



# Wesley Mission Congregations

## COVIDsafe Training

11 Nov 2021



**Do all the good you can**  
because every life matters



# Training

1. COVIDSafe Guidelines for Congregations
2. Process when someone when we receive a report of a COVID case.



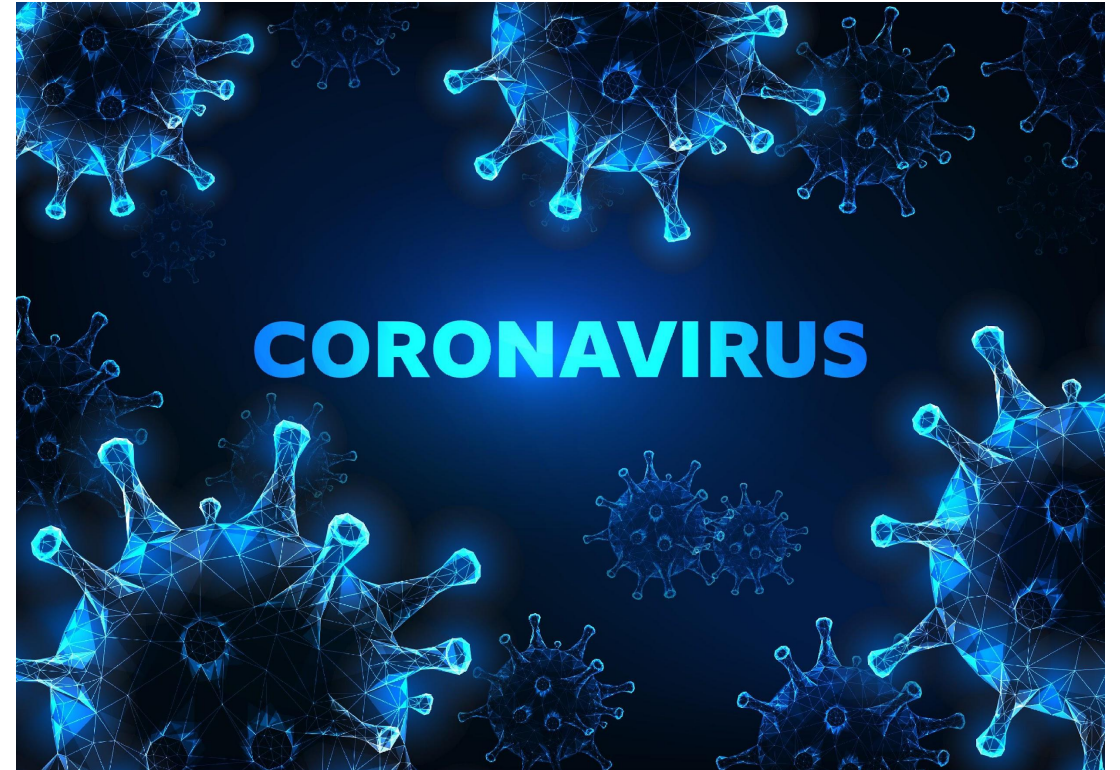


# Section 1

## Key's to Preventing the Spread of COVID-19



# General COVIDSafe Guidelines for All Congregations



**Do all the good you can**  
because every life matters



# 1. Stay home if...

- You have the mildest of symptoms
- People you live with have symptoms
- You are waiting for COVID test results
- You have been in close contact with a known COVID positive case





## 2. Entry into the Wesley Centre

- Only through the front doors on Pitt Street.
- In order to ensure that everyone checks in there will be no entry through the car park lifts until further notice.
- The lifts will be operating between Lower Ground, Ground and Level 3 floors.
- People will be able to validate their own parking tickets at the front door.





## 2. Maintaining Social Distancing

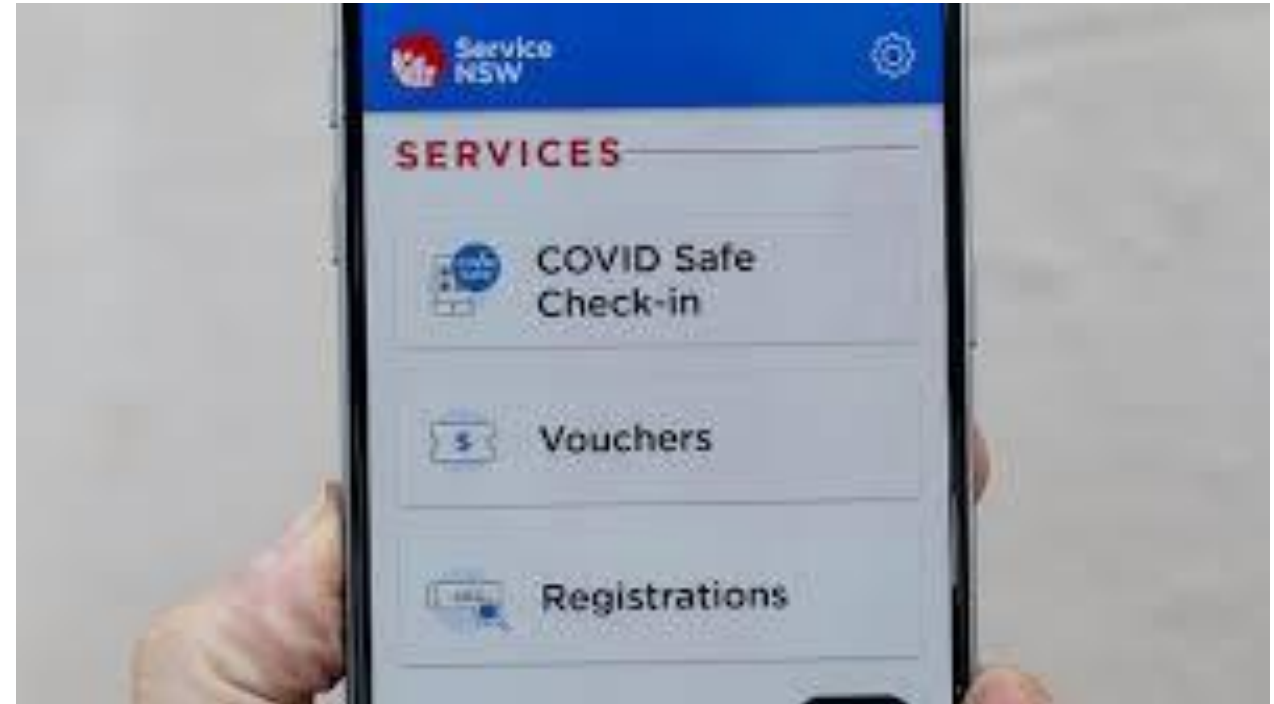
- We are required to maintain a distance of 1.5 meters from others.
- Families and people who share a house can sit together – others must have 1.5 distance between them.
- For other congregations/service locations please check with your pastor.
- There is to be no hand shakes, hugging or kissing.





## 3. Everyone to sign in with Service NSW app

- Before entering the building, every person will need to sign in with the Service NSW app.
- Those who don't have a smart phone will need an usher to sign them in using their smart phone.
- Phones will be checked upon entry of the ministry location e.g. theatre or school hall.







## 4. Ensure good ventilation

- Increase indoor ventilation if possible by opening doors and windows.





## 5. Hand Cleansing

- Hand sanitizers will be made available at all entrances and throughout our ministry centres.
- Ministry leaders are to encourage everyone to wash/sanitize their hands upon entry and regularly as required.





## 6. Cleaning of Surfaces and Equipment

- Clean surfaces before and after use e.g.:
  - mics
  - toys
  - buttons
  - tables
  - pens etc.
- Cleaning performed safely:
  - clean hands before and after
  - dispose of cleaning agents used including gloves.





## 7. Encourage good respiratory etiquette

- Face masks are mandatory for every person over the age of 12 who is able to wear a face mask to do so.
- Facemasks can only be removed by people leading from the front.
- Remind people to sneeze or cough into their elbows or tissues and wash hands immediately following.





## 8. Congregational Singing

- Only vaccinated people will be able to sing with a mask on until NSW reaches 95% vaccination rate.
- Signs will be displayed at the doors advising non-vaccinated people about the restrictions around singing.
- All singers leading from the front must be fully vaccinated and have 1.5 meters spacing between them.





## 9. Signage Display

The following signs are to be displayed near the meeting room:

- COVIDSafe plan
- Number of people that can be in the space – 2sqm
- Safety precautions
- Entry and exits
- Seating signs





## 10. Contactless Communion

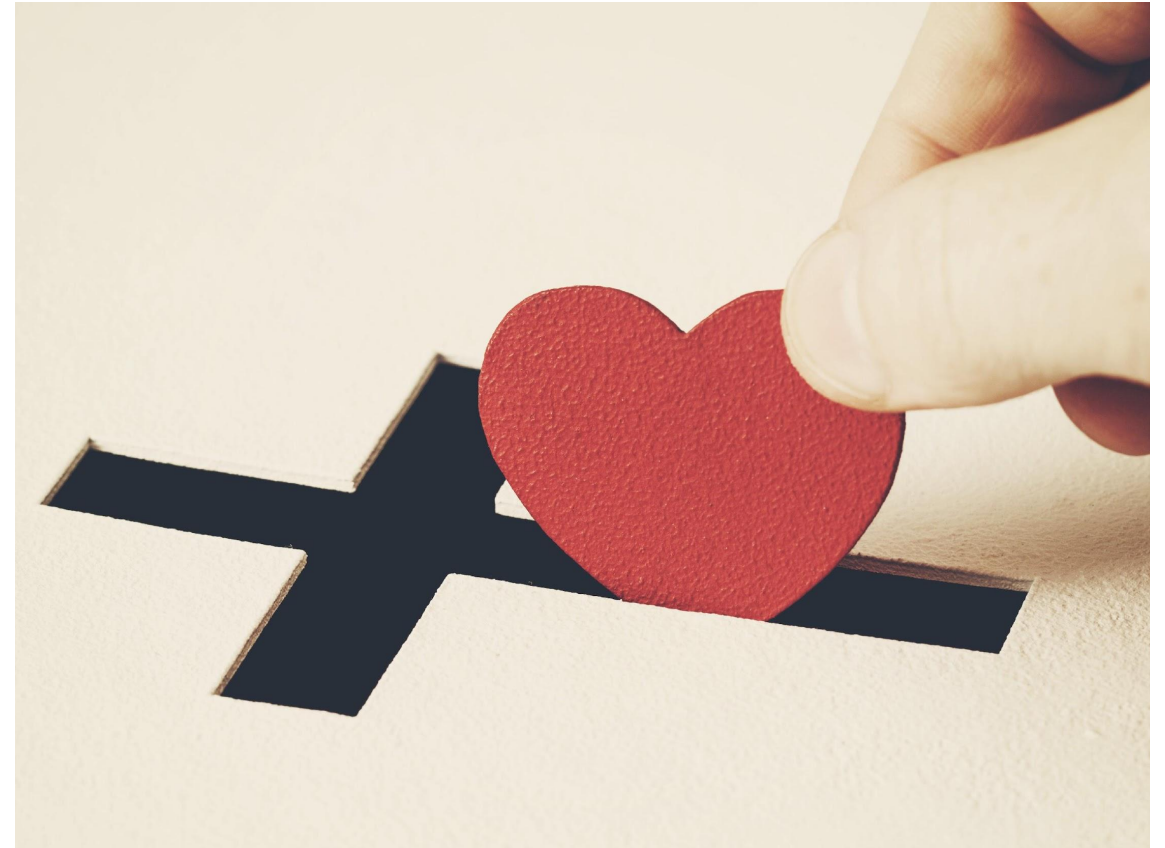
- Individual communion packs will be given to each attendee as they enter the place of worship.
- Tongs will be used to hand out the communion elements
- Everyone will be asked to hold onto the containers and dispose of them following the service.





# 11. Contactless Offering

- Offering boxes will be available as people leave the worship location.

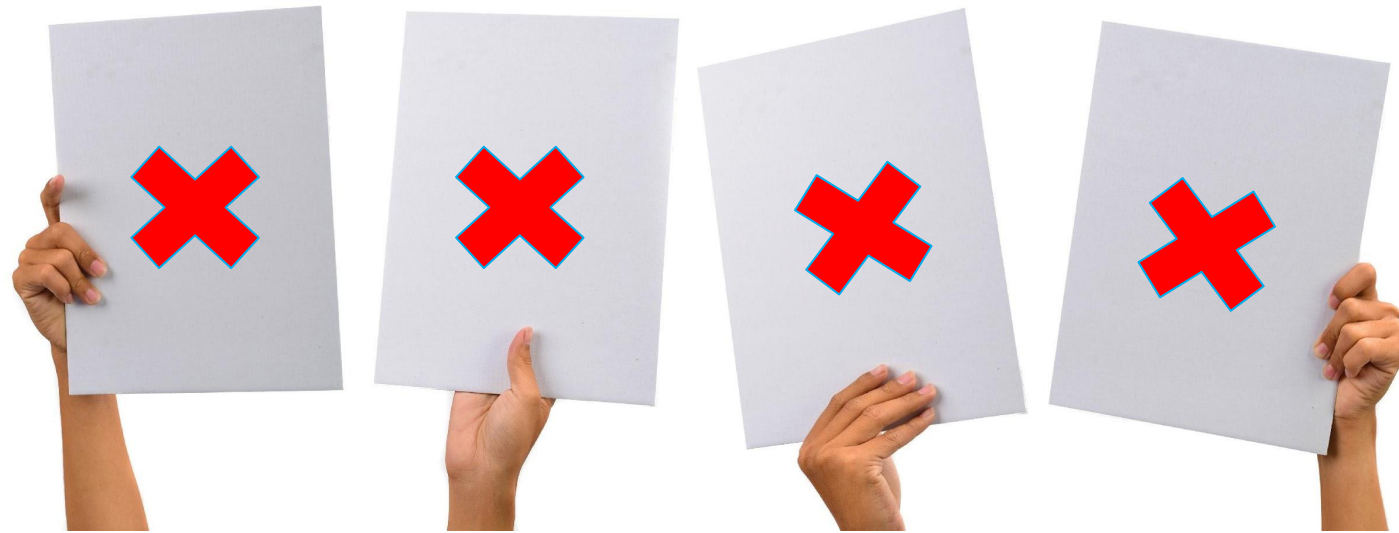






## 12. No printed material

- No printed material will be handed out during or following the service.





# 11. Post-Service Refreshments

- All food must be prepared according to food health standards.
- Food will be served, no self-service. Food handed out or pre-served on places for people to pick up from tables.
- Servers are to use masks, gloves and/or tongs.
- Hand sanitiser provided in morning tea serving areas.
- Tables arranged to allow smooth foot traffic. One point to pick up food, cutlery etc.
- Food served with single use plates and cutlery.





# 11. COVIDSAFE Teams



**COVIDSafe Teams** will be responsible for ensuring that members are kept safe through infection control practices.

Each team will have a **COVIDSafe Team Leader** who will coordinate and oversee team activities.

COVIDSafe team members will be responsible for:

- Ensuring attendees comply with church and government COVIDSafe regulations
- Ensuring attendees sign in using the Service NSW app
- Ensuring that surfaces are cleaned and sanitized regularly
- Providing hand sanitizer
- Assisting with the safe movement of people
- Assisting with contactless distribution of communion elements and collection of offerings
- Providing guidance and direction to attendees



## 14. On-Line Alternatives

- Both the WIC City and Ryde services will be live-streamed at 10:00am so people can watch them while they are occurring and feel part of the family.
- The 10am English On-line service will continue to be available until further notice.





# 15. Small Group Meetings

- Book the meeting through the WCL office and ensure the following:
  - Expected attendance numbers is within capacity limits
  - Room is only on Level 3
- Seating arrangement should keep 1.5m distance between chairs
- People should remain in their seat and minimise movement.
- After the meeting, wipe down any areas touched for the benefit of the next group.
- Avoid share stationery or items, everyone should bring their own pens.
- Face masks mandatory for everyone unless they are exempt
- No singing allowed.



there I Am in the midst



## 16. Children's Ministry



- Minimal mingling between the age groups
- All teachers and helpers are vaccinated and checked by COVID leaders  
Physical distancing not required between kids
- Physical distancing required between adults, teachers, helpers and parents
- Strict hygiene practice enforced by teachers (regularly washing hands, no sharing food or drinks, cough or sneeze into elbow, water consumption through water bottles and cups)
- Face masks will be recommended for primary school, mandatory for high school aged children.
- Only teachers can enter the classroom area
- Parents must check-in their children outside the classroom while keep 1.5m distance from others
- Parents must wait outside the classroom when picking up children, teachers will bring each child out.



## Section 2

What happens if we have a COVID  
Positive Case in a Ministry Setting?



# Should there be a COVID case in a Ministry Setting...

1. Notify your Pastor immediately.
2. Your Pastor or Elder will report and document the incident in the Wesley Mission Critical Incident Reporting.
3. An incident management team will manage the incident by:
  - Identifying close and casual contacts and advise them to isolate immediately
  - Notify any other key stakeholders that could be impacted including congregations, Wesley Conference Centre and Upperroom
  - Initiate deep cleaning
  - Determine and inform stakeholders when the space can be used again.

In short, your role will be to advise your Pastor that there has been a COVID positive case within the ministry setting.