



Wesley Mission Congregations

COVIDsafe Training

4 Nov 2020



Do all the good you can
because every life matters



Why COVIDSafe Training?

- In Scripture, the Church is a gathered people and we are urged not to neglect the “gathering of believers”(Hebrews 10:25). While we can gather on-line and in other ways, there is nothing quite like worshipping God together in the same location at the same time.
- But in the current COVID-19 Pandemic, gathering could result in attendees acquiring the virus which we desperately want to prevent.
- This training serves to help prevent the spread of COVID-19 amongst us. Every precaution we take is an act of care and love toward our brothers and sisters in Christ.



Training in 3 Sections

1. General COVIDSafe Information
2. COVIDSafe Guidelines for Congregations
3. COVIDSafe team processes





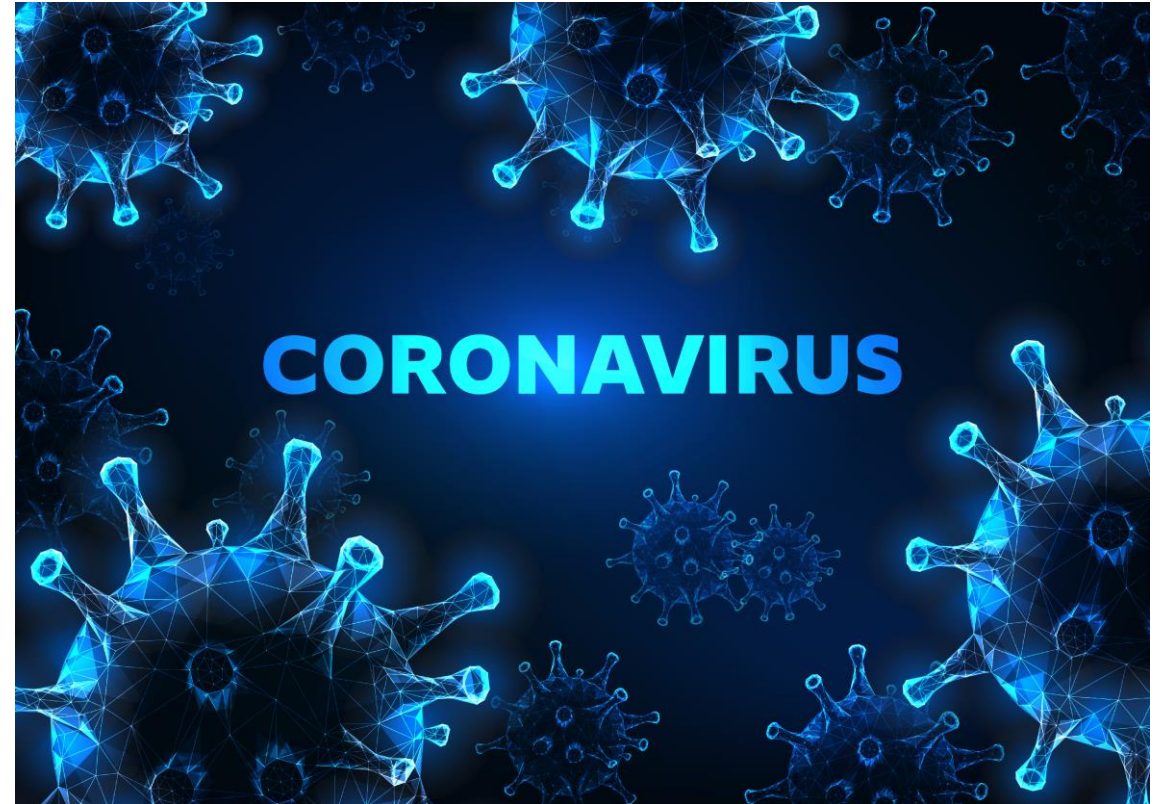
Section 1

General COVIDSafe Information



General COVIDSafe Information

1. COVID-19 virus information
2. How to prevent the spread
3. Hand cleanliness





Section 2

General COVIDSafe Guidelines for All Congregations



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





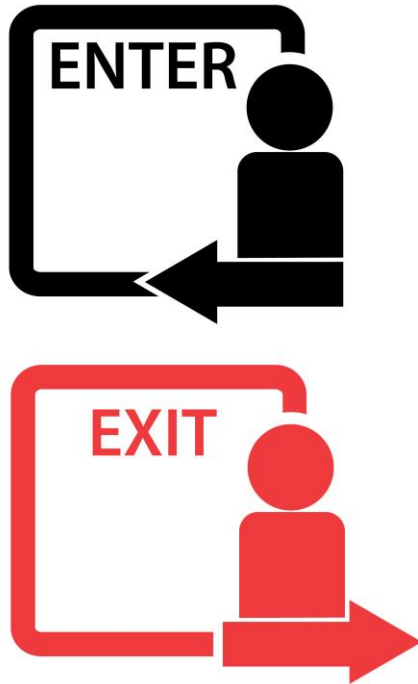
2. Maintaining Social Distancing

- We are required to maintain a distance of 1.5 meters from others.
- This means total number in the hall at Ryde is 57
- This means total number in the Theatre in the City is 196
- For other congregations/service locations please check with your pastor.
- There is to be no hand shakes, hugging or kissing.





3. One way foot traffic flow



- To increase infection control, foot traffic will have to flow in one direction.
- When people are entering a door in one direction, others cannot be walking in the other direction. They must be on another path or enter via another doorway.



4. Each person is only allowed on one floor

- Each person is only allowed on one level e.g. in the Wesley Centre if you attend a service on Lower Ground you are not allowed to access Ground Level.
- Only staff will be allowed to access the WCL Office on Level 3. No volunteers or visitors will be allowed on Sundays.



NO ENTRY



5. Pre-service Registrations

- Everyone intending to attend church on a Sunday (including those serving and volunteering) must register either on-line via or a link or by texting administration staff with details.
- When arriving at church each person will be marked off on a registration list.





6. Cleaning of surfaces and equipment

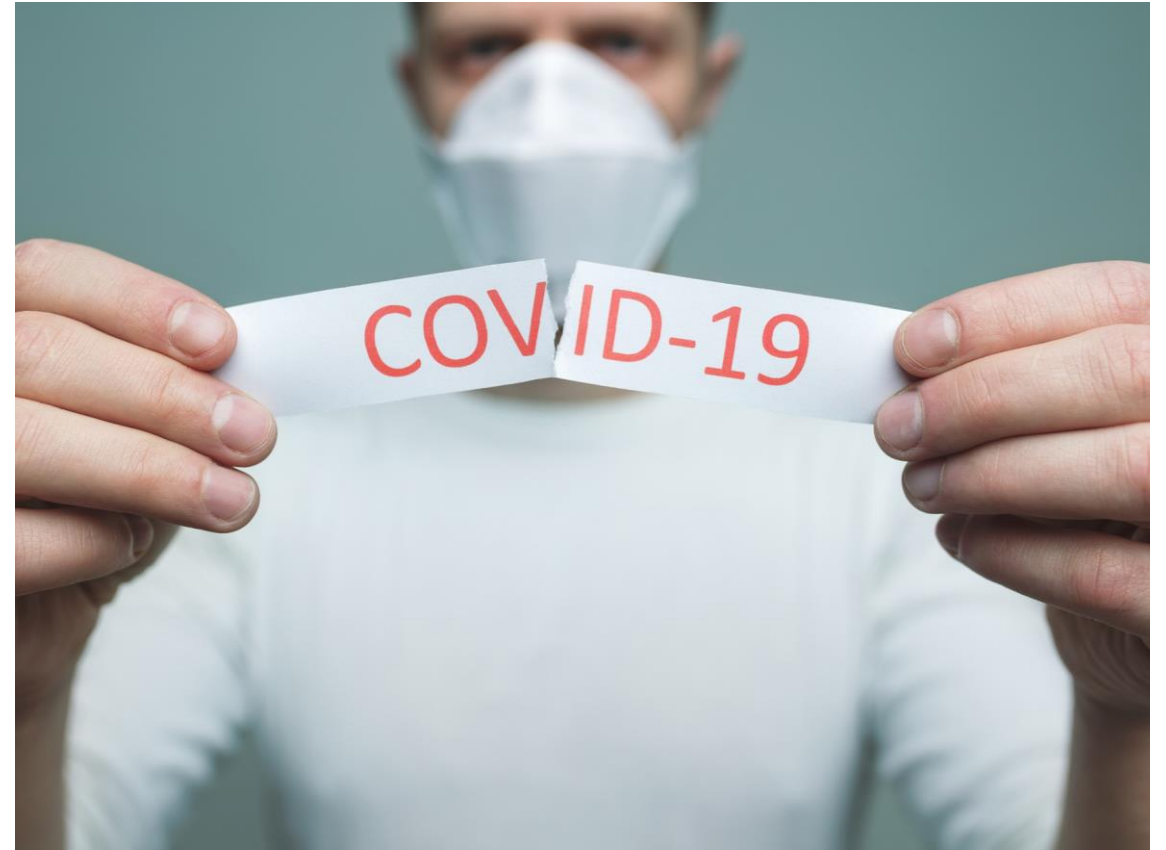
- All surfaces that will be touched by people are to be wiped down with disinfectant wipes prior to service
- Includes, musical and AV equipment, chairs, children's toys, pens etc.
- Surfaces also to be wiped down after use at the end of the service/gathering.





7. Wearing of Masks

- Strongly recommended but not enforced
- People will be encouraged to bring their own masks
- Disposable masks will be provided.





8. Signage Display

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

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





9. No Congregational Singing

- Up to 5 worship leaders are able to sing from the front.
- Unfortunately no-one in the congregational seating area is allowed to sing at all.





10. Shorter Service Times

- Due to the cleaning requirements prior to and following services, the service times will be reduced to a maximum of 1 hour in the City.
- The limited time will also allow for other congregations to safely access the building and have enough time for set up.





11. 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.





12. Contactless Offering

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





13. 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
- Registering attendants
- Ensuring that surfaces are cleaned and sanitized regularly
- Performing temperature checks and 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.
- However, only the message component of the service will be recorded for future access.
- The 10am English On-line service will continue to be available until the end of 2020.





Section 3

COVIDSafe team processes



WIC City COVIDSafe Teams



Team A:

Team Lead: David Ryan

Team Members:

- Beth Ryan
- Therese Goodwin
- Christine Chew
- Maggie Hauw
- Miriam Ho
- Lee Wong
- James Nusa
- Siti Ghanda
- Anne Chow

Team B:

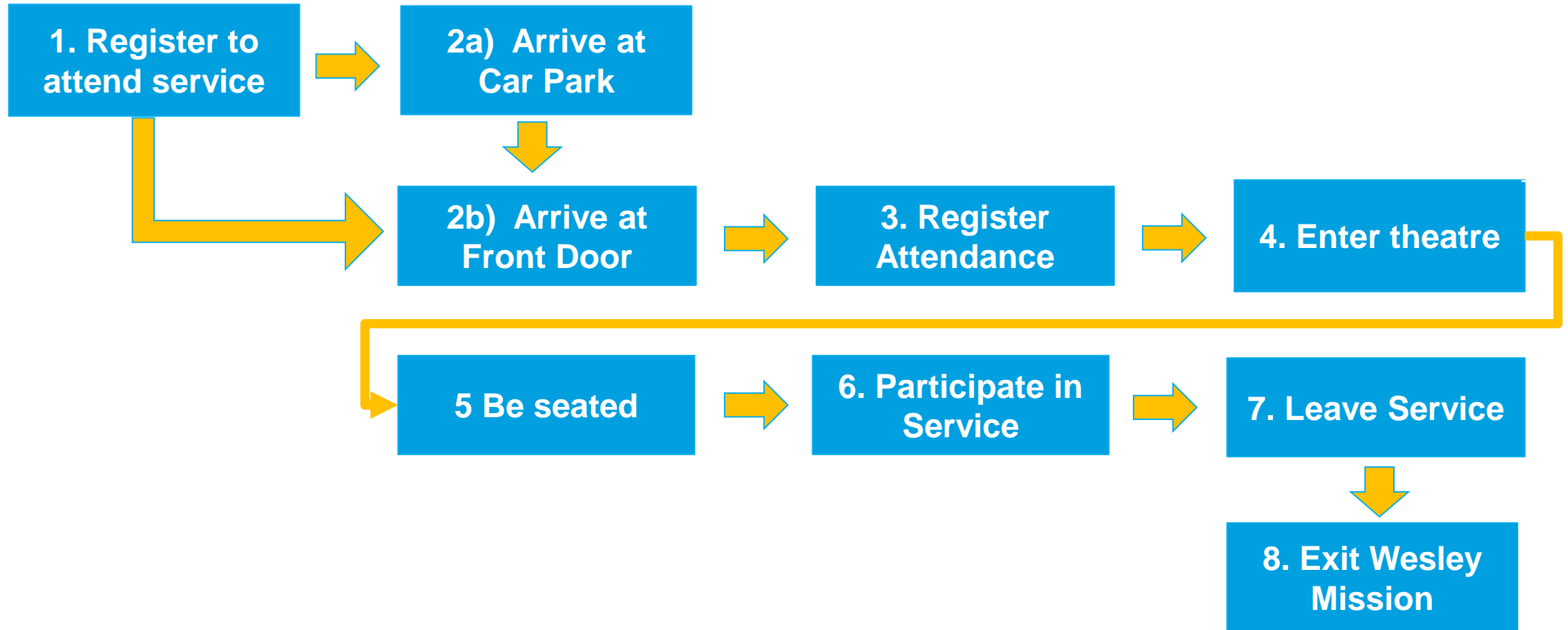
Team Lead: Vivienne Lee

Team Members:

- Tiff Gavel
- Mat Chen
- Irene Yeoh
- George Yeoh
- Christina Wong
- George Caristo
- Myra Khamhing
- Alwin Chong



WIC City – Attendee Experience





1. Register to Attend Service

Attendee

- Registers in Elvanto form via link sent to email or Whatsapp.
- Must do a separate registration for children attending KK
- Must do a separate registration for teens attending DIGJC
- Contact Trudy Leung if you are unable to register on-line:

COVIDSafe Team Member

- Must also register intention to attend as all volunteers are included in the total head count.



2a. Arrive at Car Park

Attendee

- Parks in the Piccadilly car park and is advised to take the Stockland lifts to level 1 and to enter via the Wesley Mission entrance on Pitt Street – left hand door.

COVIDSafe Team Member

- One COVIDSafe Team Member to stand outside level 2 lifts to advise attendees to use the left front door at 220 Pitt Street.



2b. Arrive at front door

Attendee

- Attendee is warmly greeted and receives a squirt of hand sanitizer on hands and a temperature check.
- If attendee is parked is assisted with validation of parking ticket.
- Is advised to proceed down the stairs to the registration desks for the theatre, Kingdom Kids and DIGJC.

COVIDSafe Team Member

- At least three COVIDSafe Team Members are to be located at the entrance.
- Team member to give hand sanitizer and to check temperature.
- If the temperature is too high, or you notice the attendee has COVID-19 symptoms please ask them gently to return home and go for a COVID test. Request assistance from the COVIDSafe Team Leader, if required.



3. Register attendance

Attendee

- Attendee lets the person know at the registration desk on lower ground that they have arrived.
- Attendee lets Kingdom Kids volunteer know of their arrival at a separate registration desk on the lower ground floor if they the child is attending KK.
- Attendee lets DIGJC volunteer know of their arrival at a separate desk on the lower ground floor.

COVIDSafe Team Member

- Marks off the person's attendance on a spreadsheet either via laptop or paper.
- Offers the person a mask if they are not wearing one.
- Directs the attendee towards the theatre.



4. Enter Theatre

Attendee

- Attendee is warmly greeted by COVIDSafe Team Member and is instructed to only sit in marked seats.
- If the attendee is part of a family, they are advised that they can sit together but to leave 2 chairs free on either side of their family.
- On Communion Sundays two COVIDSafe Team Members will be handing out individual communion packs.

COVIDSafe Team Member

- Directs people into the theatre and advises that they are only to sit in marked seats.
- Advises families that they can sit together but must leave at least two seats either side of them.
- On Communion Sunday, uses tongs to hand out communion elements.



5. Be Seated

Attendee

- Finds marked seat to sit on.
- If with family, sits together with two seats on either side of them.

COVIDSafe Team Member

- Ensures people are sitting in the correct place.
- Asks people to move if they are not sitting on the marked spots.



6. Participate in Service

Attendee

- Hears announcements from the front about remaining COVIDSafe and being encouraged to use the COVIDSafe government application.
- Is reminded that they are not allowed to sing even if they are wearing a mask.

COVIDSafe Team Member

- Keeps an eye out that people are seated in the appropriate area
- Requests people to adhere to the no singing rule if they notice that someone may be singing.



7. Leave the Service

Attendee

- Attendees advised that they will be required to leave one row at a time as directed by the COVIDSafe team members.
- Attendees are requested not to linger but to leave the building quickly.
- Attendees reminded about offering boxes as they leave the theatre.
- Back rows will leave first.
- Collect children from KK or DIGJC.

COVIDSafe Team Member

- Directs each row to leave after the other row.
- A couple of team members stand with collection boxes outside the theatre as people are leaving.
- On communion Sundays, a COVIDsafe Team member holds a bin/container for people to drop their used communion containers into.
- COVIDSafe members wearing gloves use disinfectant wipes to clean armrests in the theatre after people have left.



8. Leave Wesley Mission Building

Attendee

- Walks up the stairs in one direction to the front door.
- Leaves the building immediately.
- May chat with others outside of the building in a socially distanced manner.
- KK teacher brings children to just outside the front door so that parents from other congregations can collect their children.

COVIDSafe Team Member

- Encourages people not to linger in the building but to chat outside of the building.
- Ensures that no person goes down the stairs while people are exiting the building.
- One member assists with parking ticket validation.