

Chinese Christian Church Brisbane

If any staff, volunteers, attendees, or community members display symptoms of COVID-19 ask them to call 13HEALTH (13 43 25 84). They will NOT BE PERMITTED TO ENTER THIS BUILDING. For severe symptoms such as shortness of breath at rest or difficulty breathing, dial 000.

Following Queensland Health guidelines, vulnerable groups are encouraged to stay home and engage with the community through non-physical means. Vulnerable groups include:

- Queenslanders over 70 years of age
- Queenslanders over 65 years of age with underlying health issues
- Indigenous Queenslanders over the age of 50 with one or more chronic diseases.
- People with compromised immune systems

For detail information, please refer <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19/coronavirus-covid-19-advice-for-people-with-chronic-health-conditions>

COVID Team Members and their duties:

1. Peter Fung (Elder)
2. Walter Yeung (Elder)
3. Frank Liang (Pastor)
4. Clarence Kho (Pastor)
5. Patrick Lau
6. Susan Ching

Church Council Members

7. Ken Wong (Cleaning)
8. Lilian Wong
9. Bun Yu
10. Eddie Chow

Chinese Christian Church Brisbane

Signage on each Rooms

Maximum of 50 household are permitted in the Chinese Main Hall (186 sqm).
[$186 / 2 = \sim 93$]. However, the total number should not exceed 50 people.
(1.5 meters social distancing applied)

The maximum capacity for this room is 23 household/persons.

Maximum of 16 household are permitted in Multi-purpose Room.
[$33 / 2 = \sim 16$]

(1.5 meters social distancing applied)

The maximum capacity for this room is 5 household/persons.

Maximum of XX household are permitted in the English Main Hall.
[$XXX / 2 = \sim XX$]

(1.5 meters social distancing applied)

The maximum capacity for this room is _____ household/persons.

Maximum of XX household are permitted in the English Hall Upstairs.
[$XXX / 2 = \sim XX$]

(1.5 meters social distancing applied)

The maximum capacity for this room is _____ household/persons.

Contact Tracing Register (For Worship Attendees) - This record must be retained for at least 56 days.

Place of Worship Name: Chinese Christian Church Brisbane (SSC) **Time:** 9:30 - 11:30 am **Date:** _____

Signing this form acknowledges that:

- *You do not have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)*
- *You do not have COVID-19 nor are you awaiting the results from being tested for COVID-19*
- *You have not been in contact with any known or suspected cases of COVID-19 in the past 14 days*
- *You have not returned, or been in contact with anyone else who has returned, from overseas in the past 14 days*

[illegible]

Contact Tracing Register (For Contractors) - This record must be retained for at least 56 days.

Place of Worship Name: Chinese Christian Church Brisbane (SSC)

Signing this form acknowledges that:

- *You do not have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)*
- *You do not have COVID-19 nor are you awaiting the results from being tested for COVID-19*
- *You have not been in contact with any known or suspected cases of COVID-19 in the past 14 days*
- *You have not returned, or been in contact with anyone else who has returned, from overseas in the past 14 days*

[illegible]

Incident Record Form (For those who are sick and being isolated)

Each place of worship must keep a record of each notifiable incident for at least 5 years

Place of Worship Name: Chinese Christian Church Brisbane (SSC)

Provide a face mask for the person if he or she is sick, isolate them outside of the building.

Ask them to call 13HEALTH (13 43 25 84). For severe symptoms such as shortness of breath at rest or difficulty breathing, dial 000.

Individuals who are a probable or confirmed case must inform their place of worship. Upon being informed, a person in control of the place of worship must notify Workplace Health and Safety Queensland that the case has been confirmed.

Full Name	Phone	Email/Address	Date	Covid Team member name	Time	Signature

Incident / What's happening?

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Follow up Procedures: _____

Recommended course of action: _____

Covid Team Member Name: _____

Followed up Covid Team Member Name: _____

Has this been resolved? Yes / No. Signature of Covid Team Member: _____ Date: _____

Training Record Form - This record must be retained for at least 56 days.

Place of Worship Name: Chinese Christian Church Brisbane

[illegible]

Appendix 1: Checklist

The term “staff” in this document refers to both paid and volunteer workers associated with or working at a place of worship.

Preparatory Checklist

- ☐ If your place of worship has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are out of date.
- ☐ Direct staff and volunteers to stay at home if they are sick, and to go home immediately if they become unwell. Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get a negative result for COVID-19.
- ☐ Nominate an individual or team to manage to champion safe practices and assist with implementation of checklist items and compliance with the Industry Safe Plan.
- ☐ Instruct staff and attendees to tell you if they are displaying symptoms, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
- ☐ Treat personal information about individuals' health carefully, in line with privacy laws.
- ☐ Consider safety risks and manage these according to the appropriate hierarchy of controls, i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.
- ☐ Implement measures to maximise the distancing between staff and attendees to the extent it is safe and practical and minimise the time that workers are in close contact.
- ☐ Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between staff and attendees.
- ☐ Introduce work from home arrangements where possible for staff, such as those undertaking administrative work where no face-to-face contact is required.
- ☐ Postpone or cancel non-essential face-to-face gatherings, services, meetings and training, or use electronic communications such as video conferencing.
- ☐ Consult with staff, volunteers, and community on COVID-19 measures in your place of worship and provide staff and volunteers with adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.
- ☐ Put signs and posters up to remind workers and others of the risk of COVID-19, including reminders about social distancing, hand washing, sneezing and coughing, and shared items/food risks.

Onsite Activities

- ☐ Place signs at entry points to instruct attendees not to enter if they are unwell or have COVID19 symptoms. It is recommended that the signs include COVID-19 contact information for Queensland Health and a point of contact at the place of worship.
- ☐ If practicable set up separate exit and entry points to minimise contact.
- ☐ Ensure the names and telephone contact details of attendees are recorded at the outset of the gathering, with a separate list for each group of up to 20 people and that the contact lists are retained and provided to Queensland Health if needed for the purposes of contact tracing.
- ☐ Consideration should be given to allocated seating.
- ☐ Treat personal information about individuals' health carefully, in line with privacy laws.
- ☐ Have an appropriate number of people available to determine the numbers of attendees that enter given the capacity for the venue; to assign attendees to their respective groups (see onsite activities below); and respond to concerns and enquiries that will arise in this new arrangement.
- ☐ Anyone who demonstrates symptoms of physical illness must not be allowed into the place of worship.
- ☐ Prioritise disabled access to the place of worship.
- ☐ Implement measures to restrict numbers within the premises and ensure an average space of 4 square metres per person.
- ☐ Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for seating, prayer spaces, and standing areas.
- ☐ Remove waiting or entrance area seating or space any seating at least 1.5 metres apart.

Hygiene and Cleaning

- ☐ Ensure staff and attendees are provided with hand washing facilities or appropriate alcohol- based hand sanitisers. Alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol, are recommended.
- ☐ Instruct staff and attendees to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol, is recommended.
- ☐ Instruct workers to clean personal property that comes to work, such as sunglasses, mobile phones and other touch-screen items with disinfectant wipes or similar.
- ☐ Reduce the sharing of items, including removing shared books/magazines from common areas.
- ☐ Do not offer communal refreshments, including tea and coffee, or water stations. This includes disposable cup and stirrer options.
- ☐ Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks).
- ☐ Develop a plan to maintain recommended physical distancing measures and hygienic conditions at ablution or washing facilities, including encouraging attendees to bring their own containers of water for washing.

Donations and Business

- ☐ Develop a continuity plan for continued delivery of services and worship in the event of another COVID-19 outbreak or pandemic.
- ☐ Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.
- ☐ Avoid physical cash donations through use of contactless payment methods.
- ☐ Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- ☐ This checklist is a key part of your Industry COVID Safe Plan for Places of Worship in Queensland as outlined on the WorkSafe website.
- ☐ Publicly display this signed checklist as evidence that you are a COVID Safe place of worship.
- ☐ Keep up to date and find additional guidance at www.covid19.qld.gov.au & www.worksafe.qld.gov.au.
- ☐ Employees with a general work-related complaint can call WHS Queensland on 1300 362 128.
- ☐ Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018.
- ☐ Attendees who have concerns about whether a place of worship is complying with this checklist can call 134COVID (13 42 68).

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011	
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Appendix 2: Daily Checklist

This checklist is to be completed each day that a place of worship is open.

- ☐ All areas frequented by staff and/or attendees have been cleaned with detergent or disinfectant.
- ☐ Staff have been instructed to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- ☐ Staff and faith leaders have been provided with or otherwise have access to sufficient Personal Protective Equipment (PPE) to fulfil requirements outlined in the Industry Safe Plan.
- ☐ Frequently touched surfaces are cleaned hourly with a detergent or disinfectant solution or wipe.
- ☐ Sufficient waste disposal facilities are available in the venue and are emptied regularly.
- ☐ Toilet facilities are clean and have a sufficient supply of soap, running water, and paper towels or a hand dryer at all times.
- ☐ Toilet and ablution facilities are cleaned regularly, several times per day.
- ☐ Adequate ventilation is maintained throughout the place of worship.
- ☐ Communal areas have been cleaned in accordance with of the [Workplace Health and Safety Queensland COVID-19 Guide](#).
- ☐ An individual or team managing these requirements is on site.
- ☐ Attendee name and contact details have been noted and recorded for provision to Queensland Health in event of an outbreak, with a separate list kept for each group of up to 20 people.
- ☐ Signage on social distancing, health measures, and movement (e.g. entry/exit) is clearly visible.

Appendix 3: Statement of Compliance

Print this page, sign and date it and post it in a public place in your place of worship.



STATEMENT OF COMPLIANCE

**This site is operating in compliance
with an Industry COVID SAFE Plan**

A copy of the Industry COVID SAFE Plan may be found at:
www.covid19.qld.gov.au/government-actions/covid-safe-businesses

- Follow the rules and keep us all safe
- Practice social distancing
- Wash your hands regularly
- Be prepared to leave your contact details for tracing purposes
- This is a COVID SAFE site

Signed by: _____
(authorised business representative)

Date: _____

covid19.qld.gov.au

