



CATHOLIC ARCHDIOCESE
OF MELBOURNE

PARISH - COVID Safe plan

Our COVID Safe Plan

Parish name:	St. Mary's
Site location:	204-210 Grimshaw St., Greensborough
Parish Priest name:	Fr. Steven Rigo
Parish Priest phone:	0407 479 964
Date prepared:	2 September 2020

ONCE COMPLETE, PLEASE PLACE YOUR COVID SAFE PLAN IN AN AREA THAT IS ACCESSIBLE TO EVERYONE WHO IS PERMITTED TO ENTER THE PARISH FACILITIES (EG. FRONT DOOR/NOTICE BOARD)

FOR FURTHER INFORMATION PLEASE CLICK HERE - <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace>

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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 funeral attendees.</p>	<p>Church: Hand sanitiser is provided at the front and rear access doors to the church, in the bathrooms and in the kitchen. Supplies of hand soap and paper towels are provided in the kitchen and bathrooms of the church. Signs ask people to wash and sanitise, as per DHHS regulations.</p> <p>Offices: Hand sanitiser is located on the counter, between the foyer and the office - in the main office and in the bathroom.</p> <p>Supplies of hand sanitiser are located in the school staff room, for restocking. The school administration provides for ensuring adequate supplies are always available. Approach the parish office if stocks in the church are running low, so that staff can arrange for restocking.</p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>PLEASE MAKE A NOTE IN HERE AROUND HOW YOU INTEND TO ENHANCE THE AIRFLOW</i></p> <p>Our offices are generally inhabited only by one person. If another person enters, the windows and doors will be opened.</p> <p>The church is a big building. Doors are open when people are arriving for funerals and when they are leaving. The doors can be open in warmer weather.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p>In the church, a stock of face masks is located in the storage cube on the kitchen table. The Priest conducting the Funeral, will ask the family of the deceased to ensure those attending the funeral bring and wear a facemask.</p> <p>The document providing advice to the bereaved family regarding use of AV in the church, also advises families to ask each attendee to wear a mask.</p> <p>On the day of the funeral, funeral directors will be provided with our supply and they can hand them to anyone without a mask.</p>
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>EMPLOYEES HAVE BEEN TRAINED IN ACCORDANCE WITH THE RECOMMENDATION BY SAFE WORK AUSTRALIA</i></p> <p>Staff and volunteers have been provided with instructions about correct use and disposal of face masks and gloves. Posters are in the church and office.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Church: Disposable cups are provided in the church kitchen. Volunteers to notify Jacinta when these run low, so that they can be restocked.</p> <p>The individual disposes of their mask and gloves each into a zip locked bag (provided in the kitchen) and then placed into the lined pedal bin. This rubbish is disposed of after every Funeral Service or Mass, by the cleaner.</p> <p>In the office, staff use their own coffee cups and eating utensils. Disposable cups are also provided in the staff kitchen as an alternative.</p> <p>The office kitchen rubbish is removed every day, arranged through the school.</p> <p><i>PLEASE NOTE IN HERE ACTIONS BEING TAKEN AROUND THIS HYGIENE FACTOR. FOR EXAMPLE COFFEE MUGS, PLATES, CUTLERY ETC IN THE COMMUNAL KITCHEN ARE TO BE REPLACED WITH DISPOSABLE ONES AND THE RUBBISH TO BE REMOVED EVERY DAY</i></p>

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>PLEASE ILLUSTRATE HOW THIS IS CURRENTLY BEING DONE IN YOUR PARISH</i></p> <p>Following every Funeral Service or Mass, the employed cleaner cleans the church, supported by members of our Funeral Ministry Team who take responsibility for cleaning high touch surfaces, as listed below.</p> <p>PROCESS for sanitising technical equipment</p> <ul style="list-style-type: none"> ○ A bottle of "Isocol" is provided) for use in sanitising electronic equipment. It is stored in the bottom drawer of the desk. <ul style="list-style-type: none"> Isocol: Iso Propyl Alcohol based cleaner per recommendation of Centre for Disease Control (CDC) for Covid-19 sanitising of Laptop and electronic equipment). ○ At the end of Service or Mass we power down all equipment before cleaning. ○ Put on disposable gloves.

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	<ul style="list-style-type: none"> ○ A small amount of Isocol is used to dampen one of the blue cleaning cloths from the black tub. ○ Cloth is then used to wipe down <ul style="list-style-type: none"> ▪ Laptop keyboard and case, screen, ▪ USB Hub, USB thumb drives ▪ Mouse ▪ Mixer chassis and control surfaces ▪ Projector on/off controls ▪ Power board switch ▪ Any other equipment that has been used ○ Close up the desk. Use the Isocol dampened blue cloth to wipe down handles and any desk surfaces that would not be accessible to the cleaners. ○ Dispose of blue cloth per guidelines. ○ Clean Lectern microphone following process listed below ○ Remove gloves and dispose of per guidelines ○ Sanitise hands. <p>PROCESS for Management and Sanitising Lectern Microphone.</p> <ul style="list-style-type: none"> ○ Management: <ul style="list-style-type: none"> ● The Beyerdynamic TG B35d s microphone will be set at one level before the Mass or Service and readers and the person giving the eulogy will be instructed to not touch the microphone. ● The spot at which people should stand to use the microphone, is marked with tape. ● This microphone will be switched on at the beginning of the Mass or Service and left on for the duration of the Mass or Service. <p>The surface of all St Mary’s microphones that have been in use during the Service or Mass, are sanitised at the end of the Service or Mass.</p> ○ Cleanup: <ul style="list-style-type: none"> ● A can of Glen 20 is provided for use in sanitising the microphone. It is stored in the shelf of the lectern Glen 20: 60% ethanol, hospital grade disinfectant ● Process to be completed while wearing disposable gloves. ● Sanitise the Beyerdynamic TG B35d s microphone as follows: <ul style="list-style-type: none"> ▪ Unscrew silver wire head of lectern microphone and lightly spray only the outer surface of the wire head with Glen 20 ▪ Screw head back into place ▪ Spray body of microphone with Glen 20 and allow to dry. ● Remove gloves and dispose of per guidelines ● Sanitise hands.

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<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>PLEASE ADD COMMENTS TO THIS COLUMN TO ILLUSTRATE HOW YOU ARE ADDRESSING THE HYGIENE FACTOR, WHERE TO FIND THE SUPPLIES ETC WHEN THEY NEED RESTOCKING AND WHAT IS THE PROCEDURE FOR ENSURING ADEQUATE SUPPLIES ARE ALWAYS ON HAND.</i></p> <p>A supply of cleaning products, as described, are contained in a box in the church kitchen and in the cleaners' room. Restocking is arranged with the parish office, who have been given access to the supply maintained by our parish school. When the parish office is not staffed, volunteers contact the pastoral associate via phone or email and arrangements will be made for restocking.</p> <p>In our offices, we use the same school supply for restocking.</p>
Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Physical distancing and limiting workplace attendance</p>	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>PLEASE CONFIRM IN THIS SECTION WHAT HAS OCCURRED WITH YOUR EMPLOYEES WHO ARE WORKING FROM HOME</i></p> <ul style="list-style-type: none"> • All staff are working from home. The Parish Priest calls in to the office to collect mail and attend to any matters needed that he cannot attend to from home. • The minimal necessary number of members of the Funeral Ministry Team are at the church to assist with funerals. • Regarding filming of Mass, only the priest (presider) and the reader and person filming are present.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>PLEASE OUTLINE YOUR STAFFING APPROACH AND WHAT YOU HAVE PUT IN PLACE TO ENSURE NO EMPLOYEES ARE WORKING ACROSS MULTIPLE SITES</i></p> <ul style="list-style-type: none"> • Staff members and volunteers are not working across sites, apart from the person responsible for filming weekend Mass who does so at the four churches. • The Parish Priest, of necessity and only when necessary, works across the three parishes.
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>PLEASE OUTLINE THE STEPS YOU HAVE IN PLACE TO ENSURE REQUIRED VISITORS (EG PEOPLE ASSISTING WITH LIVE STREAM OR FUNERAL ATTENDEES) HAVE BEEN SCREENED AND ARE ASKED TO DISCLOSE ANY POTENTIAL RISKS TO THE PARISH.</i></p> <p>Staff members and volunteers are advised not to attend the parish if they are unwell or have COVID symptoms.</p>
<p>Configure communal work areas so that there is no more than one worker / attendee per four square meters of enclosed workspace, and employees / attendees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>PLEASE OUTLINE IN HERE THE SOCIAL DISTANCING MEASURES YOU WILL HAVE IN PLACE IN ORDER TO ENSURE SAFETY DURING THE LIVESTREAM FILMING AND FUNERAL SERVICES AT ALL TIMES CONSIDERATION MUST BE GIVEN TO: NUMBERS AS PERMISSABLE: DENSITY: AND HYGIENE</i></p> <p>The 4 square metre and 1.5 metre rules are observed</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff or attendees.</p>	<p><i>PLEASE OUTLINE IN HERE THE MARKINGS YOU HAVE IN PLACE TO ENSURE THAT PEOPLE ARE AWARE OF THE DISTANCES BETWEEN EACH OTHER</i></p> <ul style="list-style-type: none"> ○ Office: Floor markings indicating 1.5 metres, have been placed in the foyer of our office, approaching the desk. ○ Church: Floor markings have been placed in the church at the entry, approaching the funeral director's table and approaching

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	<p>for Communion. There are signs directing people to observe distancing.</p> <ul style="list-style-type: none"> ○ Announcement will be made at the welcome before the Service or Mass, asking people to observe the 1.5 metre rule, while seated, and whilst moving about the church and gathering space. ○ Pews are marked with adhesive markers, indicating 1.5 metre spacing.
	<p><i>PLEASE OUTLINE IN HERE HOW YOU PLAN TO SET UP THE WORKSTATIONS IN THE EVENT THAT PERMITTED EMPLOYEES NEED TO USE OFFICE EQUIPMENT IN THE PARISH – IF THEY DO NOT, PLEASE ADVISE THAT OFFICE SPACES ARE OUT OF BOUNDS</i></p> <p>N/A</p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace or Church.</p>	<p><i>PLEASE OUTLINE HERE THE EXPECTATIONS YOU HAVE ON VISITORS WAITING TO ENTER THE PARISH FACILITIES. FOR EXAMPLE – MUST STAND ON NOMINATED MARKINGS OUTSIDE THE FRONT DOOR. ENSURE THAT THERE IS NO LINGERING OUTSIDE THE CHURCH FOLLOWING A FUNERAL.</i></p> <p>Signs and floor markings have been employed</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>EMPLOYEES HAVE BEEN TRAINED IN ACCORDANCE WITH THE RECOMMENDATION BY SAFE WORK AUSTRALIA</i></p> <p>Staff and volunteers have all received a copy of this plan and been made aware of its requirements.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>PLEASE OUTLINE WHERE DELIVERY DRIVERS ARE TO SAFELY DEPOSIT MAIL AND PARCELS – THEY ARE NOT TO ENTER THE PARISH FACILITIES.</i></p> <p><i>PLEASE INCLUDE THE LOCATION OF SIGNAGE ADVISING THEM WHERE TO LEAVE THE DELIVERIES</i></p> <p>Deliveries are made to the administration office but when the office is unattended deliveries are made to the presbytery. The school admin staff and the Parish Priest observe the 1.5 metre rule.</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>UNDER THE CURRENT STAGE 4 RESTRICTIONS – ONLY EMPLOYEES ASSISTING WITH LIVESTREAMING AND FUNERALS ARE ABLE TO ATTEND THE PARISH.</i></p> <p><i>ALL OTHER EMPLOYEES MUST STAY AT HOME</i></p> <p>This is observed</p>
<p>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 ‘four square metre’ rule.</p>	<p><i>UNDER THE CURRENT STAGE 4 RESTRICTIONS – THE PARISH IS NOT OPEN TO THE GENERAL PUBLIC</i></p> <p>These signs have been placed in each area and are visible. Except when there is a Funeral, or when preparations are required for a funeral, or when a Mass is being filmed, the church is locked.</p>

Guidance	Action to ensure effective record keeping
Record keeping	

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<p>Establish a process to record the attendance of visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p><i>PLEASE OUTLINE WHAT PROCESS YOU HAVE IN PLACE TO RECORD THE VISITORS WHO WILL BE GOING INSIDE THE PARISH AND WHERE THE BOOK WILL BE LOCATED ENSURE THAT THE PROCESS INCLUDES THE RECORDING OF CONTACT DETAILS FOR ALL ATTENDEES – AND MUST INCLUDE: FIRST NAME + CONTACT NUMBER + DATE AND TIME, AT WHICH THE PERSON ATTENDED THE PLACE OF WORSHIP.</i></p> <p>Contact details are collected for anyone who attends the office or presbytery, the church for or when Mass is being filmed.</p> <p>Funeral directors provide us with a list of attendees, including camera crew, if any, and we keep our own for volunteers attending.</p> <p>The Contact sheets for funerals are placed in an envelope, for confidentiality purposes and placed through the slot in the door to the parish house. These are kept for one month.</p> <p>These sheets are retained at the parish office.</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>ALL MATTERS OF OH&S DURING THE STAGE 4 RESTRICTIONS ARE TO IMMEDIATELY BE DIRECTED TO THE PARISH PRIEST, WITH THE PARISH PRIEST TO COMPLETE THE INCIDENT/INJURY REPORTING FORM ON THE CAM WEBSITE, THEN ADVISE THE CATHOLIC ARCHDIOCESE OF MELBOURNE ON 03 9926 2424</i></p> <p>Staff and volunteers have been advised of reporting requirements and the Parish Priest will be advised on 9435 1543 or email steven.rigo@cam.org.au if there is a reportable incident, as soon as is practicable. The relevant form https://cam.org.au/wp-content/uploads/CAM-Near-Miss-Incident-Injury-Form-20200512.pdf will be completed as soon as possible. These forms are available in the tub in the kitchen so that required details may be provided ASAP.</p>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan or emergency management plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>OUTLINE WHAT YOU WOULD DO WITH YOUR LIVESTREAMING AND FUNERALS IN THE EVENT THAT ONE OF YOUR CRITICAL ASSISTANTS (OR YOU) TEST POSITIVE TO COVID19. A TEMPLATE EMERGENCY MANAGEMENT PLAN IS AVAILABLE THROUGH PROPERTY & INFRASTRUCTURE</i></p> <p>Tim O’Leary from the Stewardship Office of the Archdiocese has advised that we are not required to complete our EMP as it is more relevant for bushfire prone areas.</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>THIS REQUIRES VIGILANCE AROUND COMPLETING THE VISITOR BOOK FOR EVERY PERSON WHO COMES ONSITE AT THE PARISH AND EVIDENCE OF ADHERENCE TO THIS PLAN WHEN INFORMATION IS REQUESTED</i></p> <p>All records are completed, kept and stored as required in the parish office.</p>

Guidance	Action to prepare for your response
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>PLEASE REFER TO CAM INFECTIOUS CLEANING GUIDELINES AUGUST 2020 FOR ASSISTANCE WITH ROUTINE ENVIRONMENTAL CLEANING AND DISINFECTION PROCESSES. ADDITIONAL CLEANING CONTRACTORS CAN BE SUPPLIED THROUGH PROPERTY & INFRASTRUCTURE</i></p> <p>Fr Steven liaises with the cleaner to ensure that he can and will comply and sign off on the Infectious Cleaning Guidelines</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee or attendee during work hours.</p>	<p><i>PLEASE OUTLINE THE STEPS YOU WILL TAKE TO REPORT AND IMMEDIATELY MITIGATE THE RISK OF TRANSMISSION – SEE BELOW</i></p> <ol style="list-style-type: none"> 1. Tell the person to be tested and isolate 2. Advise other workers and close the workplace 3. Advise the authorities 4. Follow their advice 5. If the person is tested positive, we would deep clean the site as per the advice of authorities
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>CONFIRM THAT YOU WILL DO THIS IN THE EVENT OF A SUSPECTED OR CONFIRMED OUTBREAK</i></p> <p>Confirmed. The Parish Priest, or his delegate, will notify the workforce and site visitors of a confirmed or suspected case.</p>
<p>Prepare to immediately notify Worksafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>CONFIRM THAT YOU WILL DO THIS IN THE EVENT OF A SUSPECTED OR CONFIRMED OUTBREAK</i></p> <p>Staff or volunteers to advise the Parish Priest, on 9435 1543 or by email steven.rigo@cam.org.au, who will notify Worksafe Victoria</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>CONFIRM THAT YOU WILL DO THIS IN THE EVENT OF A SUSPECTED OR CONFIRMED OUTBREAK</i></p> <p>The Parish Priest will confirm when this can happen</p>

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed _____

Name _____

Date _____