

**St Justin’s Wheelers Hill Parish**

**COVIDSafePlan**

Business name: **St Justin’s Wheelers Hill Parish**

Address: 48 Whalley Drive, Wheelers Hill VIC 3173,

Plan completed by: Fr Andrzej Madry

Job title: Parish Priest

Date reviewed: **17 February 2022**

Next review: **17 March 2022** or introductions of a new regulations or an event, whichever accurse first.

1. **Physical distancing**

There are no limits on participants at Places of Worship for Weddings, Funerals, and general Worship – including the opening for private prayer.

However parishioners/visitors will be encouraged to keep safe social distance during their stay in the place of worship. Parishioners can only use main entry to obtain efficient/effective control on the density.

1. **Face masks**

Wearing a mask is required for everyone aged 8 and above for all parishioners/visitors when insight the Church.

Checks will be conducted if face masks are properly put on and wear correctly.

For Clergy: Face coverings must be worn as you enter for Mass. They may be removed during the celebration of Mass but are to be placed back on for the distribution of Holy Communion and at the conclusion of Mass as you process out.

The Reader: may lower his/her face covering for the readings. This applies as well for the Universal Prayer.

Cantors and Singers: when a cantor is singing, the face covering may be lowered. It must be worn at all other times. Distancing between singers is recommended.

Communicants: Each communicant comes forward and removes one side of their face covering and sanitises their hands at a sanitation station provided nearby. Following reception of the Blessed Sacrament they step to the side to place the host on their tongue. The communicant replaces their face covering and returns to their seat.

Weddings: Face coverings must be worn by all participants indoors, except the Bride and Groom who do not need to wear face coverings during the ceremony. Face coverings can be removed for photos, but people must be encouraged to stay 1.5m away from others.

Signage to be placed on the information board in the main entry to provide guidance about how to wear a mask.

Face masks will be available at the main entry for parishioners/visitors who have forgotten or lost one.

No face mask, No exemption, No entry policy.

Before each mass Priest on duty will make announcement reminding parishioners about physical distancing.

 **Person responsible:** Marshal and/or Priest on duty

1. **Hygiene**

Provide and promote hand sanitiser stations for use on upon entry of St Justin’s Church and ensure that adequate supplies of hand soap and paper towels are available for Staff, Parishioners/Visitors and event attendees of christening, weddings or funerals.

In St Justin’s Church there are hands sanitising station. One located in at the main entry door, one in the toilet, two at back of the church, one on the computer table for singers and now close to the altar for priests, altar servers and communion ministers.

Upon entry of our Church you must sanitise your hands and any accessories that you are carrying with you.

Tasks to be completed by church staff at the end of Sunday last mass, wipe (or spray) all areas:

Foyer:

Wipe External double doors - handles inside and out; internal double doors - handles both sides; check-in desk

Sacristy:

Wipe Door and cupboard handles; Wipe Light switches; Spray Benches, chair; Wipe Any used vessels, candle sticks, etc.; spray vestments.

Inside Church:

Spray all the pews; wipe the backs of all pews; wipe all no fabric chairs; wipe AC remote.

Sanctuary:

Spray or wipe altar, lectern and microphones; spray chairs; spray small tables; wipe any vessels.

Musicians / Technician:

Spray microphones, seats, stands, chairs etc.; wipe computer keyboard and mouse.

All cleaning and sanitizing products are located in the sacristy.

Every Sunday supplies are check and restock on Monday if necessary.

For the purpose of disposing face masks, paper towels or single use hand gloves rubbish bins are located in toilets, at the main entry and in the sacristy.

A cleaning log will be kept in sacristy with columns containing date and time, area affected by cleaning process, person’s name and signature.

**Person responsible**: Church Staff, Priest or nominated cleaner on duty.

1. **Record keeping**

From 6:00pm, Friday 18 February, QR Code check-in for places of worship will no longer be required.

However:

• Staff and Volunteers within the Parish setting, and its outreach, are required to be ‘fully vaccinated’ or ‘up to date’ with their vaccination (have received two doses of the COVID-19 vaccine or have a valid medical exemption). This will require them to QR Code check-in at a location within the church or Parish if they are working or ministering during worship.

All Staff and Volunteers to St Justin’s Church will be encouraged to check in via QR code during entry.

In the main entry and on outside door, in the foyer of the church and in the sacristy there are QR codes posters placed in visible areas.

Any Staff and Volunteers (if they are working or ministering during worship) without QR application or a mobile phone needs to sign in via check-in kiosk iPad that is placed on table in the main entrance.

Any parishioner/visitor, Priest that would have symptoms of Covid-19 will be advised to get tested for Covid-19.

Person with the suspected and confirmed case of Covid-19 won’t be allowed to enter in to the area of this parish.

When suspected case of Covid-19 is confirmed action will be taken to:

1. To contact the Department of Health on 1800 675 398 and notify about the case.
2. Office of the Archbishop: T: +61 3 9926 5614 | M: 0439 600 233
3. A notice on St Justin’s Facebook and website will be issued informing parishioners/visitors and staff about date and time of such an event.

 If a suspected case is confirm within 72 hours of a Church event a cleaning process will be engaged as per COVID-19 cleaning guidelines for workplaces from September 2021.

**Person responsible**: Church Staff, Priest or Marshall on duty.

**Enclosed spaces and ventilation**

Adequate ventilation is required to minimize the risk of Covid-19 transmission.

Main entry door, side internal windows and side door with the support of air cooling system will be use to ventilate the Church. The process of ventilation should be increase before and between church’s events. Thus at least one hour before a church mess or event the above mention doors and windows will be open and the air conditioning system should be selected in a cooling or fan mode.

**Person responsible**: Church Staff or Priest