




COVID Safe plan


Our COVID Safe Plan


Business name: Chinese Methodist Church in Australia Preston
 Site location: 101b Royal Parade Reservoir VIC 3073
 Contact person: Youli Liu
 Contact person phone: +61 421 31 97 05
 Date prepared: 7 August 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Hygiene</p> <p>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.</p>	<p><i>Hand sanitiser provided at entrance of the church hall. Hand sanitiser provided inside the church hall. Hand sanitised located in other shared areas. Bathrooms have soap dispensers with paper towel available and bins to place paper towel after use. Signage displayed throughout the building, including in all common areas.</i></p> 
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Building main hall has fixed glass no windows. Aircondition is on while brocasting the Sunday Service.</i></p>
<p>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.</p>	<p><i>All staff required to wear face mask as required by local requirements, unless a lawful exception applies. Use of face masks is monitored. Masks made available at draw of PA Control Desk. Signage displayed for using of mask.</i></p>

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>	<p><i>Appropriate use of face coverings covered in previous section.</i></p> <p><i>Good Hygiene signage displayed around the building; email reminders sent to all staff.</i></p> 
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Soap and/or sanitiser in kitchen.</i></p> <p><i>Disposable gloves provided in the kitchen for staff when needed</i></p> <p><i>Shared equipment like microphone, piano and PA controller are cleaned with the sanitiser wipes before each Sunday Service.</i></p>

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>	<p><i>Shared meeting rooms:</i></p> <p><i>Sanitiser provided for provided for hands.</i></p> <p><i>Sanitiser wipes provided to wipe down door handle, light/projector panel, phone, table.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Cleaning supplies managed by pointed church membes.</i></p> <p><i>Cleaning stock levels are confirmed adequate with for at least 1 month in advance, tracked by by pointed church membes.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<i>Bible study, training, prayer meeting and Sunday School are conducted via internet.</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	N/A
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<i>Regularly notice people, by email/other online digital platform, that one shall not come to work if feel unwell.</i>
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><i>Maximum number of people at</i></p> <p><i>Signs displayed in common areas:</i></p> 
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	N/A
Modify the alignment of workstations so that employees do not face one another.	Maximum 5 people at any one time, not sit next to each other.
Minimise the build-up of employees waiting to enter and exit the workplace.	<i>Ensure no more than 5 people present in Church at any time.</i>

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>	<p><i>Physical distancing reinforced through emails, staff briefings and signage.</i></p> 
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>N/A</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>For Employees unable to work from home starting time offsets encouraged to minimise any overlaps in general.</i></p>
<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>	<p>N/A</p>

Guidance	Action to ensure effective record keeping
Record keeping	
<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>	<p><i>No visitors</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>This document is sent to all staff also available in Church website.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	

Guidance	Action to prepare for your response
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Short term closures would be accommodated by staff working remotely. Longer term closure would be addressed setup a plan.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>Church will prepare records from the period of 48 hours prior to the onset of symptoms in a suspected (in contact with confirmed case) or confirmed positive case that include work locations.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employees may return to the worksite only after the area has been cleared.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>An employee suspected to have COVID-19 or is considered at risk (contact with a suspected case) is to travel home immediately to isolate. The employee must undergo a COVID-19 test and self-isolate.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>For a confirmed case, Church will inform staff who are close contacts and direct them to stay in self-isolation.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>Church will as soon as possible (within practical limits) notify of a confirmed case: Calling the mandatory incident notification hotline and providing formal written notification within 48 hours.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>After a facility closure Church may reopen once all required measures within the directions have been completed. Staff will be notified before returning, via email or phone call.</i></p>

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

Signed



Name: Youli Liu
Date: 7 Aug 2020