

## **Austinmer & Thirroul Anglican Churches Covid 19:**

**For all meetings including wardens, staff, visitors to staff.**

Name of leader:

Address of meeting:

Contact:

Date of meeting:

Purpose of meeting:

Expected numbers and age for those under 18

Attendees to bring own pens and bibles and other papers as needed.

- 1 No meeting to occur without notice to the Office at least 24 hours before.
- 2 24 hours before meeting contact each attendee and tell them that if they have flu like symptoms regardless of how minor or known risk of exposure to Covid 19 they are not to attend. Remind them to bring a pen and if any symptoms to NOT COME.
- 3 Thoroughly clean location prior to meeting, include door handles from outside and the table and pens you are setting up at the meeting entry area. See Safework Australia guidelines which is linked on the Church website.
- 4 Prepare seating positions, locate chairs for social distancing;
- 5 Entry area to have a table set up with sanitizer, gloves, register and pens.
- 6 Arrival of visitors:
  - 6.1 If health of an attendee questionable do not let them attend;
  - 6.2 Social distancing to continue from outside, to door, and inside;
  - 6.3 Immediately on arrival MUST wash or sanitize hands;
  - 6.4 MUST complete the sign in register.
- 7 Total numbers not to exceed permitted numbers;
- 8 For any catering use single use disposable items. All food single serve, no shared plates or platters;
- 9 At end of meeting social distancing to continue as attendees depart;
- 10 Thoroughly clean location after meeting, include door handles from outside. See Safework Australia guidelines which are on the Church website.
- 11 Sign, scan, take photo of this completed form and send it to Megan at the Church Office:  
[austianglicanoffice@gmail.com](mailto:austianglicanoffice@gmail.com)

Notes:

No group meetings of children under 16.

If no printer at home copies are available with Megan

Family groups are OK but total attendees includes number of children. Separate distanced seating for everyone including for family groups is to continue. Parents are responsible for the children to have them attending and if attending to comply with health being fine, cleaning, and socially distancing. Parents are responsible for any family group.

If you need cleaning products including gloves, sanitizer, wipes, face masks then contact the Office.

**Sign in register (ALL ATTENDEES INCLUDING CHILDREN)**

Date:

Location:

	<b>Name</b>	<b>Address</b>	<b>Contact details</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			
<b>8.</b>			
<b>9.</b>			
<b>10.</b>			

Signed by organiser/ holder of meeting:

Send both pages (completed) to Megan in the office:

[austianglicanoffice@gmail.com](mailto:austianglicanoffice@gmail.com)

### **Church tasks**

- 1 Notice sent out the day before meeting to welcomers of tasks required to be done.
- 2 Notice sent to meeting holders of tasks to be done.
- 3 Notice to all potential attendees of requirements for meetings.
- 4 Pre meeting wipe down of door handles, hard surfaces and pens.
- 5 Set up seating, marks on floor for access and egress distancing.
- 6 Sign on each door of each location. At Austinmer Church it would be at both Moore Street, and at car park entrance. At Thirroul Church it would be Roxburgh Ave main entrance and the entrance to the Annex.
- 7 Table at each door.
- 8 Sign in register at each door.
- 9 sanitizer at each door.
- 10 Garbage bin at each door.
- 11 Multiple pens available at each door.
- 12 Acquire large quantities of sanitizer, wipes, gloves, spray cleaner.
- 13 Make up small kits for meeting holders to collect if they require for their off-site meetings. Kits to contain sanitizer, wipes and gloves.
- 14 Link to Safework Australia guidelines to be put up on website.
- 15 Notice that is being put on doors to be on website.
- 16 Notice for meetings being held to be put on website for downloading and completing.
- 17 Post meeting action to remind meeting holder to provide completed register and protocol.
- 18 File registers and completed protocols.

### **Meeting holders/ Welcomers tasks, see: Austinmer Anglican Church Covid 19: For all meetings including Bible study, small groups, wardens, staff, visitors to staff**

- 1 Cleaning in preparation.
- 2 Monitor and control entry, meeting protocols and leaving.
- 3 If health in doubt, do not attend or ask people not to attend.
- 4 At end of meeting sign in register to be given to office.

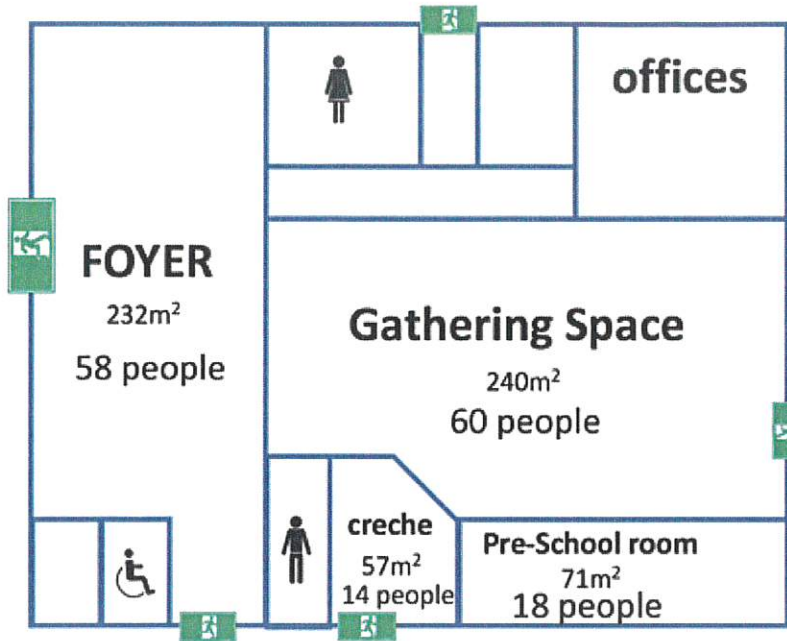
## Sign on Doors

Welcome

Please note

- 1 If you have flu symptoms or suspect you have been in contact with someone with Covid 19 do not attend today;
- 2 Social distancing must continue at all times, from the door, inside, during and as you depart;
- 3 Bring your own pen, paper and Bible;
- 4 At each door there is sanitizer available and a sign in register.
- 5 Immediately on arrival you must sanitize your hands;
- 6 After you have sanitized your hands you MUST complete the sign in register. If you have your own pen please use it. This signing in is a Government requirement:
  - 6.1 Name;
  - 6.2 Address;
  - 6.3 Contact details.
- 7 Gloves are available if you wish to use them during your visit;
- 8 Total numbers to enter will not be permitted to exceed permitted numbers. You must observe and comply with the requirements of the welcomer;
- 9 If children are accompanying you, then you are responsible for them complying. They must also clean their hands, be signed in and must observe social distancing.

## Austi Ground floor



## Austi upper floor

