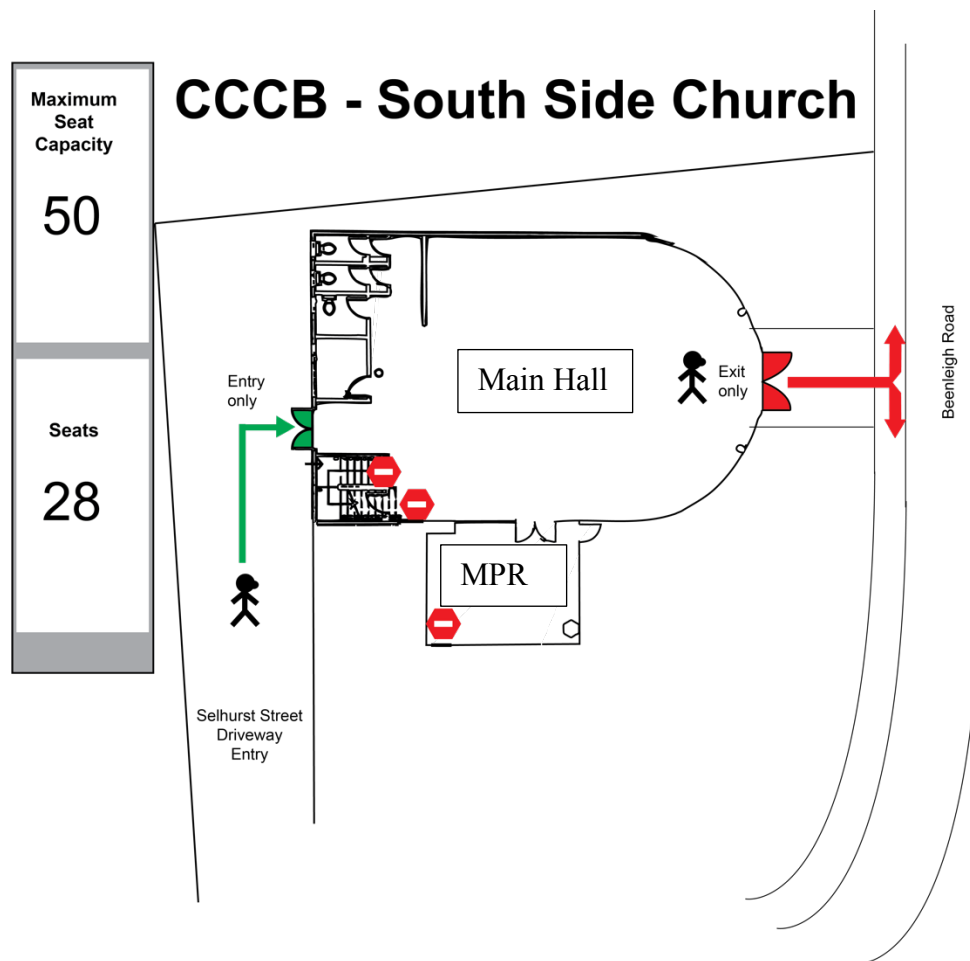


CCCB-SSC COVID-19 Health and Safety Risk Management Plan

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CCCB – SSC is in compliance with Stage 3 Industry *COVID Safe Plan for Places of Worship in Queensland*.



The total area is 186 sqm (Main Hall) + 33 sqm (Multi-Purpose Room or MPR) = 219 sqm

The total **useable** area is less than 200 sqm, therefore the maximum capacity of seats is **50** (base on 2 sqm rule).

The recommended total number of participants is **28** based on CCCB-SSC demographic and household size.

Appendix 1 (Checklist), Appendix 2 (Daily Checklist) must be checked and Appendix 3 (Statement of Compliance) must be signed by SSC legal representative to commence Sunday service. Appendixes 1, 2 and 3 are to be displayed at the main entrance.

Introduction

This plan has been developed to assist with the reopening of CCCB-SSC in accordance to guidelines provided by the Queensland Government to work together in combating COVID-19 spread within the community.

As per the *Industry COVID Safe Plan for Places of Worship in Queensland*, the two key points of this plan are as follows

- Commitment to follow health advice
- To direct workers and community members to stay home if they are sick

If any staff, volunteers, attendees or community members display symptoms of COVID-19, they are to call 13HEALTH (13 43 25 84) immediately.

They are not permitted to enter CCCB – SSC 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:

Having two or more health conditions regardless of age. If the condition is severe or poorly controlled, this might increase the risk of serious illness from COVID-19.

Chronic conditions that impose **greater risk** of severe illness from COVID-19

- have had an organ transplant and are on immune suppressive therapy
- have had a bone marrow transplant in the past 2 years
- are on immune suppressive therapy for graft versus host disease
- have had blood cancer, in the past 5 years, including leukaemia, lymphoma or myelodysplastic syndrome
- are having chemotherapy or radiotherapy

Chronic conditions that impose **moderate risk** of severe illness from COVID-19

- chronic kidney (renal) failure
- heart disease (coronary heart disease or failure)
- chronic lung disease, excluding mild or moderate asthma
- had cancer in the past 12 months
- diabetes
- severe obesity with a body mass index of 40 kg/m² or more
- chronic liver disease
- some neurological conditions such as stroke or dementia
- some chronic inflammatory conditions and treatments
- other primary or acquired immunodeficiency
- poorly controlled hypertension (may increase risk)

The level of risk depends on other factors, including age, gender and if one smokes.

Model of Good Hygiene

Worship attendees are encouraged to wash their hands regularly, sneeze and cough into elbow (wear protective equipment if necessary). Religious leaders can be vulnerable to contracting and spreading infections too. Hand sanitiser is to be used regularly.

Wardens

Individuals will be nominated and approved by the Church Council to function as COVIDSAFE Wardens.

Chief Warden

- There will be one warden identified who will be chief contact person for overseeing the implementation of the Plan.
- The Chief Warden will report to the Church Council as per the Plan.

Wardens

- There must be at least one warden in attendance at every church gathering.
- The preacher on the day should not be assigned as warden.
- At least one warden will be made identifiable during the gathering by a lanyard and tag.
- All wardens must be familiar with the Plan.
- All wardens are to actively exemplify to and educate the church community on the church's health measures and the health risks due to COVID-19

If any warden is informed of the following conditions, notify the other wardens.

- Someone has developed symptoms associated with COVID-19
- Someone has been in close contact with a person who has COVID-19 confirmed.
- Someone has been waiting for the results of COVID-19 test.
- Someone has been in contact with any known or suspected cases of COVID-19.

Chief Warden:

Clarence Kho (Assoc. Pastor)

Wardens Name List:

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

Pre-Gathering Preparations

Encourage vulnerable members to stay home and engage with Sunday service via livestream.

Bible, bulletins, pens, hymn books and other communal items: No sharing of communal bibles, bulletins, pens, hymn books and others during service. Members are to bring their own items.

Refreshment and water: Refreshments has been ceased indefinitely due to COVID-19. We encourage members to bring their own bottled water. For serving packaged foods or drinks, it must be served in accordance with the [Retail Food Services Industry COVID Safe Plan](#)

Signage: Clearly display information on COVID-19 symptoms, physical distancing and hygiene requirements (resources available via this [link](#)).

Hand Sanitiser: Ensure hand sanitisers are available for all staff and visitors at reception table and exit points, multi-purpose room and computer table.

Rooms: Maximum capacity of participants and numbers of seats available must be clearly marked.

Entry, Exit signs and Direction of Movement: Entry, Exit signs and direction of movement along path to remove congestion at bottlenecks must be clearly marked, example outside of Toilet and reception area. (“No Entry” sign must be marked on internal dividing door between Chinese and English Congregation)

Contact Tracing Registry Form: Worship attendees must sign in the Contact Tracing Registry Form. The form consists of full name, phone, email / address and signature.

Trained Ushers: Ushers should wear gloves and face masks. Sanitisers ought to be used regularly. Worship attendees will be briefed in accordance to the health and safety acknowledgement and declaration (within the form). Face masks to be given if required, and sanitisers to be used by attendees.

Monitoring and Notification

Attendance Pre-booking for service:

Pre-registration is needed. Contact Chief Warden for booking.

Attendees to sign the form of **Declaration** for contact tracing.

- *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*

Record keeping

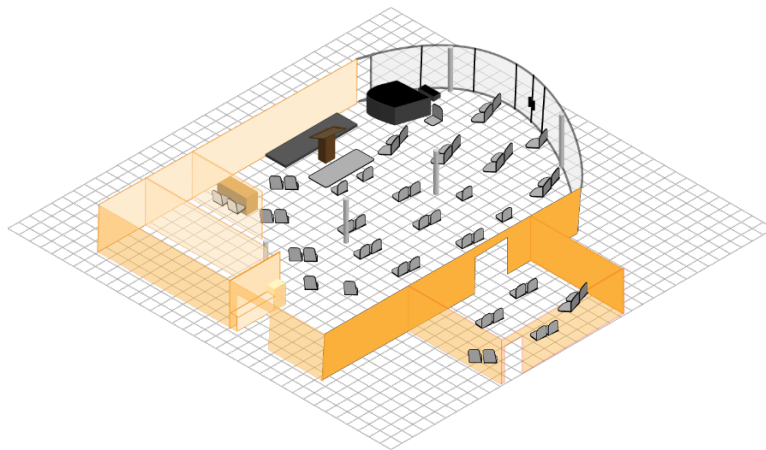
- Records for each gathering must be retained for ~~at least~~ 56 days
- Records of each notifiable incident must be retained for ~~at least~~ 5 years
- In the event of contact tracing, the contact lists that are retained may be required to be shared with Queensland Health.

Privacy Statement

The CCCB-SSC will treat personal information about individuals' health privately, in line with privacy laws.

Onsite Activities

- **Maximum capacity** of household/persons allowed in the SSC (include Multi-purpose room): **50** (based on 2 sqm rule). **Seats available: 28.**
- **Singing:** Singing is permitted as long as physical distancing requirement is observed (based on 2 sqm rule)
- **Mask:** All participants must wear masks during the service except for the preacher, translator and worship leader during the time on the pulpit.
- **Members living at the same residential address:** They may sit together as a group but must remain 1.5 metre from other groups of members or household.
- **Children Social Distancing:** Children to maintain 1.5 metre physical distance wherever possible. (parents to supervise)
- **In all circumstances:** Social distancing of 1.5 metre rule must always be observed.
- **Before and After service mingling:** In ensuring the safety of all members, we encourage all not to mingle within the church hall before and after the service. If members wish to mingle, they are encouraged to do so outside of the hall whilst observing 1.5 metre social distancing requirement.
- **Entry and Exit:** The entry point is via Selhurst St and the exit point is via Beenleigh Rd (near Piano).
- **Access to CPE Church:** If SSC members were to access CPE from the hall, they will have to exit the building and will have to sign in again via the CPE Church entrance, and vice versa. No entry will be allowed through the interconnecting doorways between SSC and CPE churches.
- **Offering:** Contactless offering is encouraged via bank transfer, cash offering is not accepted.
- **Holy Communion:** Holy Communion of bread and juice has been suspended indefinitely until further indication by the Church Council. (pre-packaged bread and juice is an option to minimise the risk if re-instated) Example of pre-package bread and drink can be found in this [link](#).
- **Toilet use:** Use Chinese Hall toilets only.
- **Toilet Waiting Line and Reception outside the Hall:** There will be cross mark placed on the floor 1.5 metre distance apart
- **Washing of hands:** Wash your hands before and after toilets.
- **Maintain Adequate Ventilation:** The entrance (and exit) doors should be left open and the air-conditioner should be turn on to enhance the ventilation during the service.



Example of 1.5 metre distancing on-site

Health and Safety Considerations

We will ensure a total lock down after Sunday service. No fellowships or meetings will be carried out in the CCCB-SSC between Monday to Saturday morning. The cleaning team will come on Saturday Morning to clean and paste “NO ENTRY” stickers on Entry and Exit after cleaning. This is to ensure there is no one entering the premises prior to Sunday service.

Cleaning is of special importance in ensuring a safe and healthy environment in which to worship. All places of worship must undertake the following cleaning measures in line with the Workplace Health and Safety Queensland COVID-19 Guide.

- Cleaning team to wear gloves when cleaning and wash their hands thoroughly with soap or alcohol-based hand sanitiser before and after wearing gloves.
- Ensure sufficient waste disposal facilities are available in the venue and are emptied after the Sunday service.
- Communal areas and facilities are a priority, e.g. seating areas and toilets.
- Toilet facilities are to be cleaned before and after service.

Clean frequently touched areas and surfaces before and after Church service with a detergent or disinfectant solution or wipe. Some example surfaces include:

- a) - Light switches
- b) - Air conditioning controls & TV remotes
- c) - Handrails
- d) - Tables and counter tops
- e) - Door knobs and handles
- f) - Sinks
- g) - Computer keyboard & mouse

COVIDSAFE Wardens to comprehend

- Revise and update the Church Health and Safety Risk Management Plan if needed.
- Limit the number of staff in the place of worship to comply with social distancing requirements.
- For managing psychosocial risks, refer to page 8 of the [*Office of Industrial Relations COVID Guide*](#).
- Provide workers with information on COVID-19 including when to get tested, physical distancing and cleaning as per the [*Industry COVID Safe Plan for Places of Worship in Queensland guidelines*](#).
- When somebody is feeling sick during the service, isolate them outside and ask them to return home. Record the incident. (Incident Record Form to be filled)
- In case of confirmed incidents, engage professionals to come and clean and sanitise.
- 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.
- For up to date amendments, refer to this [link](#). Alternatively, email MA@dlgrma.qld.gov.au or info@cccbssc.org.au

Meetings Outside of Worship time

- Conduct organisational meetings via phone or online if possible. (Avoid fellowships in the church. Or conduct the fellowships and meetings outdoor).
- If fellowships are to be conducted in a person's house, 1 person in 4 sqm (larger than 200sqm) or 1 person in 2 sqm (less than 200sqm) need to be observed (Max 50 people). Contact tracing register for all individual must be recorded and remain for 56 days, all other rules apply (same as worshipping in the church).

Visiting Pastors / Contractors

Visiting pastors and contractors are to follow this Health and Safety Risk Management Plan. They have to sign the Contact Tracing Register (For Worship Attendees or For Contractors)

Baptism

No Baptism ceremony will be carried out during this period. In cases if the Church Council decides to carry Baptism ceremony or other special ceremonies, the religious rites or rituals have to be modified to avoid direct physical contact where practical. Where this is not practical, limit contact to hands or PPE can be worn if deemed necessary. Ensure participants' hands are washed with soap and water or hand sanitiser before and after each interaction.

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.
- ☐ 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 physical 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 full name, email address (residential address if email not available), phone number, date of patronage and time of patronage of attendees are recorded at the outset of the gathering, and that the contact lists are retained and provided to Queensland Health if needed for the purposes of contact tracing.
- ☐ Treat personal information about individuals' health carefully, in line with privacy laws.
- ☐ 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 or 2 square metres per person for smaller venues below 200 square metres up to 50 persons.
- ☐ Ensure physical 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 before and after each service 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.

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 the Plan 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 before and after each service 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.
- ☐ Attendees full name, email address (residential address if email address not available), phone number, date of patronage and time of patronage have been noted and recorded for provision to Queensland Health in event of an outbreak.
- ☐ Signage on physical distancing, health measures, and movement (e.g. entry/exit) is clearly visible.



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



Contact Tracing Register (For Worship Attendees) - This record must be retained for 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*

Full Name	Phone	Email/Address	Signature	Temp / Comment

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

Place of Worship Name: Chinese Christian Church Brisbane - South Side Church

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*

Full Name	Phone	Email/Address	Date	Time IN	Time OUT	Signature

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

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

Place of Worship Name: Chinese Christian Church Brisbane – South Side Church

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	COVIDSAFE Warden's Name	Time	Signature

Incident / Describe what has happened.

Follow up Procedures:	Recommended course of action:

COVIDSAFE Warden Name: _____

Followed up COVIDSAFE Warden Name: _____

Has this been resolved? Yes / No. Signature and Name of COVIDSAFE Warden: _____

Date: _____

Training Record Form

_____ Training
Instructor Name _____ Instructor signature _____

Place of Worship Name: Chinese Christian Church Brisbane

Full Name	Phone	Email/Address	Date	Signature