



COVID-19 safety management plan for operating church events

D/1.1.24

Changes from previous published version highlighted in yellow

Purpose

This procedure details the safety management plans for running a church event 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 Uniting Church in Queensland is committed to providing a safe workplace for its employees, contractors, visitors, students and volunteers. To meet this commitment the Uniting Church in Queensland 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.

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 contractors.

Gathering numbers and planning (as at 14 December 2020)

- Event Organisers seeking to hold an event must adhere to the requirements set out in the [Industry Framework for COVID Safe Events](#).
- A risk / safety management plan for the event must be completed and approved by the church council.
- All gathering numbers detailed below are a per day number.

Indoor Events

- **Category three event:** Indoor events for up to 500 people in attendance at the event, requires a [COVID Safe Event checklist](#) to be completed for the event. The checklist must be available if requested by enforcement officers.
- A [Statement of Compliance](#) must be publicly displayed in a prominent location at the event, ideally at the entry point.
- **Category two event:** Indoor events with between 500 and 10,000 people in attendance at the event requires approval of the Event Organiser's COVID Safe Event Plan by a Queensland Public Health Unit. Refer to appendix A for a template. All attendees must have their contact details recorded. The COVID Safe Event Plan is to be submitted to COVID-19.Industryplans@health.qld.gov.au at least 10 days prior to the event, for approval by the local Public Health Unit.

Outdoor Events

- **Category three event:** Outdoor events for up to 1,500 people in attendance at the event, requires a [COVID Safe Event checklist](#) to be completed for the event. The checklist must be



available if requested by enforcement officers. All attendees should have their contact details recorded.

- A [Statement of Compliance](#) must be publicly displayed at the event in a prominent location, ideally at the entry point.
- **Category two event:** Outdoor events with between 1,500 and 10,000 people in attendance at the event requires approval of the Event Organiser's COVID Safe Event Plan by a Queensland Public Health Unit. A template is available in appendix A. All attendees should have their contact details recorded. The COVID Safe Event Plan is to be submitted to COVID-19.Industryplans@health.qld.gov.au at least 10 days prior to the event for consideration by the local Public Health Unit.

Area capacity

The event should have a site map. The site map should outline the:

- event boundaries, if applicable
- total useable space in the event area
- discrete areas where numbers are restricted (e.g. a particular room)
- hand washing / sanitising stations
- queuing locations (entry; exit; food and drink outlets)
- location of staff monitoring behaviour such as physical distancing
- first aid locations.

Relevant Industry Plan

- An event may have multiple COVID Safe Industry Plans (e.g. places of worship; food services; sport). Event Organisers must identify which approved COVID Safe Industry Plans apply to parts of your event, and refer to the relevant COVID Safe Industry Plan for guidance on measures that should be implemented in relation to the particular activity. You must ensure compliance with these Industry Plans for these components of your event including any specific requirements regarding approvals.
- If you are operating multiple Industry Plans, the relevant checklists and Statement of Compliance must be publicly displayed in a prominent location for each relevant Industry Plan.

Entry and exit

- If possible, use only one main entrance and separate exits for the flow of attendees
- Encourage attendees to exit the event as quickly as possible following their visit.
- For larger events, if using area zones, each zone should have its own entry and exit path.
- 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:
 - i. Isolate the attendee in the nearest designated isolation space at the place of worship.
 - ii. Provide the affected person with a face mask.
 - iii. Refuse entry to the venue and refer the person to health services.



- COVID-19 hotspots are updated regularly and the [COVID-19 hotspot site](#) should be checked before any service.

Responsible person(s) / person(s)-in-charge

- Church council has appointed a COVID Safe Warden to monitor setup of the event to meet COVID requirements.
- During the operation of the event a person or identified team should be designed as the person(s)-in-charge for monitoring the activity and the COVID Safe protocols.

Contact information

- All church workers, volunteers and contractors need to be recorded including the date, first name and last name of worker, email address (residential address if email is not available), telephone and time of attendance (entry time and exit time). This is required to be kept for **a minimum of 30 days and no more than 56 days** in the event of COVID-19 tracing. The information should be securely stored, not used for any other purpose and **deleted after 30 days and no more than 56 days**.
- Any contractors (e.g. stall holders) must have their contact information recorded in the attendance register as per the point above.
- If requested, this information is to be provided to public health officers in the stated time period.
- All workers (paid and unpaid) and stall holders should be encouraged to download the COVIDSafe App.
- Category three events do not require attendees to register for the event, but it is encouraged. Consider QR code at entry point.
- If a ticketed, category two event, contact details of attendees must be recorded. This may be undertaken via a pre-registration process (checked at entry) or QR code on entry.
- If a ticketed event requires payment, ensure refund policies are well defined in social media and on the event website. This should explicitly outline refund policies when someone is not able to attend due to illness.

Physical Distancing

- Physical / social distancing **must** be adhered to.
- All people will need to keep at least 1.5 metre distance between everyone in the workplace/hall.
- Signage regarding social distancing and room capacity (where applicable) is displayed at the entrance points to the market area. Greeters will be required to monitor numbers to ensure that capacities are not exceeded.
- For indoor events, consider opening windows and doors for airflow, where possible. Remember to consider security during the operating hours and to secure at the end of day.
- Need to consider where congestion points are likely. These need to be managed, and are areas where additional staff should be positioned to assist with managing the flow.

Change room and shower facilities

- These may be opened but a process for cleaning needs to be in place. For example, change rooms should have an attendant, and the change room cleaned between customers or at least high-touch areas.
- Appropriate signage is displayed at the change room entrance.

Toilet 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.
- Signage on appropriate hand washing technique is displayed.
- Depending on the event numbers, additional portable facilities should be considered.

Face Masks

- Attendees should be encouraged to wear face masks especially where unable to maintain 1.5m physical distancing.
- Face masks should be available at the venue.
- Messaging included on the disposal of face masks. To be disposed in a lined bin.

Personal Hygiene

- Hand sanitiser has been placed at the entry and exit points of the event for use by attendees and stall holders. Appropriate signage for use on entry and exit is displayed.
- Stall holders are to have hand sanitisers available at their site.
- All persons are to practice good personal hygiene to limit the spread of germs. This includes:
 - Encourage attendees not to touch merchandise
 - 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.

Retail, food and beverage

- Queues must be managed to ensure physical distancing.
- Consider additional outlets to limit people in an area.
- Limit the options available on menus to improve transaction times.
- Display items available in advance, and throughout venue, to avoid congestion at order point.
- Hand sanitiser has been placed at any stall.
- Stall volunteers and customers are to practice good personal hygiene to limit the spread of germs. This includes:
 - No food samples
 - Encourage customers not to touch merchandise
 - 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.

Zone management

- For large events consider management of the event by zones. Encourage attendees to remain in their zone. Amenities such as toilets and food outlets should be available in the zone.
- Consider entry and exit points to avoid zones mingling.

Cleaning

- Before and after each event, the facility requires cleaning involving detergent and/or disinfectant to all areas used with particular attention on high contact points.
- High touch points will be cleaned throughout the market period with disinfectant, completed at least every hour. A sign-off sheet should be used to monitor the activity.
- Cleaning regime of the worksite conforms to the published guidelines. Refer Synod website for guidance material.

Methods of payment

- Cashless transactions are the preferred method. Money handling should be minimised.
- If money is handled, it should be by a person wearing disposable gloves. The persons handling money are not to have any involvement with other activities at the same time, e.g. serving food.

First Aid

First aid must be available at the event. An appropriately trained person/s need to be available throughout the event. Training needs to include what to do in the event of a suspected COVID-19 case. The location of first aid should be readily identifiable.

Workplace health and safety

Event organisers need to consider COVID-19 in their Workplace Health and Safety planning, and Work Health and Safety Plans must reflect COVID Safe practices. Records of the risk management process undertaken for the event need to be kept. The workplace health and safety plans are not required to be submitted as part of the COVID-19 approval process to the Public Health Unit, where relevant.

Unwell person/s

- Signage to be displayed at the entry points that unwell persons or those with COVID-19 symptoms or those who have travelled overseas or to a COVID-19 hotspot in the last 14 days; or contact with a confirmed COVID-19 case; or is an active COVID-19 case should not enter.
- If attendees display any cold-like/flu-like symptoms they will be provided with a face mask and directed to leave and seek medical assistance.

Vulnerable persons

The following may be considered as a vulnerable person to 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 workers (paid and volunteer) must have completed a [vulnerable worker risk assessment](#) and have it approved by Church Council before undertaking service duties.

Training for Event Organisations

- In accordance with the Industry Framework for COVID Safe Events, workers (paid or unpaid) running the event are to be trained in COVID-19 requirements. This would include being familiar with the COVID Safe Event Checklist; this Safety Management Plan; the local Risk / Safety Management Plan for the Event; and
- Completed COVID-19 training. A course such as the COVID Safe Dining In is available free from [TAFE Queensland](#). Other free courses are available via the [training resources on the Synod website](#).

Approvals

- Aside from the COVID approvals outlined, event organiser are required to obtain any permits, licences and approvals ordinarily required in order to conduct their event.
- If a COVID Safe Plan is required, in addition to submitting to the Public Health Unit for approval. The plan must be retained and made available if requested by relevant authorities including Local council, Queensland Police Service, Queensland Health.

Inclement weather

Inclement weather can produce areas of congestion as people shelter from the weather event. Plan for this eventuality. Consider additional shelter structures are in place.

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 an attendee at the event 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.

Related documents

[National COVID-19 Safe Work Principles](#)

[Industry Framework for COVID Safe Events](#)

[Queensland Government COVID Safe Events](#)

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
Church Event	An activity of the church that is not a usual regular activity. The activity may occur on a irregular basis. It may also be an activity that attracts people who may not normally participate in weekly worship activities.
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.
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/1.1.24				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	14.12.2020	General Secretary	14.12.2020	COVID Coordinator	COVID Coordinator
Next scheduled review	14.12.2021				



COVID Safe Event Plan Template

COVID Safe Event Plan

The following information is to be submitted to the Public Health Unit (email: COVID-19.Industryplans@health.qld.gov.au) when seeking approval.

Business name of the organisation holding the event.

Key contact person(s) that can answer queries regarding the event (before / during / after):

First name and last name	
Position in the organisation	
Contact telephone number(s)	
Email address	
Postal address	

Name of the event

(provide link to any public facing information)

Date(s) the event will be held on (including bump in / bump out dates)

Duration of the event

Start time	
Finish time	

Location of the event (if multiple locations, each location and start/ finish times for each)

Relevant Industry Plans that have been adopted and will be operating under for the event

(e.g. Industry Plan for Places of Worship; Industry Plan for Food Services)

Venue Site Map

Can be included as an appendix

Estimated / known number of people attending the event

Anticipated peak time of attendance (i.e. maximum number of attendees at any given time)

Number of staff / contractors/ volunteers on site at any given time

Expected crowd demographics (e.g. families, retirees)

Attendance details from previous years, if known



The Uniting Church in Australia
QUEENSLAND SYNOD

COVID-19 safety management plan for operating church events

Overview of activities that will be occurring at the event

(e.g. Christmas carols but in addition, food stalls, merchandising)

Explanation of COVID Safe measures

(attach copy of COVID-19 Safety Management Plan for the event)