



## **Resuming bible studies, small groups in people's homes**

Legally when a bible study, home or life group and any other congregational activity that is approved by the Church Council is conducted in a private residence that makes the residence a workplace of the Uniting Church. People should only return to these activities if they are feeling comfortable with attending and activities cannot commence without the approval of the Emmanuel Church Council. Currently, the maximum number of people that can meet in a private residence is twenty (20) in addition to the host household. It is the responsibility of the residence owner to ensure the property is safe and that the following guidelines are followed

### **Record Keeping**

- A list of attendees including name, address and phone number must be kept for at least 56 days of all those attending the activity. This will be provided to public health officers if required for contact tracing. This will be done via a paper or email checklist that must be submitted each time you hold the approved activity to Helen in the church office.
- Each time you meet all those who attend must have their contact details recorded. Unless the venue changes only one risk assessment for the activity is required. If the venue changes then a new risk assessment/ form needs to be submitted to Church Council for approval before the activity can commence.

### **Cleaning**

Recommended cleaning pre and post meetings in homes

- Cleaning involving detergent and/or disinfectant is undertaken in all areas used for congregational activities with particular attention on high contact points for example door handles, chairs etc.
- Hosts should clean the areas used at the start and end of each meeting using a disinfectant solution. Aerosols are to be sprayed onto a disposable cloth and equipment wiped down.
- High touch points should be cleaned throughout the activity.

### **Physical Distancing**

- All persons involved or attending the activity should keep at least 1.5m distance from others at all times.
- Physical distancing guidelines recommend 4m<sup>2</sup> per person. Room capacity requirements should be adhered to, in addition to appropriate distancing.
- Attendees should be reminded of physical distancing for the activity.

### **Refreshments**

- Refreshments may be served.
- Hand washing and sanitiser should be used before and after preparing, serving eating or drinking refreshments



## **Personal Hygiene**

- Hosts and activity attendees are to practice good personal hygiene to limit the spread of germs. This includes:
  - no shaking hands, or hugging, or touching objects unless necessary.
  - Sneezing/coughing into their elbow.
  - hosts are to provide a closed bin for disposing of tissues.
  - not touching their face; and
  - thorough hand washing and hand sanitising, especially before and after eating; after coughing or sneezing; after going to the toilet; after changing tasks; after touching potentially contaminated surfaces.
- Hand sanitiser should be made available for attendees to use on arrival and departure from the private residence.
- Hand Sanitizer should be placed in easy to access locations within the residence

Personal property that is brought to the activity should be cleaned with a disinfectant wipe.

## **Toilet Facilities**

- Toilets are to be cleaned before and after the meeting with cleaning products provided by the host.
- Liquid soap and towels, preferably disposable, are to be available in toilets/bathrooms.
- All cleaning products etc are to be provided by the host.

## **Event Cancellation**

- Cancel the event if you or anyone in the household is unwell with any of the symptoms associated with COVID-19 (ie: fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell
- Cancel the event if you are being tested for COVID-19 and awaiting the test results
- Cancel the event if you have been in contact with any known or suspected cases of COVID-19 in the past 14 days



## Intention to Resume Group/Risk Assessment.

Host's name \_\_\_\_\_

Group's name \_\_\_\_\_

Address \_\_\_\_\_

Meeting date \_\_\_\_\_

Time from \_\_\_\_\_ to \_\_\_\_\_

Frequency of meeting (if known) weekly    fortnightly    other \_\_\_\_\_

Room size (est. in metres (or large steps))

Length \_\_\_\_\_ (by) Width \_\_\_\_\_ = Area \_\_\_\_\_

Number of people allowed divide area by 4. \_\_\_\_\_

How many members are enrolled in your activity \_\_\_\_\_

- I will ensure the appropriate cleaning is done prior and after the event, and provide hand sanitiser for guest use.
- I will advise people of the distancing and hygiene requirements
- I will submit a list of people attending after each event to [office@emmanueluca.org.au](mailto:office@emmanueluca.org.au).
- I have completed the required risk assessment

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to Helen at [office@emmanueluca.org.au](mailto:office@emmanueluca.org.au)**

(Office use only)

Name \_\_\_\_\_

Date received \_\_\_\_\_

Church Council approval date \_\_\_\_\_

## Emmanuel Uniting Church Risk Assessment

Group Name \_\_\_\_\_

### 2. Identify the hazards, risks and rate the risks:

- A. An activity or event can be broken down into a variety of tasks. For each task identify the hazards and associated risks.  
B. List the existing controls and determine a risk rating using the likelihood and consequence descriptors in the table.

Tasks	Hazards	Existing Risk Controls	Consequence	Likelihood	Risk Rating	Additional Risk Controls
Normal small group meeting with discussion	person to person transmission of COVID-19	Room size of 4m2 will be observed Social distancing will be practiced	3 Substantial	2 Unlikely	<b>Moderate</b>	
Normal small group meeting with discussion	person to person transmission of COVID-19	contact details of those present will be submitted to the office	3 Substantial	2 Unlikely	<b>Moderate</b>	
Normal small group meeting with discussion	person to person transmission of COVID-19	Soap and paper towel will be provided	3 Substantial	2 Unlikely	<b>Moderate</b>	
Normal small group meeting with discussion	person to person transmission of COVID-19	Social distancing will be practiced, personal hygiene will be encouraged 2. Correct dilution of concentrate chemical 3. Cleaning procedure	3 Substantial	2 Unlikely	<b>Moderate</b>	
Cleaning of high touch surfaces	Surfaces may have COVID-19, other viruses or harmful contaminants present.	1. Vulnerable people not to clean. 2. Use of gloves. 3. Wash hands and sanitise before gloves are worn and after removal.	3 Substantial	2 Unlikely	<b>Moderate</b>	
Refreshments	transmission of COVID-19	handwashing and sanitiser will be used before and after handling and eating refreshments	3 Substantial	2 Unlikely	<b>Moderate</b>	people may bring their own
Cleaning of surfaces in bathroom	Surfaces may have COVID-19, other viruses or harmful contaminants present.	1. Vulnerable people not to clean. 2. Use of gloves. 3. Wash hands and sanitise before gloves are worn and after removal.	3 Substantial	2 Unlikely	<b>Moderate</b>	
Normal meeting procedures and discussion	Surfaces may have COVID-19, other viruses or harmful	people to disinfect wipe personal property	3 Substantial	2 Unlikely	<b>Moderate</b>	

### Document Revision

Version	Date	Modified By	Approval (Process Owner)	Comments
0.1	20/06/2020	Brian Hoole		Initial Draft
1.0	24/6/20	Brian Hoole		for CC Exec approval