



27 July 2020

Dear Church Family,

Welcome to issue **#16** of the South Queensland Conference Corporate Crisis Management Team communication.

Church update

It is important for us to note that it is our moral duty to be part of the solution and not a problem when it comes to managing COVID-19 in Australia.

Unfortunately, the latest National news update is that Queensland is threatening to close its border down to NSW again due to 17 new COVID-19 cases overnight in NSW (see [The Sydney Morning Herald](#) news report, released today).

Our churches and ministries in Queensland are urged to take COVID-19 management seriously while we are in the process of re-opening our premises and to be proactive in measures taken to prevent viral contamination and transfer. **Please maintain physical distancing of 1.5m at all times and keep up with hand and personal hygiene.**

Churches are reminded about indemnification. Churches are required to follow current regulations as set out by the Queensland Government and the South Queensland Conference in order to receive indemnification. If churches choose not to follow directions outlined by the South Queensland Conference then indemnification cannot be provided and churches leave themselves personally exposed.

Church COVID-19 Policy and Risk Assessment:

- The Conference Compliance Department has developed a **COVID-19 Policy** for all Churches, Convention Centres, Bookstores and Administration and Resourcing Centre to follow. This will be available on the Safety Management System Website or contact the Compliance Department for a copy.
- **Church Low Risk Or Common Activities Risk Register** is also available on the Safety Management System Website for a church risk assessment on COVID-19.

Church facilities:

- Churches with venues (church & hall) **bigger than 200 square meters** must follow the **one person 4 square meters** rule, and always keep **1.5m distance** when moving around and interacting with other people.
- Churches with venues (church & hall) **less than 200 square meters** must follow the **one person 2 square meters** rule, and always keep **1.5m distance** when moving around and interacting with other people.
- A **maximum total of 50 people** are allowed per venue (church & hall)
- Churches who wish to have a maximum total of 100 people per venue (church & hall) must follow the [COVID Safe Industry Plan for Places of Worship in Queensland](#).
- People from the **same household** should be allowed to sit together and groups of households kept separate.

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Key Public Health Rules to continue:

- If unwell, stay at home
- Physical distancing 1.5 meters between people at all times
- Hand hygiene (washing hands or using alcohol based sanitiser)
- Respiratory hygiene (coughing or sneezing into elbow)
- Tracking, tracing, rapid response (keeping contact details for 56 days for each service)
- Frequent environmental cleaning and disinfection

Church Singing:

- Singing is permitted during services, with the same distancing requirements listed above, based on your venue size.

Church Pre and Post Service Gatherings:

- People may gather before or after a service, however the place of worship will need to ensure that the gatherings are guided by the Industry [COVID Safe Plan](#) and that public health controls are followed

Church Communion Services:

- Churches may conduct communion service avoid direct physical contact where practical. Where this is not practical, limit contact to hands. Ensure participants' hands are washed with hand sanitiser before and after each interaction.
- Consider holding Agape meals (no foot washing)
- All church members to give adequate time for attention to hygiene practices before and after the communion.
- If foot washing, Wash hands after foot washing for 20 seconds and dry thoroughly and follow up with hand sanitiser.
- Pastors and Elders breaking and distributing the emblems (bread and wine) are advised to wash hands as indicated above, use a hand sanitizer and wear gloves.
- Use dispensable communion cups
- Place individual bread pieces in dispensable wraps or cups (i.e. small paper cupcake cups)
- Practice proper disposal of communion cups and use gloves.
- If Pastors, Elders, Deacons or Deaconesses are suffering from a cold or flu symptoms, they should not be serving communion.

Church Shared Luncheons / Potluck lunches:

- These are prohibited.
- Church members wishing to stay together for lunch, must bring their own packed lunch boxes/family picnic boxes and eat only their own lunch. Under no circumstances should lunches and drinks be shared between individuals of different households. Lunches can be eaten in the church hall or in the park, however disposable cutlery should be used. Church kitchens are to remain closed. Clean and disinfect tables after use.

Church Record of Attendance:

- All persons attending Board meetings, business meetings, any programs, activities or events during the week and church service must be recorded. The following information is required

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- Date
- Full Name
- Address
- Contact number and Email address
- Consider using online free booking system (<https://www.trybooking.com/event-ticketing>)

Children's Sabbath Schools and Adventurer or Pathfinder Activities:

- Sabbath Schools and other children's programs run under the same requirements as Adults
 - 1.5m physical distancing at all times
 - Physical distancing 1.5meters between people at all times
 - Hand hygiene (washing hands or using alcohol based sanitiser)
 - Respiratory hygiene (coughing or sneezing into elbow)
 - Tracking, tracing, rapid response (keeping contact details for 56 days for each service)
 - Frequent environmental cleaning and disinfection
- All South Queensland Conference and AdSafe policy, procedures and guidelines apply
- **Note:** the Church environment is not the same as the School Environment and therefore cannot be treated the same way.

Weddings & Funerals:

- A maximum of 100 people depending on the size of the venue – 1 person per 2 square metres, up to 50 people for venues or spaces of 200 square metres or less, and no more than 1 person per 4 square metres for venues or spaces of more than 200 square metres.
- No buffet meals allowed
- No shared food or drinks to be served

Please see Queensland Government [Fact Sheet for Places of Worship](#)

Church facility cleaning:

Church facilities must be cleaned on a regular basis (before and after service, and during services)

1. The following **checklists** may be used to support churches:
 - a. Cleaning [checklist](#)
 - b. Physical distancing [checklist](#)
 - c. Information on [How to clean and disinfect](#) your workplace - COVID-19
 - d. Health, hygiene & facilities [checklist](#) - COVID-19:

Tithes and Offerings:

Currently, churches are encouraged to give via the flexible tithe and offerings as outlined:

- Access to Electronic Giving (e-giving) via the internet website
- Access to e-giving by the new APP that can be easily downloaded to your mobile phone and/or ipad
- Details on Manal Credit Card Sheet that can be completed and emailed to us

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to allow for giving via credit or debit cards

- Access to Phone Service, should you wish to phone your credit card details through for our staff to assist you in your tithes and offerings
- Details for Direct Bank Transfers to our Conference bank account, should you prefer to give in this way
- Details on a personal Deposit system, available here at our Administration and Resourcing Centre (Spring Hill)
- Details on Mail Delivery for giving donations

For churches who wish to take up tithes and offerings at church, place offering boxes or baskets in convenient places, so members can leave their offerings without handling an offering bag that others have handled.

Treasurers who are counting and handling cash must wash their hands thoroughly after contact with cash.

General Precautionary Standards apply at all times, which include:

- washing your hands often and thoroughly with regular soap and water for at least 20 seconds
- using a tissue to cover your mouth or cough and sneeze into your elbow
- avoiding close contact with others, such as touching and shaking hands
- Discard used tissues in a bin or bag immediately and wash your hands immediately
- Don't touch your eyes, nose, or mouth with unwashed hands
- Frequently clean and disinfect regularly used surfaces and public areas, such as hand rails, door handles and benches
- Maintain social distance at all times with a distance of at least 1.5 meters between yourself and the next person (for public interactions)
- Stay home, self-quarantine and call your doctor if you feel unwell

Private Home Gatherings:

- Home owners hosting gathering are expected to ensure homes are cleaned and sanitized
- Maximum of 100 family and friends allowed
- Household members and visitors are to:
 - confirm if they are healthy and no fever
 - maintain 1.5m social distancing
 - follow general precautionary standards listed above

Church service live-streaming and recording:

- Follow **SQC230.002.ADM - Church Low Risk Or Common Activities Risk Register** at all times
- Follow social distancing practice by keeping 1.5m – 2m distance at all times
- Follow General Precautionary Standards listed above
- Frequently clean and disinfect regularly used surfaces and public areas, such as hand rails, door handles and benches
- If hand sanitizers (hand gels or sprays) are not available then wash your hands every 20 minutes (take a break)

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- Clean or sanitize any equipment, tools or stationary that is shared between people using sanitizing (alcohol) wipes. Cleaning and sanitizing must be done each time before a new person uses these items:
 - Microphones
 - Headsets/ head pieces/ ear pieces
 - Pens, clip boards, folders
 - Electronic screens, mobile phones, ipads or anything similar
 - Other electronic equipment that may be used
 - Sanitize (with spray and wipe bottle or wet wipes) shared surfaces. Cleaning and sanitizing must be done each time before a new person touches or uses these items:
 - Tables and or benches
 - Chairs
 - Hand rails and door knobs

Convention Centers / Camp sites

The centers are open for Family camping, Caravan and Accommodation options following State Government Guidelines.

ABC Bookstores

ABC book centers are open. All customers are expected to sanitise their hands prior to entering the stores and follow 1.5m social distancing rules with limited number of customers permitted in store.

Coronavirus cases update

As of today, Queensland's total confirmed cases of Coronavirus is 1,076, an increase by 9 since our last cases update. Currently, Queensland has 5 active cases, 40 community transmissions, 2 hospitalizations, 0 in ICU and 6 deaths.

Resource: <https://www.covidlive.com.au/state/qld>

Schools update

Schools are fully opened with all students back in their classrooms and measures in place. Seventh-day Adventist Schools continue to release statements to parents informing them of any updates and changes.

Aged Care update

Adventist Retirement Plus sites are open to visitors on a booking basis and for those who can present with an up to date flu vaccination certificate. Under 16 year olds are allowed to visit on site. Resident can visit family homes without vaccination requirements.

Church members may access regular updates and latest communication from Aged Care CEO, Eric Anderson via the following link: <https://www.arplus.org.au/news/>

Conclusion

We want to thank and affirm our Pastoral Team and their families for their ongoing work and support that they provide to church members and church ministry. We pray for God's peace and blessing upon you and all that you do during this challenging time.

Our staff remain committed to and work tirelessly in ensuring that our church members

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are connected, cared for and spiritually supported. We continue to play our parts in minimizing the risk of spreading COVID-19 and preventing a second wave from occurring. We keep our Nation and church community in daily prayer. Thank you for your co-operation and understanding, and for taking note of this update.

Yours sincerely
SQC Crisis Management Team

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