



CATHOLIC ARCHDIOCESE
OF MELBOURNE

PARISH - COVIDSafe plan

Our COVIDSafe Plan

Parish name: _____ ST JOSEPH'S _____
Site location: 362 STATION STREET, CHELSEA VIC 3196
Parish Priest name: FR KEVIN WILLIAMS
Parish Priest phone: 03 9772 2211
Date prepared: 19/03/2021

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
Hygiene	
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.	<i>Hand Sanitiser is provided near the entrance and exit doors of St Joseph's Church, both inside and outside the door of the confessional, and at the entry of the parish office. Hand washing facilities, hand soap and paper towels are located in all parish toilets. St Joseph's Parish Housekeeper checks stock levels of all cleaning and sanitising supplies. St Joseph's Parish Secretary (working remotely when necessary) is responsible for ordering supplies when needed.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>St Joseph's Church does not have an air-conditioning unit. Airflow is enhanced by opening the church doors and windows on a regular basis.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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.</p>	<p><i>Currently, the wearing of facemasks is optional, provided that the 1.5 meter distance can be maintained.</i> <i>Parishioners are bound by law to carry a facemask with them at all times (even if they are not wearing it).</i> <i>If congregation numbers exceed 80 persons, then the 1.5 meter distancing can ipso facto no longer be maintained, and the priest must notify the attendees at the beginning of Mass to wear a facemask.</i> <i>IN THE EVENT THAT SOMEONE'S MASK BECOMES COMPROMISED, a supply of disposable masks is kept in the narthex of St Joseph's Church in an airtight container.</i> <i>While the wearing of facemasks remains optional, then the parish secretary and housekeeper are not obliged to wear a mask, provided they can maintain 1.5 meter distancing. When the wearing of masks become mandatory, then the parish secretary and housekeeper are required to wear a face mask every time they are working on site.</i> <i>Spare masks are to be stored in the presbytery kitchen in an airtight container.</i></p>
<p>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).</p>	<p><i>EMPLOYEES HAVE BEEN TRAINED IN ACCORDANCE WITH THE RECOMMENDATION BY SAFE WORK AUSTRALIA</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Rubbish is removed daily.</i> <i>Coffee & Tea facilities are no longer available in the Church narthex tearoom.</i> <i>Touched surfaces in presbytery kitchen area are wiped down with disinfectant after use. The parish secretary and housekeeper bring in their own lunch materials, so there is no sharing of mugs, plates or cutlery. A dishwasher is used in the presbytery to assure proper cleaning of all kitchen utensils and crockery.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Benches, desks and high touch surfaces, including handles, in the presbytery and office are cleaned and disinfected regularly.</i> <i>Church pews and tables are disinfected immediately after each celebration, when Masses and funerals occur.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Cleaning supplies are bought from the local supermarket and stored in good supplies in the parish centre locked storage closet for authorised personnel to access, in order to replenish stocks in different parish locations.</i></p> <p><i>More cleaning products supplies are stored in the presbytery service room and regularly checked.</i></p> <p><i>Hand sanitiser is provided by Australian Vending Solutions Pty Ltd</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>Currently all parish staff and volunteers can work on site, provided 1.5 meter distancing is maintained, or masks are worn when social distancing is impossible. Regular use of hand sanitiser is encouraged.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Both St Joseph's Parish Staff (Parish Secretary and Parish Housekeeper) only work for St Joseph's Parish.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>Screening occurs by:</i></p> <ol style="list-style-type: none"> <i>a. Restricting entrance to all buildings</i> <i>b. Signage around Church notifying people to not attend if they are unwell.</i> <i>c. Visitors are asked whether they are well when their details are taken at the door</i> <i>d. Priest to check with funeral staff whether they have any symptoms, or have been in contact with anyone with COVID</i> <i>e. Priest to delegate to funeral staff to do the same for the family members.</i>
<p>Configure communal work areas so that there is no more than one worker / attendee per two square meters of enclosed workspace, and employees / attendees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>QR code provided at door, enabling parish to observe 1 person per two square meter rule</i></p> <p><i>Signs have been put up at the sole entrance to the Church to make sure the 2 sq metre distance is respected.</i></p> <p><i>Parishioners using the pastoral centre have all been instructed about social distancing and sanitising rules and ensure that they are observed..</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff or attendees.</p>	<p><i>Announcements made by the priest regarding social distancing and congregation movement immediately prior to the distribution of Holy Communion reinforces message of entrance doorway signs.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>There is only one computer and one main desk in the office. When parish secretary is on site, only she can use computer.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of employees waiting to enter and exit the workplace or Church.</p>	<p><i>We ensure that there is no lingering outside the church following a funeral. The parish priest reminds all visitors before and after the ceremony of the social distancing rules. The same rules are being enforced by the funeral directors staff members.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>EMPLOYEES HAVE BEEN TRAINED IN ACCORDANCE WITH THE RECOMMENDATION BY SAFE WORK AUSTRALIA</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Delivery personnel are not to enter the Presbytery or parish office. Delivery drivers can safely deposit mail and parcels at the front door of the presbytery.. Priest to sanitise mail delivery access points daily. 1.5 metre social distancing must be observed, and masks must be worn.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>It is physically impossible to generate rosters under the current uncertain environment (the last rosters became redundant when stage four restrictions commenced and no-one was permitted to attend St Joseph's. Currently, the priest gives directions to any volunteers on an ad hoc basis</i></p>
<p>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 ‘four square metre’ rule.</p>	<p><i>The signs displayed at main entrance of Church and on counter of parish office fulfils this requirement. Verbal instruction by priest or parish secretary enforces instruction.</i></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p><i>St Joseph's Parish records details of all visitors who access the parish church or any other parish buildings. One parish or funeral staff member is in charge of recording details as visitors enter the premises. No sharing of pens and paper is allowed.</i></p> <p><i>The Records book is located in the parish office.</i></p> <p><i>The process includes the recording of contact details for all attendees – and include: first name + contact number + date and time, at which the person attended the place of worship.</i></p>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>ALL MATTERS OF OH&S DURING THE STAGE 4 RESTRICTIONS 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</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan or emergency management plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>All Church services and parish events would be suspended in the event that one of the parishioners (or the parish priest) test positive to COVID19.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>The Visitor Book is accurately compiled and kept by the parish priest All visitors to St Joseph's Parish have their name & phone number & date of attendance recorded in the Visitor Book. The Visitor Book can be easily accessed in case of requested contact tracing.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>PLEASE REFER TO ATTACHED INFECTIOUS CLEANING GUIDELINES AUGUST 2020 FOR ROUTINE ENVIRONMENTAL CLEANING AND DISINFECTION PROCESSES. (ATTACHED)</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee or attendee during work hours.</p>	<p><i>The steps below will be taken to report and immediately mitigate the risk of transmission. In the advent of a confirmed case, the parish will be closed for deep cleaning and disinfection. In the circumstance of the parish having to be shut down, all inquirers will be directed to contact the nearest parish.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>All employees, volunteers and visitors of St Joseph's Parish will be notified in the event of a suspected or confirmed outbreak.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>WorkSafe Victoria will be notified immediately in the event of a suspected or confirmed outbreak.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>IN THE EVENT OF A SUSPECTED OR CONFIRMED OUTBREAK : After a deep cleaning and disinfection has been carried out, St Joseph's Parish will be reopened for funerals and livestreaming only.</i></p>

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

Signed _____

Name _____

Date _____