The Anglican Diocese of Melbourne

***CHECKLIST FOR EACH SERVICE***

# There is no need to send this form to the Diocese; it is designed as a handy checklist for each Parish before, during and after each Service.

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| **PARISH or MINISTRY CENTRE:** | | | | |
| **Parish of:** |  | | | |
| **Date of Service:** |  | **Time of Service:** |  | |
| **Celebrant:** |  | | | |
| **Type of Service:** |  | | | |
| **Before the Service** | | | | **Y / N** |
| Prepared for incident or outbreak | | | |  |
| Cleaning has been completed in line with Safe Work Australia guidelines | | | |  |
| Sanitiser and signage deployed and displayed | | | |  |
| A COVID Safe Officer is present | | | |  |
| A seating plan to maintain social distancing is in place | | | |  |
| Xs or other marks are on floor to indicate social distancing | | | |  |
| A plan is in place to limit attendees | | | |  |
| Attendance register is in place | | | |  |
| All attendees screened on arrival and contact details collected | | | |  |
| Alternate service materials have been provided (no hymnals or prayer books) | | | |  |
| Collection plate is in place to avoid passing a plate/basket/bag during the Service | | | |  |
| Announcement at start of Service regarding COVID Safe practices and COVID Safe Officer | | | |  |
| **During the Service** | | | |  |
| Communion is given in only one kind (bread/wafer), only in open hands, no intinction | | | |  |
| Social distancing is maintained throughout the Service, including sign of Peace and Communion | | | |  |
| No use of Communion rail | | | |  |
| Eucharist ministers wash/sanitise hands before and after Communion | | | |  |
| **After the Service** | | | |  |
| No refreshments are to be offered | | | |  |
| Everybody departs as soon as possible while maintaining social distancing | | | |  |
| The attendance register is complete and stored securely | | | |  |
| Cleaning and disinfection is completed | | | |  |