship.
 - Provide the affected person with a face mask.
 - Refuse entry to the venue and refer the person to health services.

Activity leaders to submit a safety management plan

- All approved activities must meet the minimum requirements for physical distancing, hygiene and cleaning as detailed in this procedure.
- To provide the Church Council with assurance on how the group plans to meet the requirements, the Church Council should request a safety / risk management plan, detailing how they will meet the requirements. This requirement is in addition to completing the WHS risk assessment for the activity, and any Safe Ministry requirements.

Physical Distancing

- All persons involved or attending the activity will need to keep at least 1.5m distance from others when not bowling (field of play).
- When on the field of play, participants are permitted to be within 1.5m of other bowlers if the Industry Plan for Indoor Sports has been adopted.
- Room capacity requirements must be adhered to, in addition to appropriate distancing.
- Signage regarding social distancing and room capacity is displayed within the area used for the activity.

1. Halls

- Halls have been measured and appropriate signage on the room capacity is displayed at the entrance to all rooms. The room capacity has considered furnishings and movement within the space.
- When setting up for indoor bowls, leaders are required to ensure carpets, tables and chairs are laid out complying with the physical distancing requirements. A gap of three metres should be left between each carpet with participants walking up and down one side of the carpet only (see Attachment A).
- Leaders are responsible for ensuring room capacities are not exceeded and carpets, tables and chairs are not moved.
- All tables, chairs and bowling equipment are to be cleaned after use.
- If participants are seated between ends, each participant should be allocated a chair for the duration of the activities. This will reduce the need for cleaning of chairs after each use.
- Consider opening windows and doors for airflow, where possible. Remember to secure at the end of day.



- To limit passing in corridors, foyers, and on stairs or stairwells, except in an emergency situation, a one way flow of traffic via 'entry' or 'exit' doors. This will assist with movement flow and assist with physical distancing.

2. Toilet and shower facilities

- Room capacity is displayed on signage on entry. If the maximum number is in the room area, waiting for facilities should happen in the outer area until someone exits.
- Liquid soap and disposable towels are available in all toilet facilities.
- Appropriate hand washing signage is displayed in the toilet facilities.
- Communal shower facilities are able to open, but need to be cleaned between users in shared facilities. Signage and restricted entry should be in place.

3. Kitchen facilities

- Buffet style serving of food and drinks is **not** permissible.
- Communal sharing of food is **not** permissible.
- **Permitted** to stand when eating or drinking refreshments and **must** physically distance of 1.5m between people (people from the same household (i.e. residential address) may sit together) or limited social groupings.
- Any food or beverage service **must** operate in accordance with the [Industry COVID Safe Plan for Retail Food Services](#). Refer to [Safety Management Plan for Church Cafe and Refreshment Services](#).
- Single serving / takeaway type food may be provided. If providing a takeaway service, attendees must leave and not congregate on the site. Any workers involved in refreshment preparation or service **must** undertake [free TAFE course - COVID Safe Dining In](#).
- If refreshments provided, these should be provided in disposable items. If non-disposable items are used, these must be collected by persons wearing gloves and preferably sanitized in a commercial-grade dishwasher, or a dishwasher at the highest heat setting.
- No communal or share cutlery, utensils, condiments.

Personal Hygiene

- Staff, voluntary workers and activity attendees are to practice good personal hygiene to limit the spread of germs. This includes:
 - no shaking hands or touching objects unless necessary;
 - sneezing into their elbow;
 - using a tissue and disposing of in a closed bin;
 - not touching their face; and
 - thorough hand washing and hand sanitising, especially before and after eating; after coughing or sneezing; after going to the toilet; after changing tasks; after touching potentially contaminated surfaces.
- Signage on how to hand wash and how to hand rub is displayed in the work environment.
- Hand sanitiser has been placed on desks and at locations around the workplace, including entry and exit points.
- Hand sanitiser is to be provided beside each green / rink, and players encouraged to use it frequently.
- Personal property that comes to the workplace should be cleaned with a disinfectant wipe (refer Cleaning section).

Equipment care and maintenance

- Carpets should be rolled out by leaders/volunteers wearing gloves.



- All bowls are to be wiped down with a disposable cloth and detergent before play commences.
- Disinfectant spray should be made available beside mat/jack boxes.
- All players are to use separate mats and jacks (or ensure that the same player on each lane places mats or places/rolls jack).
- Other bowls equipment cannot be shared between players (e.g. bowls, cloths, measures etc).
- At the completion of each end all bowls and the jack are to be pushed to the end of the carpet by foot or bowl tool. If a tool is used to move the bowls to the end of the mat this will need to be cleaned between users also. Bowls must only be touched by the player assigned to those bowls.
- Any bowls and the jack are to be wiped over with detergent and the disposable cloth before the next end begins if they were handled by another player or were touched by another player's bowl.
- At the completion of the session carpets are to be sprayed with an aerosol disinfectant (i.e. Glen 20 or similar), rolled up by leaders/volunteers wearing gloves and packed away.
- After each use, all mats and jacks must be thoroughly cleaned before being used again.
- Any bowls that are loaned to players are to be thoroughly cleaned before and after use.

Unwell person/s

- If a leader or an attendee are unwell, even minor symptoms, they must stay home. A discussion needs to occur with the Church Council if this means no leaders are available to set up or run the activity.
- If leaders or attendees display any cold-like / flu-like symptoms they will be provided with a face mask and directed to leave to seek medical assistance.

4. Suspected or confirmed COVID-19 worker

- If an attendee suspects they have COVID-19, they are to be provided with a face mask, must isolate themselves immediately and assistance provided for them to obtain medical advice.
- They should inform the activity leader who will inform the Ministry Agent or Church Council Chairperson and call a doctor or hospital and tell them their symptoms, recent travel or close contact history.
- If the person has serious symptoms, such as difficulty breathing call 000, ask for an ambulance and notify the officers of the recent travel or close contact history.
- Complete a Synod WHS Incident form. If confirmed, the person in charge of the workplace is to inform WHS Queensland.

5. If the person is at the church or activity

- Provide the person with a face mask and isolate the person to prevent the spread.
- Call 13HEALTH and follow directions of the public health officials.
- Transport – ensure the person has transport to their home or to a medical facility. Consider if they are able to drive themselves, if their vehicle is available, or use taxi or ride-share service ensuring the person wears a mask whilst being transported.
- Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until the process is complete. Use personal protective equipment when cleaning (eye protection, gloves, mask, disposal apron, if available).
- There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. A decision on whether to close all or partial sections of the workplace for a period of time will be considered by the executive and in conjunction with directions from public health officials.



- Identify and inform: consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements. This is within the requirements of the *Privacy Act*.
- Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- The worksite will be thoroughly disinfected before future use.
- Complete a Synod WHS Incident form. If confirmed, the person in charge of the workplace is to inform WHS Queensland.

6. If the person was recently at the workplace

- Seek advice from public health officials.
- Identify and inform: consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements. This is within the requirements of the *Privacy Act*.
- Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until the process is complete. Use personal protective equipment when cleaning (eye protection, gloves, mask, disposal apron, if available).
- There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. A decision on whether to close all or partial sections of the workplace for a period of time will be considered by the executive and in conjunction with directions from public health officials.
- The worksite will be thoroughly disinfected before future use.
- Complete a Synod WHS Incident form. If confirmed, the person in charge of the workplace is to inform WHS Queensland.

7. Vulnerable persons

The following may be considered a vulnerable person COVID-19:

- Over 70 years of age
- Over 65 years of age who have existing health conditions or comorbidities, and
- First Nations People over the age of 50 who have existing health conditions or comorbidities,
- Are significantly immunocompromised or taking immunosuppression therapy;
- Have chronic medical condition, including:
 - Kidney disease
 - Coronary heart disease or congestive heart failure
 - Chronic lung disease including moderate to severe asthma, cystic fibrosis, bronchiectasis, suppurative lung disease, chronic obstructive pulmonary disease or chronic emphysema
 - Poorly controlled diabetes
 - Poorly controlled hypertension
 - Cancer
 - Genetic immune deficiencies
 - Chronic liver disease.
- As per government health advice, immunocompromised persons should take extra precautions and when they travel outside and avoid situations where they may come into contact with a lot of people.
- Vulnerable persons are encouraged to exercise judgement and consult their doctor for advice on their specific situation.



- Vulnerable workers (paid or volunteer) must have completed a [vulnerable worker risk assessment](#) and have it approved by Church Council before undertaking service duties

Unannounced visitors to activities

- Attendees at indoor bowls need to notify leaders that they will be coming.
- No-one is permitted to attend unless they have notified leaders in advance. This will assist leaders with managing room capacities for their activities.

Travelling for congregational activities

8. In a vehicle

- Car pooling to attend congregational activities is discouraged.
- If it is necessary for shared travel the second person should sit in the backseat. Trip length should be minimised.
- If the trip is longer than 15 minutes, air conditioning must be set to external airflow rather than to recirculation or windows should be opened for the duration of the trip. If physical distance is unable to be maintained, a face mask should be worn for the duration of the trip.
- If attendees do travel to an activity in the same vehicle, they are considered a social group and would be able to remain seated together during the course of the activities.

Cleaning

- Daily cleaning, or where there is multiple groups / sessions / activities cleaning after each group involving detergent and/or disinfectant is undertaken in all areas used for congregational activities with particular attention on high contact points by cleaning staff.
- Leaders should clean the areas used at the end of each activity using the disinfectant solution supplied. Aerosols are to be sprayed onto a disposable cloth and equipment wiped down. A cleaning sign-off sheet should be in place.
- High touch points will be cleaned throughout the activity.
- Desks in meeting rooms need to be cleaned after each use. This needs to be factored into room booking times.
- For extended length of time cleaning, gloves are to be worn if undertaking cleaning. Hands should be washed with soap or use alcohol-based hand sanitiser before and after wearing gloves.
- Cleaning regime of the worksite conforms to the published guidelines.

Hazard and incident notification

- A hazard incident notification form ([WHS forms](#)) is to be completed. In accordance with the Synod Critical Incident Policy, any confirmed COVID-19 case with a member or worker of the Uniting Church Synod should be escalated.
- If a person who has been at the site is a confirmed or probable case of COVID-19 and you are notified
 - Contact Queensland Health by telephoning 134 COVID to seek advice from public health officers on workplace procedures to be put in place.
- If the confirmed or suspected COVID-19 case is treated and transported by paramedics or requires immediate treatment as an in-patient in a hospital it is a notifiable incident.
 - A notifiable incident needs to be reported to Workplace Health and Safety Queensland (WHSQ), telephone: 1300 362 128.
- Any records of a notifiable event to WHSQ need to be retained for a minimum of 5 years from the date it was reported to WHS Queensland



- In the event that there is a confirmed case of COVID-19, Queensland Health will be notified by the medical professional who confirms the diagnosis.

Looking after yourself

- Staff, voluntary workers and attendees are to stay informed via the communication issued from the Synod office, Church Council or Presbytery Standing Committee.
- If working remotely ensure you maintain contact with colleagues.
- If you manage others, establish regular mechanisms to talk to staff members who are working away from the workplace.

Related documents

- [Template safety management plan for congregation activities](#)
- [National COVID-19 Safe Work Principles](#)
- [Industry COVID Safe Plan for Indoor Sports](#)
- **Cleaning**
- [Uniting Church in Queensland summary COVID-19 routing cleaning requirements](#)
- [Safe Work Australia cleaning to prevent spread of COVID-19](#)
- **Printable Posters**
- [Keeping your distance](#)
- [Stop the spread of germs](#)
- [Handwashing](#)
- [Protect yourself and others](#)
- [How to use hand sanitiser](#)
- **Attendance register for Church workers and stall holders**
- [UCAQ attendance register](#)
- **Synod policies**
- [Synod Wide Work Health and Safety Policy Statement](#)
- [C/1.3 Critical Incident and Issues Escalation Policy](#)

Definitions

Term	Meaning
COVID-19	Novel coronavirus formally named SARS-CoV-2. The clinical disease state resulting from an infection with SARS-CoV-2 is known as COVID-19. COVID-19 is high transmissible from person-to-person and readily spreads to close contacts of infected individuals.
Physical distancing (or social distancing)	To keep space between yourself and other people outside of your household as one way to slow the spread of viruses, such as coronavirus. This requires to stay, where possible, 1.5m from other people, not to gather in groups, and avoid crowded places and mass gatherings.
Social grouping	A group of friends who may have travelled together. It may also include family members who do not reside in the same household.
Volunteer	A person who, in a church activity, is rostered for a duty, involved in running the activity, and/or directed to perform specific tasks other than to join in communally.



Revisions

Document number		D/1.1.20			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
6.0	14.12.2020	General Secretary	14.12.2020	COVID Coordinator	COVID Coordinator
Next scheduled review		14.12.2021			



Attachment A – Sample indoor bowls layout

