The Anglican Diocese of Melbourne

***COVID SAFE Checklist***

**For use in assessing readiness to open churches for worship and private prayer**

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| **PARISH or MINISTRY CENTRE:**  | **Y / N** |
| **COVID Safe Officer (CSO):** (if more than one centre, you may have a COVID Compliance Officer for each centre. If so, please specify) |  |
| **Name:** |  |  |
| **Email:** |  |  |
| **Phone:** |  |  |
| **Decision-making** |  |
| The Staff, wardens, Parish Council and CSO have discussed the [DHHS guidelines for places of worship](https://www.dhhs.vic.gov.au/sites/default/files/documents/202005/directions-stay-at-home-no-6-signed-2020-05-11.pdf)  |  |
| The Staff, wardens, Parish Council and CSO have discussed the [DHHS Restricted Activity Directions](https://www.dhhs.vic.gov.au/sites/default/files/documents/202005/direction-restricted-activity-no-7-signed-2020-05-11.pdf) |  |
| There is agreement that the Parish/Ministry Centre is ready to comply |  |
| **Vulnerable persons** |  |
| We have a communications strategy to minimise risks to vulnerable persons in the community |  |
| **Signage and communications** |  |
| Section 15 of the [DHHS Restricted Activity Directions](https://www.dhhs.vic.gov.au/sites/default/files/documents/202005/direction-restricted-activity-no-7-signed-2020-05-11.pdf) (RADs) has been complied with |  |
| An announcement is made in every service reminding attendees to maintain social distancing, use hand sanitiser, not to shake hands, and for ‘symptomatic’ persons (or close contacts) to self-exclude |  |
| [COVID Safe posters](https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19) are on display at the entry of the church buildings |  |
| **Cleaning** |  |
| A mechanism for regular thorough cleaning, and record-keeping, has been put in place. [Cleaning requirements in the Safe Work Australia](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19) are practised. |  |
| Hand sanitiser is placed at entry and exit points with signage |  |
| Service times allow sufficient time (one full hour) for cleaning between each service |  |
| **Social distancing** |  |
| A seating plan keeps people 1.5 metres apart and 4sqm per person |  |
| Someone is designated to supervise social distancing on arrival and exit |  |
| The density quotient of the building has been calculated (see section 15 of the DHHS RADs) |  |
| Post-service social distancing is maintained and supervised |  |
| **Worship** |  |
| Shared books are not used for services |  |
| Services avoid prolonged face to face contact |  |
| Someone is assigned to record names and phone numbers of attendees  |  |
| Someone is assigned to turn away people when the maximum number of people is reached |  |
| The administration of communion (where applicable) maintains hygiene, is in one kind (bread only) or uses individual cups, and there is no intinction. |  |
| Vestments and robes will not be shared between clergy, servers or lay ministers |  |

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| **Private Prayer in Churches** |  |
| Someone is on duty to monitor the DHHS RADs whenever the church is open |  |
| Those fulfilling this role understand the requirements to be observed by visitors |  |
| Church opening hours are set to accommodate the need for monitoring |  |
| **Other groups** |  |
| The COVID Compliance Officer has an agreement with groups (church or otherwise) using church premises for maintaining the DHHS RADs and including proper cleaning |  |
| For church groups in homes, the leaders understand COVID Safe requirements |  |
| Op shops (where applicable) are practising the [guidelines](https://www.melbourneanglican.org.au/wp-content/uploads/2020/05/Parish-Op-Shops-from-20-May-2020.pdf) provided by the diocese |  |
| **Incidents** |  |
| People know to report any incident of COVID contact to the COVID Safe Officer |  |
| The COVID Safe Officer will promptly report any incident to the bishop, close the premises and follow measures as indicated by [Safe Work Australia](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf) |  |
| **Other languages** |  |
| For congregations with other than English, translations have been read from [here](https://covid19inlanguage.homeaffairs.gov.au/) |  |

Please email completed form, and any additional comments, to the Registrar (registrar@melbourneanglican.org.au) before resuming any activity in your church premises or by Monday 1 June 2020 if activity has already resumed. If you have any questions, please call your area bishop.

**LINKS**

1. The DHHS Restricted Activity Directions (RADs) can be found [here](https://www.dhhs.vic.gov.au/sites/default/files/documents/202005/direction-restricted-activity-no-7-signed-2020-05-11.pdf)
2. DHHS advice relation to places of worship (and see especially 10.1.d) can be found [here](https://www.dhhs.vic.gov.au/sites/default/files/documents/202005/directions-stay-at-home-no-6-signed-2020-05-11.pdf)
3. Safe Work Australia on cleaning can be found [here](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19)
4. Safe Work Australia posters available [here](https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19)
5. Safe Work Australia on COVID-19 at the workplace detail available [here](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf)
6. Safe Work Materials in other languages can be found [here](https://covid19inlanguage.homeaffairs.gov.au/)
7. Op Shop Guidelines: [here](https://www.melbourneanglican.org.au/wp-content/uploads/2020/05/Parish-Op-Shops-from-20-May-2020.pdf)