



## 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  
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**All staff and volunteers must be fully vaccinated.**

### **Entering church building for activities**

For all staff, volunteers and visitors, the followings apply:

1. Not to attend a meeting/activity if he/she has 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 or is
  - a close contact of a confirmed case of COVID-19
  - waiting for a COVID test result
2. Mask is recommended if social distancing cannot be maintained.
3. Observe hand hygiene (hand sanitizers are provided).
4. Eat or drink from own personal items.

### **Communal items**

After each use by a person:

- musical instruments to be wiped down with Viraclean solution
- disposable microphone cover to be changed after each use

No sharing of food or drinks

CCCV has developed guidelines for using food in the church premises (see Annexure 1)

## **Holy Communion**

Use disposable pre-filled cups and wafers

## **Offering collection**

- Online or
- Place in individual envelopes provided by the church and place in offering box at reception desk

## **Environment**

Maintain good ventilation as much as possible by opening doors and windows.

## **Regular cleaning**

Carry out weekly cleaning by professional cleaning company

## **Baby Room**

- Provide hand sanitizer and Viraclean stored in place out of reach by children
- Recommend parents to bring toys for their own children
- Communal toys will be stored away

## **Children Ministry**

At Alkira - per Alkira's policy and procedure

### If activities happen at church

- Provide hand sanitizer and disinfectant stored in place out of reach by children
- Frequent supervision of hand washing by volunteers and teaching leaders

## **Hand washing**

- Provide handwashing liquids and refill, when necessary, in toilets and kitchens
- Hand dryers and/or paper towels are provided in all toilets and kitchen.
- Display posters to educate proper handwashing technique in toilets

## **Report of a visitor/volunteer/staff tested positive after attending a meeting**

Representatives of Cantonese/Mandarin/ LifeSpring from the Covid Response Team will inform respective congregation via social media or chat groups alerting people to monitor for their own symptoms and get tested if necessary.

<Annexure 1>

### **CCCV Guidelines for using food in the church premises**

1. Use personal items to consume food or drinks
2. Assign enough manpower to serve food in order to avoid multi-handling
3. Wear gloves and mask when serving food
4. For large gatherings, employ crowd control tactics such as arranging people to come up for food according to age, surname.... etc so that people will not crowd over the same area
5. It is preferable to consume food in outdoor if social distancing is not possible
6. Maintain social distance when not wearing masks