



CATHOLIC ARCHDIOCESE  
OF MELBOURNE

## PARISH - COVID Safe plan

### Our COVID Safe Plan

Parish name: St. Peter's Church, Toorak  
 Site location: Partnered Parish – 581 Toorak Road, Toorak, VIC, 3142  
 Parish Priest name: Fr. Brendan Hayes EV PP  
 Parish Priest phone: 0429 921 880  
 Date prepared: 27th November 2020

**ONCE COMPLETE, PLEASE PLACE YOUR COVID SAFE PLAN IN AN AREA THAT IS ACCESSIBLE TO EVERYONE WHO IS PERMITTED TO ENTER THE PARISH FACILITIES (EG. FRONT DOOR/NOTICE BOARD)**

**FOR FURTHER INFORMATION PLEASE CLICK HERE - <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace>**

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Hygiene</b></p> <p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff and funeral attendees.</b></p>	<p><i>Within the Church, we have <u>hand sanitisers</u> located at the Front Doors and Entrances of the Church, set up on tables or sideboards.</i></p> <p><i>The Church has 4 bottles of Hand Sanitiser, located at the 3 entrances of the Church. 2 on the Sanctuary and 2 on tables in the central aisle for the receiving of Holy Communion.</i></p> <p><i>Extra supplies of refill hand sanitiser and sanitising spray are left in the Parish Centre's (located at 583 Toorak Road, Toorak, VIC, 3142) photocopy room. The cupboard where we keep the Extra Supplies has been labelled. Extra Supplies of paper towel are left in the Cleaners Room.</i></p> <p><i>EcoLabs come out every month to the Parish Centre (located at 583 Toorak Road, Toorak, VIC, 3143) to check our supplies of hand sanitiser and hand wash and refill the products when needed.</i></p> <p><i>When we come down to the last 2 bottles of refill hand sanitiser or sanitising spray we make an order for more (our products come from EcoLabs or an order through Officeworks).</i></p> <p><i>Same rule applies to the paper towel, rubbish bin bags, disposal gloves and disposal masks.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<p>Where possible, all doors in the Church are opened up, so that there is a proper circulation of air in the building that is assisted by the air conditioning/heating units. At the moment this is done at least once a week. All Air conditioning and Heating maintenance is organised by the Business Manager.</p>
<p><b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b></p>	<p>All staff members, volunteers and Mass attendees are required to wear a face covering/mask when in the Church. Unless a staff member, volunteer or mass attendee is eating or drinking, they will not be required to wear a face covering/mask. 'World Health Organisation' recommendations and posters that are displayed throughout the Church. Some discretion may be taken when the Staff member is the only one in the Church or Presbytery, as long as they sanitise all areas used before they leave for the day. There is a dedicated cupboard in the Parish Centre/Parish Office Photocopy room, located at 583 Toorak Road, Toorak, VIC, 3142, that is being used for all COVID related supplies which include 10x Face Shields, and extra Disposable Face Masks.</p>
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<p>EMPLOYEES HAVE BEEN TRAINED IN ACCORDANCE WITH THE RECOMMENDATION BY SAFE WORK AUSTRALIA.</p> <ul style="list-style-type: none"> <li>- FIRST AID TRAINING</li> <li>- OCCUPATION HEALTH AND SAFETY TRAINING</li> </ul> <p>All COVID related posters are up on display, to refer to when needed. These posters show the steps of how to wash your hands, the difference between what face masks to use, how to use a face mask, how to dispose of a face mask, etc.</p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p>At the moment all Parish Staff members are working from home, except for those who are in the Church for the Broadcasting of Mass. All high-touch communal items such Please Note: During the second lockdown, all Parish staff members are currently working from home and have been asked to bring their own disposal takeaway containers if they are bringing food and drink into the workplace. This is all to help Stop the Spread of COVID on communal items.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p><i>The Church currently hire Cleaners for cleaning and sanitising purposes. The communal areas (foyers, door handles, entry doors, pews, restrooms and Sacristy) are sanitised before and after each Mass. Personal items, especially those brought from home can rest on top of the pews where people sit, as the pews will be sanitised after each Mass. The cleaning out the rubbish bins, including changing the bin liner, happens each week when the Cleaners come in.</i></p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p><i>Hand Sanitiser</i></p> <ul style="list-style-type: none"> <li>- 7 x pump bottles can be found in the Foyer, Entrances, Central Aisle and Sanctuary of the Church.</li> <li>- The daily sign-in sheet is located at the Sacristy Entrance of the Church</li> <li>- The Mass Sign-in/Booking Sheets are brought in at the start of every Mass. At the moment there is no Private Prayer in the Church.</li> <li>- 1 x pump bottle can be found at the Entrance to the Presbytery on the sideboard, next to the sign-in book</li> </ul> <p><i>Hand Wash</i></p> <ul style="list-style-type: none"> <li>- 1 x Pump Hand Wash Soap Dispenser, in total, can be found in the Restroom.</li> <li>- 2 x Pump Hand Wash Soap bottles, can be found in the Sacristy at both hand washing stations located at the entrance to the Church Sacristy.</li> </ul> <p><i>Sanitising Spray for Cleaning purposes</i></p> <ul style="list-style-type: none"> <li>- 1 x trigger bottle can be found in the Sacristy, to be used for the Church for sanitising purposes.</li> </ul> <p><i>Sanitising Wipes for Cleaning Purposes</i></p> <ul style="list-style-type: none"> <li>- 1 x wipe dispensing bottle can be found in the Sacristy, to be used for the Church for sanitising purposes.</li> </ul> <p><i>Disposable Gloves</i></p> <ul style="list-style-type: none"> <li>- 1 x box can be found in the Sacristy, to be used for the Church for sanitising purposes.</li> </ul> <p><i>Disposable Face Masks</i></p> <ul style="list-style-type: none"> <li>- 1 x box can be found at the main entrance of the Church.</li> </ul> <p><i>Extra Supplies can be found in the labelled cupboard in the Parish Centre/Parish Office Photocopy room and Cleaner's Room, located at 583 Toorak Road, Toorak, VIC, 3142.</i></p> <p><i>When supplies are down to the last two bottles/boxes of COVID related supplies we buy up to 12 more. Communication of this is via Staff group email or text messaging, so that the ordering of these products can be done. That way every staff member knows what is available when they come into the Parish Centre/Parish Office.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<p><i>All staff members are currently working from home, unless they are coming in to help with the Broadcasting of Mass or to help with a Funeral. Staff will attend work as normal if there is a change in restrictions</i></p> <p><i>For people who want to attend Mass, they will need to call to make a booking for the Mass they want to attend, and their details will be given to the Pastoral Associate. The Church has been set up with the 4m2 Social Distancing Regulations.</i></p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p><i>If a Staff member does work for another organisation that requires working on that organisation's premises, they need to follow all necessary policies and procedure put in place by the Catholic Archdiocese of Melbourne.</i></p>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p><i>All Parish Staff members are currently working from home, except for the Broadcasting and live-attendance of Mass.</i></p> <p><i>If a Staff member/Volunteer/Mass Attendee or a family member/partner/room-mate (household) feels unwell, the Parish Staff member/Volunteer/Mass Attendee are required to stay at home, get tested and quarantine until they get their test result back.</i></p> <p><i>If the test result comes back negative (as well as their household's test results) they may go into the Church. The worker/volunteer/mass attendee household should stay quarantined for up to 5 days and retest if they continue to feel unwell.</i></p> <p><i>If a Staff member/Volunteer/Mass Attendee feels unwell after they have booked themselves for a live-attendance at Mass, they will need to call and disclose this to the Senior Parish Secretary or Pastoral Associate as soon as possible.</i></p> <p><i>The Senior Parish Secretary and Pastoral Associate have been asked to screen and ask about any potential risks each person may carry before they come into the Parish Centre.</i></p> <p><i>Questions such as:</i></p> <ol style="list-style-type: none"> <li><i>1. Have you travelled/come from overseas in the last month?</i></li> <li><i>2. Have you been in contact with anyone who has travelled overseas in the last month?</i></li> <li><i>3. Do you have any symptoms such as fever, dry cough, runny nose, tiredness, body aches and pains, sore throat, diarrhoea, conjunctivitis, headache, loss of taste or smell, rash or discolouration of skin, difficulty breathing, and shortness of breath, chest pain, high-blood pressure and difficulty moving?</i></li> <li><i>4. Have you been in contact with a person confirmed sick with COVID-19?</i></li> </ol> <p><i>All Permitted Workers Permits handed out and Sign-In Sheets have been kept on file, until this pandemic is over.</i></p>
<p><b>Configure communal work areas so that there is no more than one worker / attendee per four square meters of enclosed workspace, and employees / attendees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<p><i>No more than 80 people are allowed to be in the Church at any given time.</i></p> <p><i>No more than 4 people are allowed in the Sacristy at any given time.</i></p> <p><i>No more than one person can use the Restrooms at any given time, no matter how many stalls are in the Restroom Areas; which includes the Restrooms located in the Parish Centre, which is next door to the Church..</i></p> <p><i>These numbers will change according to the restrictions in place at the time.</i></p> <p><i>All the above limits follow the one person per 4 square metre rule.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff or attendees.</b></p>	<p><i>The correct Social Distancing floor markings are currently in place for the: Church - for the Broadcasting and live attendance of Mass, Baptisms, Funerals and Weddings</i></p> <p><i>All markings were measured out with a Measuring Tape to insure accuracy.</i></p> <p><i>The floor markings follow the - 1 person per 4 square metre rule.</i></p>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<p>N/A</p>
<p><b>Minimise the build up of employees waiting to enter and exit the workplace or Church.</b></p>	<p><i>For Weekday and Weekend Masses, Funerals, Baptisms and Weddings, Parish Staff Members and/or trained volunteers, will need to arrive at least an hour and a half earlier than the scheduled time for the Mass to clean, sanitise and set up the Church so that they are ready for the Mass Proceedings.</i></p> <p><i>For Weekday and Weekend Masses and Baptisms, the attendance sign-in sheets will be organised by the Pastoral Associate and Senior Parish Secretary.</i></p> <p><i>For Weddings, the attendance sign-in sheets will need to be organised by the Bridal couple, who will then need to provide the Parish Office with a copy of the completed sign-in sheet.</i></p> <p><i>For Funerals, the Attendance sign-in sheets will be organised by the Funeral Directors, who will need to provide the Parish Office with a copy of the completed sign-in sheet. (Pastoral Associate has been keeping a record of the sign-in sheets during the COVID pandemic).</i></p> <p><i>The Church has been set up with: seating arrangements, hand sanitising stations, sign-in station and restrooms. A cleaner will be on hand to clean the seating, surfaces, restrooms and communal areas used by those who attended the Funeral Mass.</i></p> <p><i>All Church/Mass attendees will be continually advised to keep SOCIALLY DISTANCED and that THERE IS NO LINGERING OUTSIDE THE CHURCH FOLLOWING A FUNERAL.</i></p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p><i>EMPLOYEES HAVE BEEN TRAINED IN ACCORDANCE WITH THE RECOMMENDATION BY SAFE WORK AUSTRALIA</i></p> <ul style="list-style-type: none"> <li>- <i>All Staff members and Volunteers are required to follow the 1 person per 4 square metre rule, when Social Distancing.</i></li> <li>- <i>Each staff member will need to apply for a Permitted Workers Permit from the Senior Parish Secretary in order to go into the Church/Presbytery.</i></li> <li>- <i>During the Victorian State of Emergency/Disaster, all Staff Members are required to work from home, unless they are required for the Broadcasting of Mass, Live attendance of Mass or to help run a Funeral Mass.</i></li> <li>- <i>All guidelines addressed above must be followed</i></li> <li>- <i>Any other guidelines/rules that are created due to new restrictions or loopholes found, must be followed.</i></li> </ul> <p><i>The following information is emailed to each Volunteer when required for the Broadcasting of Mass:</i></p> <p><i>The Archdiocese of Melbourne's COVID Safe Plan for Volunteers is as follows: The health and safety of all parish volunteers is very important at this time. If volunteers are engaged in essential services (e.g.: the broadcasting of Mass) then the necessary conditions apply:</i></p> <ul style="list-style-type: none"> <li>- <i>The volunteer must wash/sanitise their hands before undertaking the voluntary activity</i></li> <li>- <i>The volunteer must complete the voluntary activity in the shortest possible period before returning home;</i></li> <li>- <i>When volunteering, a written record of the volunteer's time of arrival and departure must be kept as well as a description of the activity;</i></li> <li>- <i>Whilst volunteering, the volunteer must wear a face covering/mask at all times (except when reading for the Broadcast)</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> <li>- Whilst volunteering the practice social distancing and appropriate hand hygiene must be followed.</li> <li>- Immediately after completing the activity, the volunteer must wash/sanitise their hands.</li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p>As all Parish Staff members are currently working from home, all deliveries are to be redirected to the Staff member who makes the order home address.  Any automatic replenishment deliveries will need to be redirected to the Parish Presbytery. This will need to be organised by the Parish Secretaries. (i.e.: Australian Catholic Magazine)  For mail in the Letter box – The Parish Priest will check both Letter Boxes daily and leave any mail or thanksgiving contributions from parishioners in the Parish Safe Room, until it can be scanned and emailed through to the Senior Parish Secretary.</p> <p><b>DELIVERY DRIVERS ARE TO SAFELY DEPOSIT MAIL AND PARCELS AT THE FRONT DOOR – THEY ARE NOT TO ENTER THE PARISH FACILITIES OR MEET ANYONE FACE TO FACE, ESPECIALLY WITHOUT A FACE COVERING/MASK.</b></p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><b>ALL EMPLOYEES MUST STAY AT HOME UNLESS THEY ARE REQUIRED TO COME TO WORK (E.G: FOR THE CHURCH REFURBISHMENT, LIVE ATTENDANCE AND BROADCASTING OF MASS, PREPARING FOR BAPTISMS, WEDDINGS AND FUNERALS.)</b></p>
<p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a>.</b></p>	<p><b>UNDER THE CURRENT RESTRICTIONS – THE PARISH IS NOT OPEN TO THE GENERAL PUBLIC</b>  Please Note: There is clear and visible signage throughout the Church</p>

**For more IN DEPTH information, please refer to the following Catholic Archdiocese of Melbourne “#22 Update: General Liturgical Guidelines, COVID-19 Implications for the Catholic Archdiocese of Melbourne.”**

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>Establish a process to record the attendance of visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<p>Currently there is a sign-in clipboard located in the Sacristy. All Staff, Volunteers, Mass Attendees and Visitors will need to sign in and out of the Church, as documented on the Posters located at the entrance of the Church.</p> <p>Each Sign-in Sheet includes the following:  <b>THE RECORDING OF CONTACT DETAILS FOR ALL ATTENDEES – AND MUST INCLUDE:</b></p> <ul style="list-style-type: none"> <li>- FIRST NAME</li> <li>- CONTACT NUMBER</li> <li>- SUBURB WHERE THEY ARE COMING FROM</li> <li>- DATE AND TIME, AT WHICH THE PERSON ATTENDED THE PLACE OF WORSHIP/PARISH CENTRE.</li> <li>- REASON FOR VISIT</li> </ul> <p>The Recording of Information will need to happen regardless of how long they are within the premises.  All Sign-in Records have been kept on file.  If Persons of Authority require these records, please contact the Pastoral Associate.</p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p><b>ALL MATTERS OF OH&amp;S DURING THE RESTRICTIONS (AT THE WORKPLACE OR AT HOME) ARE TO IMMEDIATELY BE DIRECTED TO THE PARISH PRIEST, WITH THE PARISH PRIEST TO COMPLETE THE INCIDENT/INJURY REPORTING FORM ON THE CAM WEBSITE, THEN ADVISE THE CATHOLIC ARCHDIOCESE OF MELBOURNE ON 03 9926 2424</b></p> <p><i>These forms can also be provided to you by contacting the Pastoral Associate.</i></p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan or <u>emergency management plan</u> to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p>OUTLINE WHAT YOU WOULD DO WITH YOUR LIVESTREAMING AND FUNERALS IN THE EVENT THAT ONE OF YOUR CRITICAL ASSISTANTS (OR YOU) TEST POSITIVE TO COVID-19.</p> <ul style="list-style-type: none"> <li>- Please refer to point "Prepare for how you will manage a suspected or confirmed case in an employee or attendee during work hours."</li> </ul> <p><b>A TEMPLATE EMERGENCY MANAGEMENT PLAN IS AVAILABLE THROUGH PROPERTY &amp; INFRASTRUCTURE (Still being written up)</b></p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p><b>THIS REQUIRES VIGILANCE AROUND COMPLETING THE VISITOR BOOK FOR EVERY PERSON WHO COMES ONSITE AT THE PARISH AND EVIDENCE OF ADHERENCE TO THIS PLAN WHEN INFORMATION IS REQUESTED.</b></p> <p><i>If these records are requested please contact the Pastoral Associate.</i></p>

Guidance	Action to prepare for your response
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p>PLEASE REFER TO CAM INFECTIOUS CLEANING GUIDELINES AUGUST 2020</p> <p>FOR ASSISTANCE WITH ROUTINE ENVIRONMENTAL CLEANING AND DISINFECTION PROCESSES.</p> <p>ADDITIONAL CLEANING CONTRACTORS CAN BE SUPPLIED THROUGH PROPERTY &amp; INFRASTRUCTURE</p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee or attendee during work hours.</b></p>	<p>PLEASE OUTLINE THE STEPS YOU WILL TAKE TO REPORT AND IMMEDIATELY MITIGATE THE RISK OF TRANSMISSION – SEE BELOW</p> <ol style="list-style-type: none"> <li>1. Notify ALL Parish Staff Members and anyone else that may have been in the Church whilst the suspected/affected person was in the Premises. To do this you will need to look at the recorded Sign-in Sheets.</li> <li>2. Notify CAM</li> <li>3. Notify VMCH</li> <li>4. Notify WorkSafe Victoria</li> <li>5. Notify any Volunteers or Mass Attendees, which help with the Broadcasting of Mass or Live Attendance of Mass, has been cancelled due to unforeseen circumstances.</li> <li>6. Organise a Deep-Clean of the entire Church.</li> <li>7. Inform Staff that they aren't allowed to go into the Church until the Premises has been cleaned and sanitised, and for 3 days after it has been done.</li> <li>8. Parish Priest will need to write up an Incident Report to keep it on file.</li> <li>9. Inform Parish Staff that they can go back into the Church.</li> </ol>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p>THIS WILL BE UNDERTAKEN IN THE EVENT OF A SUSPECTED OR CONFIRMED OUTBREAK</p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p>THIS WILL BE UNDERTAKEN IN THE EVENT OF A SUSPECTED OR CONFIRMED OUTBREAK</p>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p>THIS WILL BE UNDERTAKEN IN THE EVENT OF A SUSPECTED OR CONFIRMED OUTBREAK</p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed 

Name FR. BRENDAN HAYES

Date 27.11.2020