

Gathering Restrictions (from 29 April 2022):

- No limit on the number of people on site.
- Observe social distancing (1.5 metres rule)

For All Visitors:

- Facilitate and encourage social distancing (1.5 metres rule) for all visitors.
- Facilitate good hand and respiratory hygiene, including by offering hand sanitiser at entrance and exit.
- Congregation members to sign in using the computer check in system for Sunday Services.
- If providing communion, communion emblems must be prepared by a volunteer following the COVID-19 Communion Preparation instructions.
- If visitors appear physically unwell, the facilitator must request the visitor return home.

When there have been reported cases of community transmission of COVID-19 in Western Australia:

- Clean and disinfect facilities prior to and after your activity has finished and complete the pink Cleaning Log Sheet kept in the cleaning caddy (caddies located in the hall, kitchen & auditorium). Areas to clean:
 - Door handles at entry and exit points, any handles within the area you are using
 - High contact surfaces including chairs, tables, light switches etc
 - Toilet areas including door handles, light switches and tap handles
 - Kitchen areas including door handles, light switches, high contact surfaces (kettle, fridge door, draw handles, tap handles etc), used crockery & utensils.
- The following notice should be prominently displayed:
 - If you are unwell, suffering from flu-like symptoms, including but not limited to fever, cough, difficulty breathing, headache or a sore throat, please return home immediately and seek medical advice.
 - If you have travelled to a registered COVID-19 Hotspot in the last 14 days or been in contact with someone who has travelled to a COVID-19 Hotspot in the last 14 days, please return home immediately for self-quarantine.
 - If you have been in contact with a confirmed or suspected case of COVID-19 please return home immediately for self-quarantine.
- If visitors appear physically unwell or you become aware they have been in contact with a confirmed or suspected case of COVID-19 or have visited a registered COVID-19 Hotspot in the last 14 days, the facilitator must follow the Incident Response Procedure outlined in this document.

For Staff:

- All relevant points above apply to staff.
- Encourage staff to maintain social distancing during meeting and break times.
- Stay home if unwell.
- Staff must disclose if they have been in close contact with a person who has or is being tested for COVID-19.
- If there have been reported cases of community transmission of COVID-19, complete the COVID-19 staff cleaning checklist & log twice a day on low-visitor volume days (less than 5 people), or more for days with high-visitor volumes (more than 5 people).

For Volunteers:

- All relevant points above apply to volunteers.
- Stay home if unwell.
- Volunteers must disclose if they have been in close contact with a person who has or is being tested for COVID-19.
- Volunteers must complete the COVID-19 Infection Control Training.
- Volunteers must comply with additional safety measures relevant to their service area.

Kingsley Church of Christ will:

- Provide sanitising stations at entry and exit points of the building.
- Provide appropriate signage to support compliance with current restrictions and advice.
- Provide disinfectant wipes, sanitiser and cleaning supplies to assist with the above cleaning practices. Cleaning caddies located in the hall, kitchen & auditorium.
- Ensure the regular cleaning of the building by cleaning staff.
- Provide assistance and access to COVID-19 Infection Control Training.
- Provide training and written documentation of additional safety measures for volunteers where required.
- Provide disposable masks.

Incident Response:

If someone confirmed to have or is being tested for COVID-19 is visiting or has visited the Church building, the following procedure must be followed:

1. **Keep others away from the person.** If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, you must take steps to prevent the person from potentially spreading the virus by keeping others away from the person. The measures must be reasonable.
2. **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 seek government health advice.
3. **Transport.** Ensure the person has safe transport home, to a location they can isolate, or to a medical facility if necessary.
4. **Clean and disinfect.** Follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected. Open outside doors and windows if possible, to increase air flow.
5. **Assisting public health to identify close contacts.** Notify the state public health unit by contacting the COVID-19 Public Hotline 24/7 on 1800 020 080. The state public health unit may ask for your attendance records to identify close contacts of a confirmed COVID-19 case so that they can contact them and provide them with instructions, for example, in relation to quarantine requirements. Public health officers have a range of powers to require you to provide information including personal information. In the meantime, for the purposes of undertaking a workplace risk assessment and to assist your state and territory public health unit, consider who the affected person may have had recent close contact with.