

A COVIDSafe Plan for Bundoora Presbyterian Church

As we meet at Bundoora Presbyterian Church six COVIDSafe principles apply:

1. Practise physical distancing



- Where possible we will encourage people attending gatherings and activities within our building to practise physical distancing by appropriate signage throughout the building.
- We will use ushers and designated registration areas at large gatherings to assist in a smooth flow of people in congested areas (eg. foyer).

2. Carry a face mask



- We require for entry within our building a fitted face mask to be carried.
- Face masks are required to be worn indoors in line with regulations, by ages 8 and above.

3. Practise good hygiene



- We encourage regular handwashing and require general hygiene to be practiced.
- We have readily available hand sanitiser.
- We clean shared spaces and equipment as required.
- When cleaning we use single-use disposable gloves and appropriate cleaning materials.

4. Keep records and act quickly if participants become unwell



- The Vic Gov QR code posters are available at our building entrance for attendees to scan (or manual contact tracing sheet).
- We will maintain our own record keeping of attendees within our building (eg. nametags or smaller groups attendance sheets).
- We will inform authorities (DHHS and WorkSafe) if an attendee tests positive.
- We ask people to agree to our Conditions of Entry when attending a gathering within our building.

5. Avoid interactions in enclosed spaces



- We consider using outdoor spaces for some activities.
- Where appropriate, we will open doors to enhance airflow and fresh air.
- We will display signage to encourage groups to move to their main space.
- Ushers may be present to guide attendees to designated areas, to ease congestion of common areas.

6. Create workforce bubbles



- We will stagger start and finish times of services to minimise congestions of common areas.
- We will maintain a calendar of groups using our building, so overlap of facilities and common spaces used can be minimised.