



# Safety Management Plan for congregation activities

D/1.1.1.8

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## Purpose

To provide guidance in the development of a safety management plan for congregation activities.

## Scope

Congregations and faith communities.

## Related documents

[COVID-19 safety management plan for resuming congregation activities](#)

## Revisions

Document number		D/1.1.1.8			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	12.06.2020	General Secretary	12.06.2020	COVID Coordinator	COVID Coordinator
Next scheduled review		12.06.2021			



<p><b>Mandated Practice for Physical Gatherings</b></p> <p> <b>Maintain 1.5m physical distancing</b> <b>Maintain hand hygiene</b> <b>Practise respiratory hygiene</b> <b>Stay home when sick</b> <b>Maintain contact lists</b> <b>COVIDSafe Plans for Workplaces and Premises</b> </p>			
<p align="center"><b>Congregational Activity Safety Management Plan COVID-19</b></p> <p align="center">(note: all other Synod Policies must be met in accordance with relevant activity. This document does not replace other requirements e.g. Safe Ministry)</p>			
<b>Congregation:</b>		<b>Activity:</b>	<b>Date:</b>
<b>Considerations</b>	<b>Actions to be taken</b>	<b>Responsible persons</b>	<b>More Information</b>
Gathering Numbers	<p>[E.g.Church Council Members and Elders invited to meet. Numbering 13 plus one guest presenter. No other activities to be happening on church premises.</p> <p>Unannounced visitors will not be permitted]</p>		<p>[e.g. Gatherings limited to 20 persons re Public Health Direction]</p>
Recording Attendees	<p>[e.g. Record of attendees sheet to be completed by those attending and held on file in church office for 56 days].</p>		<p>[e.g. Provide to public health officers if required]</p>

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Considerations	Actions to be taken	Responsible persons	More Information
Physical Distancing	<p>[e.g. Meeting room capacity 37 persons. Sign displayed.</p> <p>Table &amp; chairs to be set out prior to meeting spaced 1.5 metres apart.</p> <p>Attendees will be instructed not to gather in other areas of the building, doorways etc and to maintain 1.5m distance. Attendees will be reminded not to shake hands.</p> <p>Signs erected at entrances]</p>		
Movement around the building	<p>[e.g. Attendees will be encouraged to enter via the front door and move directly to their seat, not to gather in or move into other areas of the building , doorways etc and to maintain 1.5m distance].</p>		<p>[e.g. Email notice of meeting to include these instructions and Zoom link as an option]</p>
Personal Hygiene	<p>[e.g. Hand Sanitiser is supplied at the entrances with how to use sign]</p>		
Vulnerable Persons	<p>[e.g. Zoom link to be distributed with invitation to the meeting. Vulnerable persons encouraged to join via Zoom.]</p>		



Considerations	Actions to be taken	Responsible persons	More Information
Unwell Persons	[e.g. People instructed to not attend in-person if unwell. Zoom link to be distributed with invitation to the meeting with instruction for any persons feeling unwell or who has been in contact with persons feeling unwell to please join by Zoom]		
Cleaning	[e.g. Door handles, tables & chairs to be cleaned and disinfected prior to the meeting. Touched items to be cleaned and disinfected during and following meeting. Attendees will be responsible for cleaning of own equipment brought to and used at the meeting. Gloves and SDS to be available if required.]		[e.g. Refer to D1.1.1.3 Summary COVID 19 routine cleaning requirements]
Toilet facilities	[e.g. Toilet facilities to be cleaned prior. Liquid soap and paper towels available in bathrooms]		



Considerations	Actions to be taken	Responsible persons	More Information
Refreshments	[e.g. Participants to bring own refreshments / food. Tea and coffee will be available. Hand sanitiser to be used on entry to kitchen, no sharing of spoons etc.]		
Person suspected of confirmed COVID-19	[e.g. detail process to be followed]		
Review	[e.g. At conclusion of activity, improvement opportunities will be considered and implemented in future plans]		

Name and position of person completing the checklist	Signature	Date of signing
Approved by Church Council	<input type="checkbox"/> YES / <input type="checkbox"/> NO	Date
Adapted from template developed by Middle Ridge Uniting Church, Toowoomba		