

BRUC Worship options for Sunday, 9 August to Sunday, 30 August 2020.

1: In any consideration of gathering together again it is vital we remind ourselves of WHAT COVID-19 IS, ITS SYMPTOMS AND HOW IT IS SPREAD.

Medical authorities tell us that COVID-19 (or Coronavirus disease) is a highly infectious disease that can make humans and animals sick. COVID-19 can cause illness similar to the common cold (including aches and pains, nasal congestion, runny nose, sore throat, fever, fatigue, shortness of breath and dry cough) but can also cause very serious illness (sometimes fatal) in some people.

Older people and those with underlying medical problems such as high blood pressure, heart problems and/or diabetes, respiratory issues or compromised immune systems are more likely to develop serious illness.

We need to be aware that some patients who have been infected don't develop symptoms and don't feel unwell despite them being highly infectious.

A person can be contagious 48 hours before the symptoms show up, as well as after symptoms are present.

COVID-19 is most likely to spread from person-to-person through:

- Direct close contact with a person while they are infectious,
- Close contact with a person with a confirmed infection who coughs or sneezes, or
- Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Individuals must follow the advice issued by the Australian Government and Queensland Health regarding COVID-19 isolation requirements, which is updated frequently.

2: In order to provide a safe place to recommence services of worship at BRUC certain PROTOCOLS AND CONDITIONS apply. A more detailed description of the safety plans is below but *people seeking to attend worship at BRUC must be aware of and accept the following points:*

- 2.1** People registering their intention to return to worship by emailing or phoning the BRUC office are acknowledging that they have read, and accept, these protocols and conditions.
- 2.2** BRUC worship centre has a maximum capacity of 80 people. Please be aware that there may not be adequate space to admit people who do not register their intention to attend with the office.
- 2.3** There is a strict limit of a minimum of 4 square metres per person and at all times people must respect the 1.5 metre physical distancing requirement.
- 2.4** Any people displaying any cold or flu-like symptoms will be asked to leave and encouraged to make a medical appointment.
- 2.5** Where there are reasonable concerns regarding a person's underlying health, and the possible risk to others associated with this, BRUC Church Council may request a medical clearance be provided prior to the person attending BRUC.
- 2.6** People must use hand sanitiser provided. They are encouraged to wash their hands regularly. Hand sanitiser and soap is provided at many different stations. There will be no

physical contact between anyone at BRUC (unless they are family members or in the case of an emergency.)

- 2.7 BRUC will maintain records of anyone visiting the Centre for the purpose of contact tracing where needed. People will complete the attendance register providing personal contact details (see Point 5: below) before entering the worship centre.
- 2.8 Once inside the worship centre household groups may sit together.
- 2.9 During this four-week trial, BRUC is not able to offer a children's program. Children must remain with their family while at BRUC.
- 2.10 Only natural ventilation will be provided regardless of the outside temperature.
- 2.11 Signs are at the front of the worship centre, in main areas and in the bathrooms showing the need for physical distancing, impeccable hygiene and keeping people safe.
- 2.12 BRUC facilities will be cleaned thoroughly after each service and/or activity.

Obviously, we are not used to protocols and conditions like these. It is hoped that as the weeks progress the need for restrictions is eased and that this will enable us to express our worship of God more fully as a gathered community.

3: DETAILED BRUC COVID-19 SAFETY PLAN.

3.1 Physical distancing - What will be done to implement physical distancing guidelines?

Physical distancing for visitors to BRUC, occupancy limits based on 4sqm requirements, management of waiting areas:

- Signage at the front door reminds all visitors about physical distancing requirements.
- Chairs / tables for activities are spaced apart.
- Leaders will remind groups verbally to remember to physically distance throughout their activity.
- There will be no physical contact between anyone at BRUC (unless they are family members or in the case of an emergency.)
- Seats in the worship centre will be spaced apart.
- All activities and groups using the space will be required to ensure physical distancing occurs if people are from different families.

3.2 Hygiene - How will you ensure required hygiene standards are maintained?

Hygiene protocols and practices, supply of cleaning and sanitiser products etc.

- On entry to BRUC, everyone MUST use hand sanitiser (or be taken straight to the bathroom for a thorough wash with soap if they are allergic to sanitiser).
- There will be no physical contact between anyone at BRUC (unless they are family members or in the case of an emergency.) This means no shaking hands, no hugging, no comforting etc.
- All visitors and staff are encouraged to wash their hands regularly (posters and verbal instruction).
- Hand sanitiser and soap is provided at many different stations.

- Promote good hand, sneeze and cough hygiene practices through posters and verbal direction.
- BRUC will have windows / sliding doors open to provide as much fresh air as possible into the facility.
- Any food will be individual portions and served with no human contact (e.g. tongs or gloves).
- BRUC facilities will be cleaned and disinfected thoroughly after each worship service or activity group leave.

3.3 Training and Education - How will you ensure all people attending BRUC know how to keep themselves and others safe from exposure to COVID-19?

Leaders' training, records of training, additional education, signage, guidance material etc.

- A copy of the Safety Plan will be made available to all attendees and staff (paid, volunteer and service providers) to read and understand.
- All attendees and staff will be asked if they need additional education around their understanding of COVID-19 protocols and how to keep people safe.
- Signage around BRUC facilities will remind everyone of what to do to keep everyone safe.
- Changes will be made to the COVID Safety Plan as changes come into effect from the State Government and from the Uniting Church in Australia Queensland Synod Office.

3.4 Compliance – BRUC Church Council is aware of legal obligations arising from the Emergency Management Act 2005 and the Directions of the Queensland Health Department and will comply with relevant existing legislation and regulation.

3.5 Response Planning Snapshot - How will you respond to an exposure to COVID-19 within your premises?

Records of patrons, cleaning procedures, referrals to relevant authorities, regular review of procedures etc.

- Anyone coming on site must record their details which will be kept confidentially by BRUC for a period of two months.
- Cleaning and disinfecting will be done after each worship service or group activity.
- If there is any suspected contact with COVID-19, Health Authorities will be contacted.
- This document will be reviewed regularly by BRUC Church Council after Uniting Church in Australia Qld Synod makes amendments to their protocols (in response to the Queensland Government Health Protocols).

4: DETAILED BRUC RESPONSE PLANNING.

- ### **4.1**
- If someone is **confirmed as having COVID-19, is getting tested for COVID-19, or has cold or flu-like symptoms** they should not be at BRUC. **THEY SHOULD ALREADY BE AT HOME.** If a person comes to BRUC in any of these situations, **THEY WILL BE ISOLATED AND REFUSED ENTRY TO THE FACILITY.** Queensland Health's recommendation that they get tested for COVID-19 will be reinforced.

4.2 Where a person at BRUC **shares information** (e.g. they have been in close contact with someone that has the virus) that causes you to have **reasonable concerns about their health and the health of others** BRUC Church Council Leaders will:

4.2.1 isolate the person/people,

4.2.2 provide them with a mask,

4.2.3 ask them to leave,

4.2.4 reinforce Queensland Health recommendations that they get tested for COVID-19 and

4.2.5 complete an appropriate Incident Report.

*In such situations people may be **asked to supply a medical clearance** prior to returning to BRUC.

4.3 If a person who has **recently been at BRUC indicates that they have, or may potentially have had, COVID-19 during their visit** there may be reasonable concerns about the health of others. This would depend on the circumstances (e.g. how recently the person was at BRUC and how closely they were in contact with others). **Rev Karen Ross or a Church Council Leader must be informed.**

BRUC Church Council must continue to meet its WHS duties. This may mean taking steps above and beyond public health requirements to eliminate or minimise, so far as is reasonably practicable, the risk of people at BRUC contracting COVID-19. **In this situation BRUC Church Council will implement the following procedures as outlined in Synod safety plans:**

4.3.1 Seek advice and assess the risks.

To determine if it is reasonable to suspect the person may have COVID-19, talk to the person about your concerns and see what they say. You do not have to do this if the person has already informed you that they have or may potentially have COVID-19.

Seek government health advice by calling Queensland Health.

Ensure that you have current contact details for the person and make a note about the areas they had been at BRUC, who they had been in close contact within the workplace and for how long. This will inform you about risks to others and areas to clean and disinfect. This information may also assist your state and territory public health unit if they need to follow up with you at a later time.

4.3.2 Identify and tell close contacts.

Queensland Health will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements.

In the meantime, for the purposes of undertaking a BRUC risk assessment and to assist Queensland Health, consider who the affected person may have had recent close contact with. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. You must maintain the privacy of all individuals involved.

Seek information about the areas at BRUC that close contacts have been, who they have been in close contact with at BRUC and for how long. This will inform you about possible risks to others, and additional areas that may also need to be cleaned and disinfected.

4.3.3 Clean and disinfect.

Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Open outside doors and windows if possible, to increase air flow.

All areas, for example offices, bathrooms, kitchens and common areas as well as equipment or PPE that were used by the person concerned must then be thoroughly cleaned and disinfected.

Cleaners must wear appropriate PPE, for example disposable gloves or gloves appropriate to the cleaning chemicals being used, and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaners should also wear a disposable apron.

Queensland Health may also provide you with further information about how and where to clean. You must follow those instructions.

4.3.4 Review risk management controls.

Review your COVID-19 risk management controls, in consultation with your volunteers and staff, and assess and decide whether any changes or additional control measures are required.

You must continue to meet your WHS duties at all times. This may mean taking steps above and beyond public health requirements to eliminate or minimise, so far as is reasonably practicable, the risk of volunteers, staff and others at BRUC contracting COVID-19.

Questions which may need to be addressed by BRUC Church Council are:

Should BRUC be closed for cleaning following an incident?

There is no automatic requirement to close an entire workplace following a suspected or confirmed case of COVID-19. It may be unnecessary if the person has only visited certain parts of the BRUC facility or if government health officials advise Church Council that the risk of others being exposed are low.

Whether Church Council need to suspend operations at BRUC will depend on factors such as the size of the affected areas, nature of activities, number of people and suspected extent of contamination.

When can people return to BRUC following recovery from COVID-19?

People who have been isolated after having tested positive for COVID-19 can return to BRUC when they have fully recovered and have met the criteria for clearance from isolation.

The criteria may vary depending on circumstances at BRUC. Clearance may be required from the person's treating clinician or Queensland Health.

When can people return to BRUC following quarantine?

People who have completed a 14-day quarantine period (either after returning from travel or because they were a close contact with a confirmed case), and who did not develop symptoms during quarantine, do not need a medical clearance to return to BRUC.

Is a person's case of COVID-19 a notifiable incident?

Yes. If there is a confirmed or probable case of COVID-19, Queensland Health will be notified by the medical professional who confirms the diagnosis.

BRUC Church Council must notify Workplace Health and Safety Queensland (WHSQ) of a confirmed or probable case of COVID-19 as diagnosed by a medical practitioner if this has not already been done.

5: ATTENDANCE REGISTER.

The information is being recorded in accordance with the Queensland Government Public Health Direction for COVID-19. The information is kept for contact tracing purposes and must be kept for a period of at least 56 days. If requested, this information must be provided to public health officers. The information will be securely stored, not used for any other purpose and deleted after 56 days.

The Attendance Register will collect the necessary information for contact tracing, but it is also an acknowledgement of the following:

- You do not have any symptoms associated with COVID-19 (e.g. Fever, cough, sore throat, shortness of breath, sneezing/running 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 or a declared COVID-19 hotspot within Australia in the last 14 days
- You accept the protocols and conditions on attendance at worship as set out by BRUC Church Council.

We collect your personal information to enable us to further our mission, respond to your request and maintain contact with you. We may also collect sensitive information about you. You give us your explicit informed consent to our exchanging your information with any part of the UCAQ, data hosting facilities and any third party service provider or professional advisor for these purposes, or purposes reasonably related to them and also for any other purpose you have consented to or as authorised by law. If you provide us with personal information about another person, please make sure that you tell that person about this privacy statement. Further information about what personal information and sensitive information is, as well as why and how we collect, hold, use and disclose it; and how you can access your personal information is available in our Privacy Policy which you can obtain from the UCA Qld Synod website www.ucaqld.com.au or, in printed form, following your written or personal request.

The Attendance Register will be positioned at the entrance for you to complete on arrival to Worship. We encourage you to provide your own pen (not pencil please) for hygiene reasons, but if not, a pen will be provided along with hand sanitiser to use immediately after the use of the shared pen.

6: REVIEW OF BRUC PROTOCOLS.

Following consultation with people in the church and in consideration of updated guidelines from government and Synod, **BRUC Church Council will review these protocols and conditions at its August meeting.**

7: Please contact CHURCH COUNCIL LEADERS if you would like to discuss the current situation or any of these protocols or conditions.