

# COVIDSafe Plan – Encompass Church Bundoora

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28<sup>th</sup> of October, 2021



## How to develop or review your COVIDSafe Plan

### About this template

- This COVIDSafe Plan template has been developed for businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.
- To comply with public health directions.
- All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.
- You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk. For more information see: [coronavirus.vic.gov.au/additional-industry-obligations](https://coronavirus.vic.gov.au/additional-industry-obligations).

### Understand your responsibilities



This symbol indicates mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements.

- All other guidance is strongly recommended to keep workplaces COVIDSafe.
- Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).
- Businesses with multiple worksites must complete a plan for each worksite.

### When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

## Share your COVIDSafe Plan with employees

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

For further guidance on preparing your COVIDSafe Plan or any other questions, visit [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au) or call the Business Victoria Hotline on 13 22 15.

## Your COVIDSafe Plan

Business name: Encompass Church

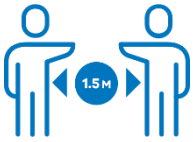
Address: 31-61 McLeans Rd, Bundoora

Plan completed by: Mark Donato

Job title: Executive Pastor

Date reviewed: 28<sup>th</sup> of October, 2021

Next review: As required



# 1. Physical distancing



RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> <li>• <a href="#">Density quotients</a> can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue.</li> <li>• You must <a href="#">display signage</a> showing the maximum number of people allowed in the space.</li> <li>• Shared work areas are only accessible to workers and should only include workers in the density limit.</li> <li>• Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis.</li> </ul> <p>For more information about restrictions for your workplace, density quotients and signage visit: <a href="https://coronavirus.vic.gov.au/business">coronavirus.vic.gov.au/business</a></p>	<p>Signs are displayed outside all rooms to show density quotient (1 per 4 sqm).</p> <p>Visitors/congregants attending service are told to sit at least 2 seats away from another household in the auditorium.</p> <p>Workers who can work from home have been instructed to work from home until restrictions allow for them to be back in the office. Only workers who cannot work from home are given permission to work onsite during times of restrictions</p>	Executive Pastor
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<p>Not all staff work full time. Staff are also encouraged to work in different designated office areas to minimise cross overs and close contact across the whole workforce</p>	Executive Pastor
<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p>	<p>Our kitchen area, cafe and printer collection areas have signage to remind people to physically distance.</p>	Executive Pastor

<b>RECOMMENDATIONS &amp; REQUIREMENTS</b>	<b>DESCRIBE WHAT YOU WILL DO</b>	<b>WHO IS RESPONSIBLE</b>
You should give training to workers on physical distancing while working and socialising. How will you do this?	All staff have been asked to watch the following video for training;  <a href="#">Coronavirus (COVID-19) – Video – Physical distancing is working   Australian Government Department of Health</a>	Executive Pastor



## 2. Face masks



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p> <p>For more information visit:  <a href="https://www.coronavirus.vic.gov.au/face-masks">coronavirus.vic.gov.au/face-masks</a></p>	<p>All staff and visitors are required to wear a face mask at all times, except for when recording in front of a camera, unless lawful exemptions apply.</p> <p>We will also provide emergency supplies of masks for staff and visitors</p>	<p>Team / Ministry leaders</p>
<p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p>	<p>All staff are reminded on proper mask use and info has been provided from DHHS:  <a href="https://www.coronavirus.vic.gov.au/face-masks">https://www.coronavirus.vic.gov.au/face-masks</a></p>	<p>Team / Ministry leaders</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> <li>• adhere to extra face mask requirements</li> <li>• appoint Covid Marshals</li> <li>• conduct surveillance testing for COVID-19.</li> </ul> <p>How will you do this?</p> <p>For more information visit  <a href="https://www.coronavirus.vic.gov.au/additional-industry-obligations">coronavirus.vic.gov.au/additional-industry-obligations</a></p>	<p>As a church, under the 'religious ceremony' requirements, we will have an assigned 'Covid Marshall' stationed at the entrance to oversee the Services Victoria App QR code scan in when open to the public</p>	<p>Executive Pastor</p>



### 3. Hygiene



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You <b>must</b> clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p> <p>For more information visit: <a href="https://coronavirus.vic.gov.au/cleaning">coronavirus.vic.gov.au/cleaning</a></p>	<p>All staff are required to clean high-touch communal items before and after use with supplies strategically placed around the building.</p> <p>A cleaning schedule is in place for cleaning between services on Sundays and throughout the week</p>	Business Manager
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<p>Cleaning log displayed in shared spaces.</p>	Business Manager
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<p>Hand sanitisers are provided at entrances and at various locations around the building. Adequate supplies of hand soap and paper towels are at various locations.</p>	Business Manager



## 4. Record keeping



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Every Victorian business (with some limited exceptions) <b>must</b> use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit:  <a href="https://coronavirus.vic.gov.au/about-victorian-government-qr-code-service">coronavirus.vic.gov.au/about-victorian-government-qr-code-service</a></p>	<p>We are using the free Victorian Government QR Code Service for electronic record keeping. Staff have downloaded the app, and staff know how to facilitate use of the app by customers and visitors and workers. This app also captures the link of people's vaccination status</p>	<p>Executive Pastor</p>
<p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit:  <a href="https://coronavirus.vic.gov.au/covid-check-in-marshals">coronavirus.vic.gov.au/covid-check-in-marshals</a></p>	<p>We will have an assigned 'Covid Marshall' stationed at the entrance to oversee the Services Victoria App QR code scan in when open to the public</p>	<p>Executive Pastor</p>
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p>For more information visit:  <a href="https://coronavirus.vic.gov.au/vaccine">coronavirus.vic.gov.au/vaccine</a></p>	<p>Staff are asked that they do not present to work physically if unwell and are asked to do a Covid test.</p> <p>Staff are reminded that there is financial support available to them if they cannot work while waiting for test result or are confirmed as a positive case.</p>	<p>Business Manager</p>

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none"> <li>• to respond to a worker being notified they are a positive case or a close contact while at work</li> <li>• to clean the worksite (or part) in the event of a positive case</li> <li>• to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</li> <li>• to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace</li> <li>• if you have been instructed to close by the Department of Health</li> <li>• to re-open your workplace when cleared by the Department of Health and notify workers to return to work.</li> </ul> <p>For additional resources:  <a href="https://business.vic.gov.au/emergency-planning">business.vic.gov.au/emergency-planning</a></p>	<p>Key roles and responsibilities of employees are identified.</p> <p>Essential services will be delivered by joint effort of all employees unaffected by the impact of an outbreak and potential workplace closure, including having 2ICs in each department or ministry</p> <p>Communication with customers, suppliers, stakeholders (eg: DHS, WorkSafe, etc) in the event of a positive case to occur within 24 hours should the team member have been on site</p>	<p>Executive Pastor and Business Manager</p>





## Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p>	<p>Staff are encouraged to hold meetings outdoors or open spaces (not in meeting rooms).</p> <p>Staff are to ensure that windows and air conditioning are set for optimum air flow at the start of each workday or shift, and closed at the end of the meeting/day.</p>	<p>Team / Ministry leaders</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"><li>ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.</li><li>conduct surveillance testing.</li></ul> <p>How will you do this?</p> <p>For more information visit: <a href="https://coronavirus.vic.gov.au/additional-industry-obligations">coronavirus.vic.gov.au/additional-industry-obligations</a></p>	<p>Not applicable to our industry</p>	<p>Not Applicable</p>



## 6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	<p>Not all staff work full time. Staff are also encouraged to work in different designated office areas to minimise cross overs and close contact across the whole workforce</p>	<p>Executive Team</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> <li>• limit or stop workers working across multiple sites where practical</li> <li>• keep records of workers who are working for different employers across multiple premises.</li> </ul> <p>How will you do this?</p> <p>For more information visit: <a href="https://coronavirus.vic.gov.au/additional-industry-obligations">coronavirus.vic.gov.au/additional-industry-obligations</a></p>	<p>Once we're allowed to meet in our three campuses, we will look to minimize the number of people who work across these sites as much as is practical</p> <p>Rosters of such 'cross site' workers are maintained</p>	<p>Executive Team and Ministry Leaders</p>