

Te Awamutu Bible Chapel (TABC)

Covid 19 Delta Level 2 Management

Policy Statement

Staff and volunteers (workers) are to understand how to protect themselves and the public from infection of the Covid-19 virus.

General

From 11:59pm Tuesday 7 September, at Delta Alert Level 2, TABC can host services and ceremonies to a maximum of 50 people if the service is indoors, and 100 people if the service is outdoors. The indoor and outdoor gathering limits do not include staff — for example, clergy.

People should not attend any TABC gatherings in homes, small groups, or Sunday worship if they are sick, are in self-isolation because of being tested positive for COVID-19, display relevant symptoms of COVID-19, or have been in close contact with someone who tests positive for COVID-19, has returned from overseas in the last 14 days or have visited locations of interest listed on the Ministry of Health website.

Sunday Worship

Encourage the church to be meeting together at venues of their choice to view the live stream service until further notice. Those that can't meet at smaller venues are welcome to come to TABC following these guidelines:

- Maximum group size of 50 people indoors
- Mandatory contact tracing: keep records using our QR code or obtain their details
- Strongly encourage the use of a face covering
- Encourage people to keep 2 metres apart from people outside their bubble
- No food or drink to be served unless able to provide a seated table service with bubbles seated together
- Contactless communion and offering
- Communicate to others to not attend TABC if they are unwell
- Maintain hygiene measures such as hand washing, cleaning, and sanitising of musical instruments and other shared surfaces thoroughly before and after use.

Meeting in Homes

Groups can meet in homes to a limited capacity that can do so safely while maintaining hygiene measures, respecting physical distancing, hand washing and regularly cleaning of surfaces.

Groups include:

- Connect groups
- Children and family's ministries
- Prayer groups

You do not need to keep contact tracing records if you are hosting a private gathering at your home, and everyone knows each other. Encourage attendees to keep a record of who they have been in contact with, and what transport services they used. Food and drink can be served but this needs to be done in a safe way, such as avoiding eating from a common plate.

Other Meetings at the TABC Building

All meetings in the TABC building must first pre-book with Reception to make sure there is appropriate space and safety measures in place.

Groups include

- Youth groups
- Playgroups/Mainly Music
- Children and family's ministries

- Prayer groups
- Committees such as Mission, Finance, and Elders groups
- Other community groups with approval from the E Team

Details that need to be provided to Reception before booking will be:

- Group name/event
- Date, start time and finish time
- Number of attendees (including parents entering the building)
- Organiser
- Space required and equipment required
- Hygiene and cleaning measures

Provide seated table service if you are serving food or drinks. Try to seat extended household bubbles together at one table and place the tables 2 metres apart to help with physical distancing. For contact tracing purposes, all group attendees must follow our contact tracing procedure when entering the building. This information will be held for 30 days.

Procedures for Staff and Ministry Leaders

Staff, volunteers, and group leaders are to follow these guidelines

- Ensure all people follow the correct procedures as above
- Physical distancing of 1 metre where possible between staff
- Face coverings to be worn when facing the public and encouraged to wear if physical distancing not possible
- Hygiene protocol of regular hand washing, sanitiser use and cleaning of shared surfaces

Procedures for Public

Visitors, including volunteers, and church members are to follow these procedures when entering the building

- If feeling sick they are to stay at home and seek medical help
- They are to be strongly encouraged to wear a face covering while in the building
- As they enter through the front door only, they are to sanitise their hands
- They are to scan in using the QR code or fill out the required information on the supplied contact tracing slip
- They are to wash their hands often while in the building
- They are to maintain physical distancing of 2 metres from others

Staff are to interact with visitors with these procedures in mind.

Responsibilities

The [Manager or Designated Person] is responsible for:

- Ensuring workers are aware of the correct protocol to keep themselves, and others, safe from infection
- Provide the required resources for the correct management of the virus
- Review and amend procedures if, and when, required

Workers are Responsible for:

- Ensuring their own actions, or inactions, do not put themselves, or others, at risk of infection
- Being aware of policy and who to gain assistance from when required
- Carry out the procedures as outlined in this policy
- Providing information if they feel unsafe and at risk of infection
- Reporting any incident that occurs and completing incident forms for the H&S register and advising the [Manager or Designated Person] as soon as practicable

For more detailed information go to

<https://covid19.govt.nz/activities/worship-and-faith-based-gatherings/#worship-at-alert-level-2>

Signed x _____ Date _____