



# CCCV COVIDSafe Plan

**Business name:** Chinese Christian Church of Victoria  
**Address:** 67-71 Springvale Road Nunawading  
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**Plan completed by:** Jane Chiu  
**Date completed:** 26/4/2021  
**Date reviewed:**

## 1. Ensure physical distancing

Requirements	Actions
<p>You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:</p> <ul style="list-style-type: none"> <li>• Displaying signs to show patron limits at the entrance of enclosed areas where limits apply</li> <li>• Informing workers to work from home wherever possible</li> </ul> <p>You may also consider:</p> <ul style="list-style-type: none"> <li>• Minimising the build-up of people waiting to enter and exit the workplace</li> <li>• Using floor markings to provide minimum physical distancing guides</li> </ul> <p>Reviewing delivery protocols to limit contact between delivery drivers and workers</p>	<p>Guidelines have been developed for volunteers and staff when they enter the church building only when activities are permitted per Government restriction guidelines. All activities carry out at the church will need to give notice to the office beforehand. For details refer to <b>CCCV Guidelines for using the church building (Annexure 2)</b></p> <p>Volunteers only come to serve when it is permitted and at their own choice.</p> <p>Staff to work from home and only come to the premises when required.</p> <p><b>SUNDAY SERVICES</b>            When it is safe to resume worshipping at church building:</p> <p><b><u>Registration</u></b></p>

Attendees need to pre-register online when intending to attend worship service to control number of visitors.

**Signs for entry and exit**

***Main Hall***

Enter from Springfield Road

Exit from the door on the right side at the back of the hall to Springfield Road by following floor markings

***LifeSpring Hall***

Enter from Springfield Road

Exit from the fire exit on right side of the hall open to the porch to Springfield Road by following floor markings

Opposite traffic to be avoided.

**Display signs to indicate limits of people by space per government guidelines**

**MAIN BUILDING**

***Main Hall: 80***

***Dining Hall: 40***

***Kitchen: 5***

***Office: 3***

***Photocopy Room: 3***

**TIMBER HALL**

***LifeSpring Hall: 56***

***Side Room: 7***

***Baby Room: 14***

***Kitchen: 9***

**UNDERCOVER FOYER between the two halls: 21**

**Floor markings**

- to direct flow of traffic for Main Building and Timber Hall
- to indicate minimum physical distance
- a video is provided to educate visitors/attendees before their visits during registration

	<p><b><u>Deliveries</u></b> No meal delivery until further notice</p>
<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> <li>• There is no more than one worker per four square metres of enclosed workspace</li> <li>• There is no more than one member of the public per four square meters of publicly available space indoors</li> </ul>	<p><b><u>2 Square metres rule</u></b></p> <p><i>Seating:</i></p> <ul style="list-style-type: none"> <li>- Display marks on seats that are not to be occupied. Space distance will adjust according to latest government restrictions.</li> <li>- Special arrangement of seat spacing available upon request</li> </ul> <p><i>Stage:</i></p> <ul style="list-style-type: none"> <li>- Marks on floor for choir/worship team of small number at 2 meters apart</li> <li>- Choir/worship team and speaker maintain 5 meters away from audience (if not wearing a mask)</li> <li>- Microphone not to be shared between choir/worship team members or speaker</li> <li>- No fan to be used</li> </ul> <p>Staff and volunteers are advised to stay in area(s) related to their activities and not to move around the building unnecessary.</p>
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> <li>• Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au</li> </ul>	<p><b><u>Training for staff and volunteers</u></b></p> <p><u>COVID Safe Officer training</u> Appointed COVID Safe officers will need to attend online Government training (<a href="https://www.covid-19training.gov.au">Log in (covid-19training.gov.au)</a>)</p> <p><u>In-house training</u> Staff and leaders of welcoming/ushering team to attend before church reopen for worship service.</p> <p>Contents:</p> <ul style="list-style-type: none"> <li>- CCCV COVIDSafe Plan</li> <li>- temperature-taking</li> <li>- record-keeping</li> <li>- correct way to wear masks &amp; gloves, proper hand-washing technique and</li> </ul>

	<ul style="list-style-type: none"> <li>- basic knowledge of infection control etc.</li> </ul> <p>Individual team leaders then to brief their team members at the time of the activity.</p> <p><u>Car pooling</u> Volunteers are advised to carry out preventive measures including:</p> <ul style="list-style-type: none"> <li>- consider the no. of passengers to maintain social distancing</li> <li>- passenger(s) to take the back seat if possible</li> <li>- driver and passengers must wear masks</li> <li>- speak softly inside the car</li> <li>- keep windows open</li> </ul> <p>Staff and volunteers will be updated with changes as new regulations are released.</p>
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## 2. Wear a face covering

Requirements	Actions
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:</p> <ul style="list-style-type: none"> <li>• Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</li> </ul>	<p><b><i>Face masks must be worn indoor as per public health advice unless exempted by medical condition.</i></b></p> <p><b><u>CCCV Face Masks policy on 26/4/2021 per latest government restrictions</u></b></p> <p>Follow arrangement addresses the age group of worshippers for their risk levels:</p> <p>LifeSpring worship service in LS Hall:</p> <ul style="list-style-type: none"> <li>- Worshippers to bring masks</li> <li>- Wear masks when singing</li> <li>- Masks are recommended when not social distancing</li> </ul> <p>Cantonese/Mandarin worship service:</p> <ul style="list-style-type: none"> <li>- Wear masks at all times</li> </ul> <p><b>EQUIPMENT</b> <u>Entry Stations</u></p>

	<p>Two stations will be set up at the entrances of Main Building and LifeSpring Hall with the following items provided:</p> <ul style="list-style-type: none"> <li>- hand sanitizer (for people’s use when entering building)</li> <li>- surgical masks</li> <li>- disposable gloves</li> <li>- Thermometers (to check temperature of all people when entering the building)</li> <li>- Pens</li> <li>- Viraclean &amp; wiping cloths</li> <li>- Visitor Registration Record sheet for emergency use (see <b>Annexure 3</b> below).</li> <li>- Step paddle flip top bin</li> </ul> <p><u>Exit Stations</u></p> <p>Two stations will be set up at</p> <ol style="list-style-type: none"> <li>1. the side door of Main Hall and</li> <li>2. the porch of LifeSpring Hall</li> </ol> <p>with a bottle of hand sanitizer and a step paddle flip top bin.</p> <p><u>PPE for suspected COVID case</u></p> <p>Two sets of appropriate PPE (face shield, P2/N95 masks, gown and gloves) is stored in the office in case a visitor displays with COVID symptoms requires care.</p> <p>The person who is unwell will be taken to the residential building for isolation. COVID Safe officer will take further action if required.</p>
<p>You should install screens or barriers in the workspace for additional protection where relevant</p>	<p><b>N/A</b></p>
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE. You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</p>	<p><b>Training and education</b></p> <ul style="list-style-type: none"> <li>- Education re: face mask fitting, hand washing technique, general hygiene etc in small group settings will be provided if necessary.</li> <li>- Display mask fitting, hand washing technique and general</li> </ul>

	hygiene educational info resources in public areas
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### 3. Practice good hygiene

Requirements	Actions
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> <li>• Clean surfaces with appropriate cleaning products, including detergent and disinfectant</li> <li>• Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</li> <li>• Clean between shifts</li> </ul>	<p><b>Small group meetings</b> All surfaces and equipment that the group has touched (including light switches, door and cupboard handles, taps, keyboards, computer screen, remote controls etc.) are to be wiped down with the Viraclean solution provided (in the basket at the two stations) before leaving. For other details refer to <b>Annexure 2</b>. Guidelines for small groups to meet outside of the church has also been developed. For details refer to <b>CCCV Guidelines for Life Group/ Cell Group meeting outside of church (Annexure 4)</b></p> <p><b>Communal items</b> After each use by a person:</p> <ul style="list-style-type: none"> <li>- musical instruments to be wiped down with Viraclean solution</li> <li>- disposable microphone cover to be changed</li> </ul> <p>No sharing of food or drinks</p> <p><b>Holy Communion</b> Use disposable pre-filled cups and wafers</p> <p><b>Offering collection</b></p> <ul style="list-style-type: none"> <li>- Online or</li> <li>- Place in individual envelopes provided by the church and place in offering box at reception desk</li> </ul> <p><b>Regular cleaning</b> Carry out weekly cleaning by professional cleaning company</p> <p><b>Baby Room</b></p>

	<ul style="list-style-type: none"> <li>- Provide hand sanitizer and Viraclean stored in place out of reach by children</li> <li>- Parents to bring toys for their own children</li> <li>- Communal toys will be stored away</li> </ul> <p><b>Children Ministry Rooms</b></p> <ul style="list-style-type: none"> <li>- Provide hand sanitizer and Viraclean stored in place out of reach by children</li> <li>- Frequent supervision of hand washing by volunteers and teaching leaders</li> <li>- Parents not to congregate at entrance when dropping off or picking up their child(ren) and follow floor markings to enter and leave the room</li> </ul>
<p>You should display a cleaning log in shared spaces.</p>	<p>A cleaning company which provides their own cleaning products has been engaged to provide service weekly. The cleaning checklist with dates to be displayed at the foyer. Details refer to <b>CCCV Cleaning Checklist (Annexure 1)</b></p>
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>- Provide handwashing liquids and refill when necessary in toilets and kitchens</li> <li>- Hand dryers and/or paper towels are provided in all toilets and kitchen.</li> <li>- Stocks are stored in the disable toilet in main building.</li> <li>- Display posters to educate proper handwashing technique in toilets</li> </ul>

**4. Keep records and act quickly if workers become unwell**

Requirements	Actions
<p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<p>Staff and visitors are informed not to enter the building if they</p> <ol style="list-style-type: none"> <li>a. have any of the following symptoms: <ul style="list-style-type: none"> <li>- loss or change in sense of smell or taste</li> <li>- fever, chills or sweats</li> <li>- cough</li> <li>- sore throat</li> <li>- shortness of breath</li> <li>- runny nose</li> <li>- diarrhoea</li> </ul> </li> <li>b. are a close contact of a confirmed case</li> <li>c. are waiting for a COVID19 test result or</li> <li>d. have been instructed to self-isolate by the authority</li> <li>e. have no health clearance after being tested positive for COVID19</li> </ol> <p>Details refer to <b>CCCV Guidelines for using the church building (Annexure 2)</b></p>
<p>You must develop a business contingency plan to manage any outbreaks. This includes</p> <ul style="list-style-type: none"> <li>• Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results</li> <li>• Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period</li> <li>• Having a plan in place to clean the worksite (or part) in the event of a positive case</li> <li>• Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</li> </ul>	<p><b>In the event of a visitor/volunteer/staff confirmed to be infectious with COVID19 while on the church premise:</b></p> <p><u>Notify Authorities</u>  CCCV will notify the COVID hotline (1800 675 398) as well as Worksafe Victoria (13 23 60) if a confirmed case of COVID19 has been present in our premises or during a permitted activity outside of church.</p> <p><u>Support DHHS with contact tracing</u>  The church’s digital and manual records will be provided to the department on request immediately.</p> <p><u>Suspend all church Activities</u>  The church will immediately suspend all activities and the whole building will be shut and no one will be allowed to enter for a period as guided by the authority.</p>



<ul style="list-style-type: none"> <li>• Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace</li> <li>• Having a plan in the event that you have been instructed to close by DHHS</li> <li>• Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work</li> </ul>	<p><u>Cleaning</u> The parts of the building and equipment used will be determined. The area(s) affected will undergo disinfecting and cleaning after the “shutdown” period prior to use.</p> <p><u>Staff</u> All staff are to work from home and self-isolate for 14 days. They are advised to get COVID19 test on Day 1 and a second test on Day 13 if negative</p> <p><b>Since this is a matter of urgency, CCCV will assist the authority to carry out the followings if necessary:</b></p> <p><u>Case Investigation</u></p> <ol style="list-style-type: none"> <li>1. Interview (via phone/online) the person who has confirmed or probably case of COVID-19</li> <li>2. Elicit his/her close and incidental (possible) contacts</li> <li>3. Monitor his/her COVID-19 symptoms</li> <li>4. Connect him/her to resources to support self-isolation</li> <li>5. Activate CCCV support team and see if the person needs a care package of sanitiser, face masks, food and other supplies etc.</li> </ol> <p><u>Contact Tracing</u></p> <ol style="list-style-type: none"> <li>1. Notify close contacts of their potential exposure</li> <li>2. Inform them their need to self-quarantine</li> <li>3. Refer them to testing</li> <li>4. Monitor them for COVID-19 symptoms</li> <li>5. Connect contacts to resources to support self-quarantine</li> <li>6. Activate CCCV support team and see if the person needs a care</li> </ol>
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	<p>package of sanitiser, face masks, food and other supplies etc.</p> <p>However, we recommend all CCCV contacts of an infected person be contacted in the case of an CCCV member exposing others if they were present at CCCV at the time.</p> <p><b>In the incident of a suspected case</b></p> <p><u>Contact with a suspected case either inside or outside of church activities</u></p> <p>CCCV advises the person who has become unwell and is getting tested following a permitted activity to:</p> <ul style="list-style-type: none"> <li>- inform all people who may have come in contact with him/her in the activity and keep them informed of the COVID test result.</li> <li>- advise people to monitor for COVID-19 symptoms and consider testing if symptoms exist.</li> </ul>
<p>You must keep records of all people who enter the workplace for contact tracing.</p>	<p><b>CCCV Guidelines for using the church building (Annexure 2)</b></p> <p>Staff &amp; visitors are advised the followings:</p> <ul style="list-style-type: none"> <li>- To enter their details via the CCCV contact tracing website by following instructions given prior to arriving at the church building.</li> <li>- Their details will be kept securely and confidentially for a period of 28 days.</li> </ul>
<p>You should implement a screening system that involves temperature checking upon entry into a workplace.</p>	<p><b>Staff &amp; visitors entering the church building for Sunday services:</b></p> <p>Are to have temperature checked (with touchless thermometer) by trained on-duty usher (with mask and gloves on) at</p>

	<p>each entrance and action will be carried out according to the following readings:</p> <ul style="list-style-type: none"> <li>• &lt; 37C to enter</li> <li>• 37C - 37.5C to recheck with tympanic thermometer</li> <li>• 1<sup>st</sup> and 2<sup>nd</sup> reading &gt; 37.5C not to enter and recommend to seek medical advice</li> </ul>
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## 5. Avoid interactions in enclosed spaces

Requirements	Actions
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> <li>• Enabling working in outdoor environments</li> <li>• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms</li> <li>• Enhancing airflow by opening windows and doors</li> <li>• Optimising fresh air flow in air conditioning systems</li> </ul>	<p><b>Church Office</b></p> <ul style="list-style-type: none"> <li>- Only staff to be allowed</li> <li>- Interaction with office staff to be carried out in open space</li> </ul> <p><b>Kitchen</b></p> <ul style="list-style-type: none"> <li>- No food or drink will be served until further notice</li> <li>- No sharing of food between visitors</li> </ul> <p><b>Meeting Halls and rooms</b></p> <ul style="list-style-type: none"> <li>- Keep doors open whenever possible</li> <li>- Set highest airflow for air conditioning systems if possible</li> </ul>

## 6. Create workforce bubbles

Requirements	Actions
<p>You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.</p>	N/A
<p>You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.</p>	N/A

This plan will be revised per latest industry guidelines. ([Religion and ceremony | Coronavirus Victoria](#))

## **ANNEXURE 1**

CCCV Cleaning Checklist for the Month of					
<b>Cleaning Company</b>					
<b>Dates:</b>					
<b>CLEAN: All door handles and light switches, cupboard handles</b>					
<b>OUTDOOR - wipe all surfaces including reception desk</b>					
<b>MAIN HALL</b>					
Office- wipe all equipment and surfaces					
Stage - wipe all equipment and surfaces					
Vaccum carpeted area incl. office					
Sound desk and receptipn area - wipe all equipment and surfaces					
Wipe hard surfaces of all chairs					
<b>KITCHEN</b>					
Wipe all bench tops, taps & sinks					
Vaccum and mop floor					
<b>CORRIDOR TO DINING HALL</b>					
Vaccum and mop floor					
<b>DINING HALL</b>					
Wipe all equipment and surfaces					
Wipe all chairs					
Vaccum and mop floor					
<b>TIMBER HALL</b>					
Vaccum carpeted area					
Wipe all hard surfaces of all chairs					
Stage - wipe all equipment and surfaces					
Entrance reception desk - wipe all surfaces					
Sound desk - wipe all equipment and surfaces					
<b>BABY ROOM</b>					
Vaccum carpeted area					
Wipe all equipment and surfaces					
<b>SIDE ROOM</b>					
Vaccum carpeted area					
Wipe all equipment and surfaces					
<b>TIMBER HALL KITCHEN</b>					
Wipe all bench tops, taps & sinks					
Vaccum and mop floor					
<b>TOILETS - all surfaces, handles taps &amp; sinks</b>					
Men					
Ladies					
Disable					
Timber Hall					
<b>Signature(s)</b>					

**Annexure 2**

## CCCV Guidelines for using the church building

1. Inform the church secretary (by sending email to [cccv@cccv.org.au](mailto:cccv@cccv.org.au)) of the date and time you/your group intend to use the church building.  
(P.S. the church secretary works on Wednesday and Friday).
2. Do not enter the building if you
  - f. have any of the following symptoms:
    - loss or change in sense of smell or taste
    - fever, chills or sweats
    - cough
    - sore throat
    - shortness of breath
    - runny nose
    - diarrhoea
  - g. are a close contact of a confirmed case
  - h. are waiting for a COVID test result
  - i. have been instructed to self-isolate by the authority or
  - j. have no health clearance after being tested positive for COVID19
3. Maximum numbers should be adhered to as per the latest government restrictions i.e. limit to XX indoor (need to check the latest restriction).
4. Wear a face mask and use hand sanitizer. Two separate stations have been set up in the LifeSpring Hall entrance and the church office with thermometers, pens, Viraclean, wiping cloths, hand sanitizer, masks and disposable gloves.
5. To help us with contact tracing, the person in charge will be required to enter the details of those in their group via our CCCV contact tracing website. In order to do this, please follow these instructions (prior to arriving at the church building):
  1. Go to <https://cccvcommunity.org>.
  2. Sign in with your preferred account (must be Facebook or Google).
  3. Once you have signed in, you will see a screen that tells you the account needs to be verified. Please send an email to [help@cccvcommunity.org](mailto:help@cccvcommunity.org) so that we can do this for you.
  4. Once your account is verified, you can then start entering the details of your group.
  5. If you need help, please email ([cccv@cccv.org.au](mailto:cccv@cccv.org.au)) for assistance.
  6. Your details will be kept securely and confidentially for a period of 28 days.
  7. **Please make sure to give yourself enough time to have your account verified before you go in.**
6. Practise social distancing of 1.5 metres.
7. Practise hand hygiene at all times and use hand sanitiser when entering and leaving.
8. Only eat or drink from your own personal items.
9. Clean all surfaces and equipment that you/your group has touched (including light switches, door and cupboard handles, taps, keyboards, computer screen, remote controls etc.) with the Viraclean solution provided (in the basket at the two stations) before leaving.

## Annexure 3

CCCV Visitor Registration			Date:							
First Name	Last Name	Contact No.	Time in	Time out	LifeSpring Hall	Main Hall	Kitchen	Dining Hall	Other	Purpose and remarks

**Annexure 4**

**CCCV Guidelines for Life Group/ Cell Group meeting outside of church**

1. Take a cautious approach about choosing the meeting place. In particular, consider family members who are of old age or are immunocompromised.
2. Do not attend the meeting if you have any of the following symptoms:
  - loss or change in sense of smell or taste
  - fever, chills or sweats
  - cough, sore throat
  - shortness of breath
  - runny nose
  - diarrhoea
  - are a close contact of a confirmed case
  - are waiting for a COVID test result
  - have been instructed to self-isolate by the authority or
  - have no health clearance after being tested positive for COVID19
3. Maximum numbers should be adhered to as per government restrictions i.e. limited to XX indoor. (need to check the latest restriction)
4. LG/ CG leaders to keep a record of people attending the meeting with names and a mobile number or email address and keep this information for a period of 28 days. These records are only for the purposes of tracing COVID-19 infections, and it is the responsibility of LG/CG leaders to store this information confidentially and securely.
5. Practise social distancing of 1.5 metres.
6. The use of face masks is strongly recommended if you're unable to physically distance yourselves.
7. Practise hand hygiene at all times and use hand sanitiser when entering and leaving.
8. Avoid hugging or shaking hands. A wave is safer.
9. Think about how you share food. Rather than having common platters, give each person an individual portion.
10. It is suggested that the person in charge to clean the frequently touched areas e.g. door handles, taps, remote control, benches and tables etc. after the meeting.