

## Bendigo Baptist Church COVID-19 Safe Plan

	Event	Date & time	Location
Bendigo Baptist Church	Workplace activities	Ongoing (Sunday to Saturday)	757 Mclvor Highway Junortoun 3551 10a Parsonage Grove Eaglehawk 3556 15 Brazier Street Eaglehawk 3556

To work out the Inherent and Residual Risk refer to risk matrix on the last page

### GENERAL INFORMATION

Communicating Hazard Controls to paid & unpaid workers	<ul style="list-style-type: none"> <li>○ COVID-19 Safe Plan to be emailed to all paid and unpaid workers</li> <li>○ To be discussed at staff meetings and reviewed regularly</li> <li>○ To be on display on the noticeboard at all BBC locations, accessible to all visitors and approved workers</li> <li>○ Only authorized workers who have provided their vaccination status are permitted to 'work' on Bendigo Baptist Church locations</li> </ul>
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### COVID MARSHAL & COVID CHECK-IN MARSHALS

CHECK-IN	<ul style="list-style-type: none"> <li>○ The BBC COVID Marshal is an approved worker responsible for ensuring the Vic Service QR codes are available at all entries and throughout the buildings for easy check-in- and to ensure the Vic Service Kiosk is charged, updated and ready to use by those assisting at all BBC services.</li> <li>○ BBC COVID Check-in Marshals are approved workers appointed to assist with check-in at all BBC buildings and BBC events.</li> <li>○ The Safe Churches Concerns person is responsible to ensure the COVID Check-in Marshal documentation is up to date and given to check-in marshals before they commence duties.</li> </ul>
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### HAZARD IDENTIFICATION AND MINIMISATION

Category	Required Hazard Control		Responsible Person
Hygiene	1. 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 visitors.	All major entrances – 2 x foyer, staff entrance, auditorium.	Admin staff – all staff to comply.
	2. Where possible: enhance airflow by opening windows and adjusting air conditioning.		Staff

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The COVID Safe Business Plan - Check-in Marshals document must be included when this document is provided to staff/volunteers. (see pdf version)

	3. All staff to wear a face covering and/or required PPE, unless a lawful exception applies. Staff to supply own face coverings.		Staff
	4. Staff to be directly weekly to appropriate Government websites for the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). <a href="https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources">https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources</a> <a href="https://www.dhhs.vic.gov.au/how-stay-safe-and-well-covid-19">https://www.dhhs.vic.gov.au/how-stay-safe-and-well-covid-19</a>		Staff
	5. Replace high-touch communal items with alternatives.	Staff to use washable crockery & cutlery & wash after use.	Staff
Food Handling	6. Each event where food is to be served is to have at least one designated as the (chief) food handler. This food handler is to be briefed on COVID procedures. 7. All food service areas are to be rinsed with the approved food grade sanitiser (RSF) prior to commencing food service. 8. Food handler/s are to wear gloves at all times while serving food. 9. Food is to be served with utensils – each food handler to have their own set with no cross contamination. <b>There is to be no self-serve food and drink.</b> 10. All crockery and cutlery used is to be prewashed then put through the dish sterilizer. Fresh gloves are to be worn while dishes are put away after sterilization. 11. Food handler/s are responsible to follow COVID cleaning processes in the kitchen following the end of the event.		Ministry leader &/or designated food handler
Cleaning	12. Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	Kits & instructions supplied	Staff
	13. Ensure adequate supplies of cleaning products, including detergent and disinfectant.		Admin staff
Physical distancing & limiting	14. Ensure that all staff that can and/or must work from home, do work from home.		Admin staff & Church Council
	15. Establish a system that ensures staff members are not working across multiple settings/work sites.		Staff
	16. Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	Use checklist regularly to confirm wellness of staff.	Admin staff & staff
	17. Configure communal work areas and publicly accessible spaces so that: 1) there is no more than one worker per 4 square metres of enclosed workspace; 2) workers are spaced at least 1.5m apart; 3) there is no more than one member of the public per 4 square metres of publicly available space.	Signage on doors outlining room numbers. Tape on floors. Room	Staff

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workplace attendance		adjustments for 1.5m spacing.	
	18. Modify the alignment of workstations so that workers do not face one another.		Admin staff
	19. Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).		Admin staff
	20. Review delivery protocols to limit contact between delivery drivers and staff.		Admin staff
Record Keeping	21. 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 'DQ4' or 'DQ2' rule.		Admin staff
	22. All staff and visitor must check in via the Vic Service app and assist those who are unable to access the app. If an event is held where attendees cannot access the app, the names are to be manually entered into the Kiosk immediately following the event and the list destroyed.		Admin staff
	23. Provide guidance to staff on the effective use of the workplace OHS reporting system.		Admin staff
Response plan for if case of COVID-19 is suspected or confirmed	24. The most senior staff member on duty at any BBC event is to notify WorkSafe Victoria on 13 23 60 and Department of Health on 1800 675 398 if there has been a confirmed COVID-19 case at any BBC location.		Administrator
	25. Business continuity plan to be implemented in the event of a COVID-19 case/s being verified at a BBC location. <b>See below.</b>		Admin staff & Church Council

## **Business Continuity Plan**

INCIDENT	ACTION	Responsibility
A worker being notified they are a positive case or a close contact while at a BBC location OR	*Staff is to be notified as quickly as possible and requested to get tested and isolate until given a negative test result after they check their app history to see if they were at the location at the time the Department of Health issued the Tier 1 or Tier 2 alert. *Staff is required to work from home if possible until all clear is given.	Admin staff/Senior Pastor/Church Council
A worker or attendee is suspected of having COVID-19 while on a BBC location .	*The worker/attendee is asked to immediately vacate the location by the most senior staff member present.	Most senior staff member present

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	<p>*The worker/attendee should be advised to get tested and isolate until they receive a negative test result.</p> <p>*The Department of Health 1800 675 398 is to be consulted.</p> <p>*The Church Council and Senior Pastor are to be advised.</p>	
A BBC location (or part thereof) is required to be cleaned) following a positive case at a BBC location and a classification by the Department of Health of Tier 1.	<p>*A clean of the location is completed by an approved/recommended Department of Health provider.</p> <p>* The Department of Health is to be contacted on 1800 675 398 and notified of the actions taken, provided with a copy of the risk assessment conducted and given contact details of any close contacts that may need contacting, if not already done by BBC staff.</p>	Admin staff
BBC has been instructed to close by the Department of Health	*Staff is to be notified as quickly as possible about the closure and advised of the process that will be implement based on Department of Health advice.	Admin staff/Senior Pastor/Church Council
BBC is approved to re-open a location when cleared by the Department of Health and notify workers to return to work.	<p>*Staff is to be notified as quickly as possible about the re-opening and how that will affect work processes and locations.</p> <p>*COVID Safe Business Plan and Business Continuity Plan to be reviewed.</p>	Admin staff/Senior Pastor/Church Council

# BENDIGO BAPTIST CHURCH COVID Safe Business Plan COVID Check-in Marshal

In compliance with Stay Safe Directives, Bendigo Baptist Church has COVID Check-in Marshalls at every Sunday service across all venues, and all church approved activities during the week. Venue hirers are expected to provide their own COVID check-in marshals as part of the venue hire agreement.

A BBC COVID Check-in Marshal is an approved worker responsible for ensuring each person who enters a BBC venue for a sanctioned BBC event (e.g. Sunday service etc.) uses the [Service Victoria QR code](#) to check in on arrival (or an alternative record keeping method, where relevant). A COVID Check-in Marshal can only request that people entering show them confirmation of a successful check-in and cannot compel anyone to do so.

If a person refuses to show evidence of a successful check in, the COVID Check-in Marshal can ask that person not to enter the venue. If the person does not comply with the request, the COVID Check-in Marshal is not required to enforce the refusal of entry. If the situation becomes hostile, the COVID check-in marshal is encouraged to contact church senior ministry staff or the police if support is required.

COVID Check-in Marshal duties include:

- managing devices that have [Kiosk check-in](#) set up to assist people who cannot check-in,
- providing alternative record keeping methods (such as pen and paper) when it is not possible to use the QR code service (for example, there is an internet outage and kiosk check-in can't be used).\*

COVID Check-in Marshals will be appointed when required for specific events and will be given this document to ensure they know what is required of them. This document must be read in conjunction with the BBC COVID Safe Business Plan.

*\*If paper check-in is used, the COVID Check-in Marshal is responsible to ensure the names are entered into the BBC services Vic Kiosk after the event is finished or arrange with the Senior Ministry Staff for that event to have the names entered as quickly as possible afterwards.*



15<sup>th</sup> October 2021

### **Where does BBC stand with serving people that are not wearing a mask?**

Thanks to Matt Parkinson for his research to fully understand our responsibilities to the people in our congregation and to those we serve.

Firstly, it is important to recognise that we follow the examples set by Jesus Christ in loving everyone without reason. How, then, do we manage all the government restrictions and hold fast to this? Well, everything we do must be done out of love regardless of how difficult it may be sometimes. There is a lot of information around mask wearing. Below are two links. One to the human rights commission and one to the Victorian government website that specifically looks at mask wearing if you want more detailed information.

<https://www.humanrights.vic.gov.au/resources/faqs-face-masks-and-human-rights/>

<https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask#can-businesses-refuse-service-to-someone-if-they-are-not-wearing-a-face-mask>

There is some relevant information from these two sites that is important to how we operate. It also helps us align our faith perspective with the laws of the day. We hope this helps you as we continue to keep our doors open anyone in our community who is seeking after Christ.

### **Can businesses (this includes the church) refuse service to someone if they are not wearing a face mask?**

Businesses should not refuse service to patrons who may have a lawful reason for not wearing a face mask at venues that require mandatory face masks.

### **Exceptions for not wearing a face mask**

*(Below is an excerpt that is relevant to us):*

“Persons who have a physical or mental health illness or condition, or disability, which makes wearing a face covering unsuitable, including persons with obstructed breathing, a serious skin condition of the face, an intellectual disability, a mental health condition or persons who have experienced trauma.”

“People with lawful excuses for not wearing a face mask should still keep at least 1.5 metres apart from others, practice regular hand hygiene by washing or sanitising hands frequently, continue to comply with the Directions currently in force, and get tested if unwell (even with mild symptoms).”

It is important to note here that proof of exemption is not required. The signs we have allow people to let us know if they have an exemption. We will endeavour to do this in a courteous and compassionate manner.

We will continue to follow recommended safeguards like 1.5m social distancing and good hand hygiene.

BBC has a COVID Safe Business plan that is available for anyone who wishes to see it on all BBC locations.

If you have any questions, please contact the office.

757 McIvor Highway Junortoun 10a Parsonage Grove Eaglehawk 15 Brazier Street Eaglehawk  
P.O Box 27 Junortoun Vic 3551

Ph: 03 5449 3033 Email: [office@bendigobaptist.org.au](mailto:office@bendigobaptist.org.au)

ABN: 27 621 772 152