



Our Lady of Fatima Church

COVID-19 SAFETY MANAGEMENT PLAN

28th May 2020

Rev_1

Our Lady of Fatima Church COVID-19 SAFETY MANAGEMENT PLAN

Revision History

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1. INTRODUCTION

1.1 Overview

This Safety Management Plan has been put in place to allow the safe reopening and return to celebrate Mass at Our Lady of Fatima Church and to mitigate the risks of COVID-19 following Phase 1 COVID-19 restrictions from 18 May 2020.

This Safety Management Plan explains how Our Lady of Fatima Parish will take steps to implement the requirements and advice of the Government of West Australia COVID Safety Guidelines in our church.

This document has been written to manage Phase 2 restrictions effective from 18 May 2020.

1.2 Objectives

The Safety Management Plan was also put in place with the following objectives:

- Enable 20 parishioners to participate in Mass in a safe and healthy way, following Federal and State Government regulations.
- Ensuring the ongoing good health and safety of our Parishioners and their families; Father Francis, the community in which we are in reach within the Archdiocese of Perth and State of Western Australia.
- Providing connection and community amongst our parish so that our members can feel connected, loved and support.
- Provide a safe place of worship for our parish and community to connect with God.
- Celebrate Holy Mass as a community so that people can fulfil their liturgical and Eucharistic needs.

In order to build these instructions, the following were taken into consideration

- Government regulations; CoVid-19 information
- Information received from the Archdiocese of Perth
- Health and Hygiene matters
- Cleaning requirements
- Social distancing requirements
- Measures to keep Father Francis healthy and safe

- Measures to keep Parishioners participating in Mass inside the Church healthy and safe
- To enable Mass to be ministered and participated in a health and safe way – what would we see; what would we hear; how will you feel?
- What is fair and equitable regarding access to Mass (physical presence) i.e. limited to 20 attendees
- Acknowledging Mass online is still an option for Parishioners; encourage to partake by this means until Government advice that numbers at gatherings increases.

1.3 Safety Planning and Pathway

All businesses need to do their part to comply with the Government of Western Australia COVID safety requirements and help mitigate the risks of COVID-19.

COVID Safety Plans are an important part of ensuring that re-opening businesses does not increase the risk of spreading COVID-19. Failure to complete a COVID Safety Plan may mean your business is putting the community at risk. Authorised officers under the Emergency Management Act have the power to close premises and businesses that put the community at risk in this way.

It is anticipated that the Western Australian Government will progress from Phase 2 to Phase 3 and Phase 4 in the coming weeks and months. These changes will provide additional scope for a revision of the directives which have been applied to the Archdiocese of Perth. Subsequent guidelines relevant to the Archdiocese of Perth will be issued accordingly to reflect the Western Australia Government's implementation of Phase 3 and Phase 4.

2. SAFETY MANAGEMENT PLAN

2.1 About COVID-19

COVID-19 is spread from person-to-person through close contact and droplets including:

- Direct contact with infected people;
- Contact with droplets from an infected person's cough or sneeze; and
- Touching contaminated objects or surfaces (like doorknobs or tables), and then touching your mouth or face.

The most effective measures to prevent the spread of coronavirus are good hygiene practices, additional sanitisation regimes and social distancing.

As COVID-19 is spread person-to-person through coughing, sneezing, touching contaminated surfaces, and close contact with infected individuals, there is a need for businesses to remain vigilant with cleaning and sanitising regimes and taking extra care with maintaining and promoting hygiene practices throughout business operations.

The most effective measures are good hygiene practices, additional sanitisation regimes, social distancing and keeping away from others if unwell.

Source: Government of Western Australia COVID Safety Guidelines, Phase 2, Version 1.0 18 May 2020

2.2 Physical and Social Distancing

Social distancing (also known as physical distancing) is one of the most effective methods of reducing the spread of viruses. The more space between people the harder it is for the virus to spread. Social distancing will be used in the church to minimise the risk of transmission. If a person in the congregation is found to be positive for COVID-19, the risk of transmission to the rest of the congregation is minimised if the church has been practising social distancing.

Parishioners are encouraged to continue with online Mass attendance, if they have access, for the short-term, until restrictions are relaxed with larger numbers for gatherings. This has been communicated in the bulletin via post, email and social media on the Parish Facebook page.

Indoor religious services are permitted at Our Lady of Fatima church with a limit of twenty (20) attendees in the congregation. An additional ten (10) people who are required to conduct the religious service or to broadcast the service may be present. Additional participants are to be restricted to as few as possible.

The limit of 20 people has been communicated in the bulletin via post, email and social media on the Parish Facebook page. The maximum number of people that can be present at any one time is displayed on the entrance door to clearly advise visitors on the number of people that can safely be in the church at any one time to allow for physical distancing.

Social distancing of one (1) person per four (4) square metres must be observed inside and outside the church with a physical distance of 1.5 meters between people who are not from the same household.

The church has a floor area of 357 square meters. When the church is occupied by 20 attendees plus 10 assistants required to conduct the service, there is on average 11 square meters per person.

Seating in the Church: Social distancing of one (1) person per four (4) square metres must be observed inside the church.

Selected pews (every 2nd pew) is allocated for seating. The church pews have been clearly marked with signage to assist in maintaining a physical distance of 1.5 meters between people who are not from the same household.

Queues will be avoided as much as practicable. The church foyer has been marked on the floor to indicate 1.5m spacing between people queuing for entry to the church and for people waiting outside the church for Mass to show people where they should stand.

Inside the church there are arrows to direct the flow of people into the church and out of the church to assist maintaining physical distancing.

A (1) nominated person will be present to act as a Greeter for each Mass. The Greeter will be responsible for ensuring that the name and contact details of every person who enters the church is recorded as per government directives. **No record** is to be made of the reason why the person has attended the church. The Greeter will also ensure no more than 20 persons are admitted to the church at one time.

One (1) Usher and one (1) Assistant may be nominated to assist the Greeter.

The Greeter, Usher and Assistant will remind parishioners and the faithful to maintain social distancing when they are entering the church for Mass and guide them in the correct way to enter and exit the church as well as provide other information on the changes from regular Mass services. They will also help recording of information of the Parishioners who arrive, but are not admitted past the first 20.

The following modifications will be made to the Mass service to ensure physical distancing:

- The Reader will be a volunteer, who will read the First reading, Psalm and Second reading from their own Missal, from their seat (loudly, as no microphone will be provided).

- The Sign of Peace is to be given without physical contact. Parishioners are encouraged to bow or wave to each other.
- Holy Communion will be administered in a modified way aiming to preserve the sacredness of the Eucharist while maintaining physical distancing and hygiene standards. Directions on how Holy Communion is to be administered will be communicated during the Mass and this may change service to service based on learnings and feedback from Parishioners.
- A physical distance of 1.5 meters between people in the Communion Procession is to be observed. Ushers may be utilised to facilitate the movement of people at the time Communion is distributed.
- Collections are not to be taken up during the Mass. Boxes or containers will be available for offerings at the entrance to the church or wherever is decided to be appropriate.
- If live music is used it is recommended that there be only one musician and one cantor; a physical distance of 1.5 meters per person must be observed.
- Parishioners are urged to observe social distancing requirements at all times. Father Francis may or may not be available for interactions after Mass.
- At the end of Mass Parishioners will follow the arrows outside of the church, maintaining social distance, and exiting through the open doors, designated 'exit'.

2.3 Hygiene

Increased cleaning and sanitation regime

It is important to ensure thorough and regular cleaning of common contact surfaces, 'high touch' items and shared amenities, such as pews, handles, taps and toilets.

Parishioners are encouraged to continue with online Mass attendance, if they have access, for the short-term, until restrictions are relaxed with larger numbers for gatherings. This has been communicated in the bulletin via post, email and social media on the Parish Facebook page.

Persons who feel unwell, who have flu/respiratory symptoms, elevated body temperatures or who have been in contact in the previous fourteen (14) days with persons suspected to have, or who have been diagnosed with COVID-19, are **not permitted** to enter the church.

The Church has been fumigated on Wednesday, 20th May 2020.

Entry is restricted to anyone who has no essential service to perform in the Church.

A plan has been put in place to sanitise the church between the celebration of Masses; to take place immediately after the completion of each service. Cleaning products are available and kept on site.

Cleaning materials will be as per WorkSafe website recommendations – detergents with warm water; or detergents such as Pine O Clean that cleans and disinfects (Hospital Grade Disinfection)

Pews, seats, seatbacks, top rail and kneelers are to be wiped down and sanitised after each Mass. The pulpit, lectern, credence table, ministers' seats – and anything handled by multiple people is to be wiped down and sanitised after each Mass.

Sacristies, toilets/bathrooms and all other communal areas are to be cleaned, wiped down and sanitised regularly.

Records of cleaning are to be kept. A register containing the date, time and areas of the church that have been cleaned will be kept in the church as evidence of regular cleaning having taken place. This record is to be maintained on a daily basis.

Hand sanitiser is available at the entrance to the church and visitors are encouraged to use it prior to entry.

Parishioners are recommended to bring their own hand sanitiser and those who wish to wear masks when attending Mass are encouraged to do so. This has been communicated in the bulletin via post, email and social media on the Parish Facebook page

Inside the church there are arrows to direct the flow of people into the church and out of the church to help minimise congestion.

All windows to be opened to facilitate air-flow.

Holy Water fonts/stoups are to remain empty.

Parish newsletters or bulletins are not to be re-used. Sufficient copies will be made to ensure that people get copies, but then they must either take them home or dispose of them.

Hymnals or shared copies of texts are not to be used.

The Reader will be a volunteer, who will read the First reading, Psalm and Second reading from their own Missal, from their seat (loudly, as no microphone will be provided).

Offertory gifts are to be in closed vessels or, where this is not possible, vessels should be appropriately covered.

Offertory processions and Gospel processions are to be omitted.

The Sign of Peace is to be given without physical contact. Parishioners are encouraged to bow or wave to each other.

Collections are not to be taken up during the Mass. Boxes or containers will be available for offerings at the entrance to the church or wherever is decided to be appropriate.

After handling money, parishioners and assistants are encouraged to wash hands with soap and water, or an alcohol-based hand sanitiser is to be used.

Holy Communion

Holy Communion will be administered in a modified way aiming to preserve the sacredness of the Eucharist while maintaining physical distancing and hygiene standards. It is anticipated that the distribution of Holy Communion will be reviewed regularly and may change service to service based on learnings and feedback from Parishioners. Directions on how Holy Communion is to be administered will be communicated during the service.

The distribution of Holy Communion will be done in line with the following guidelines:

- In view of the now long-standing practice of receiving Holy Communion in the hand, all Catholics receiving Holy Communion at Masses celebrated in the Ordinary Form of the Roman Rite are very strongly encouraged, out of concern for the health of others including the celebrant and other ministers, to refrain from receiving Holy Communion on the tongue until the crisis of the COVID-19 pandemic has passed.
- The Precious Blood is not to be shared from the chalice at any Masses and is reserved to the celebrant only. The celebrant and concelebrants are to receive from the chalice by intinction.
- The celebrants and Extraordinary Ministers of Holy Communion are to wash their hands in soap and water, or are to use an alcohol-based hand sanitiser both immediately before and immediately after the distribution of Holy Communion.
- All sacred vessels are to be thoroughly washed before and after each Mass.
- If paper plates are to be used in the distribution of Holy Communion a bin is to be placed in the foyer, near the exit, for disposal of paper plates.

2.4 Training and Communication

There is a small team of volunteers to help manage the controls put in place for the COVID-19 Safety Management Plan.

Every member of the team has contributed to developing this plan, and, therefore, is familiar with it.

The Parish Pastoral Council Team aims to regularly communicate restrictions, policies and procedures via hard copy notices around the venue, distributing the bulletin by post and email, through social media and via briefings before and during Masses.

This Safety Management Plan document is our primary document that will be used to ensure all volunteers helping to manage Masses and other services clearly understand the controls in place to keep everyone safe from COVID-19. This document will be reviewed and revised regularly.

2.5 Response Planning

The following measures are important to minimise further risk and assist in managing the public health response if someone with possible COVID-19 infection enters the church. All public health advice and instructions must be followed in the event of a confirmed case.

Maintain attendance records

It is a requirement for businesses to maintain attendance records of patrons. This will assist Public Health with contact tracing in the event of a positive COVID-19 case at our church.

The name and contact details of every person who enters the church for any reason is to be recorded for contact tracing. **No record** is to be made of the reason why the person has attended the church. Records of the attendance register will be retained by the Parish office.

Responding to a COVID-19 incident

If you are aware that someone with a case of COVID-19 has been in the church, ring the COVID-19 Public Hotline 24/7 on 1800 020 080 and follow the advice of health officials.

If someone is confirmed as having COVID-19 or is getting tested for COVID-19, they should already be at home. However, there may be circumstances where a person in the church is displaying COVID-like symptoms or shares information (e.g. they have been in close contact with someone that has the virus) that causes you to have reasonable concerns about their health and the health of others in the church.

The person could be staff, a volunteer, parishioner or other visitor to your premises. Where this occurs:

1. Keep others away from the person

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, you must take steps to prevent the person from potentially spreading the virus by keeping others away from the person. The measures must be reasonable.

2. Seek advice and assess the risks

To determine if it is reasonable to suspect the person may have COVID-19, talk to the person about your concerns and seek government health advice by ringing the COVID-19 Public Hotline 24/7 on 1800 020 080.

3. Transport

Ensure the person has safe transport home, to a location they can isolate, or to a medical facility if necessary.

4. Clean and disinfect

All public health advice is to be followed about closing off affected areas and prevent access until they have been cleaned and disinfected. Open outside doors and windows if possible to increase air flow.

The Church will be cleared and re-fumigated or disinfected by some other method.

5. Assisting public health to identify close contacts

Notify the state public health unit by contacting the COVID-19 Public Hotline 24/7 on 1800 020 080. The state public health unit may ask for attendance records to identify close contacts of a confirmed COVID-19 case so that they can contact them and provide them with instructions, for example, in relation to quarantine requirements. Public health officers have a range of powers to require us to provide information including personal information. In the meantime, for the purposes of undertaking a workplace risk assessment and to assist the WA public health unit, consider who the affected person may have had recent close contact with.

The Perth Catholic Archdiocese should also be notified of this development.

Review risk assessment

If there is concern about the risk of anyone being exposed to the virus at the church, a risk assessment should be carried out with reference to the latest information available. The Parish Council is responsible for developing prevention and control strategies appropriate to the church, and ensure that all people hosting and organising services at the church are aware of and follow these strategies, as laid out in this document.

The Parish Council will regularly review this COVID-19 Safety Management Plan, and assess and decide whether any changes or additional control measures are required.

3. FORMAT AND PREPARATION FOR MASS

This section captures the detailed actions required and planned steps to be followed to celebrate Mass at Our Lady of Fatima church in accordance with the guidelines set out in section 2 of this Safety Management Plan. These steps were documented prior to the first trial mass on Sunday 24th May 2020 and will be reviewed and revised as required.

3.1 Pre-Mass Preparation

- The church will be fumigated and cleaned on Wednesday 20th May, and then will remain closed until Sunday morning.
- Selected pews (every 2nd pew) will be allocated for seating. A + (cross) will be placed on the seats allocated for parishioners, observing social distancing measure of 2 metres apart.
- Place communication about the Return to Mass instructions on the Front Windows and Display boxes on the Church porch.
- Leading into the church, there will be markers 2 metres apart from the carpark to the foyer, and driveway entrance to the foyer.
- Inside the church, there will be arrows (→) from the foyer to the pews and arrows leading out (←).
- All windows to be opened to facilitate air-flow regulations regardless of weather.
- Government Register set-up in the foyer for recording of each Parishioner's name on entry.
- 2 large hand sanitizers in the foyer.
- Unconsecrated Hosts on paper plates will be prepared by Father Francis, these will be consecrated during Mass, for Parishioners to collect from a table before the Altar, to partake in Holy Communion. Parishioners who are unable to walk up to the table in front of the Altar to collect and partake in Holy Communion, will be brought Holy Communion to their seat.
- A bin to be placed in the foyer, near the exit, for disposal of paper plates.
- A second register to collect names of Parishioners who arrived after the first 20 were admitted to Mass.
- Parishioners to arrive at 9.30am, to enable admittance process, and be seated and ready for the 9.45am Mass. As the number of Masses increase, Parishioners will be encourage to arrive 15 minutes before each Mass to allow time for signing in.

- Parishioners are advised to not attend Mass if they feel unwell, have a temperature, or have flu/like symptoms.
- Parishioners are recommended to bring their own hand sanitizer, and wear a Mask (if they wish).
- Parishioners will be greeted by a Greeter (1); Usher (1) and there will be an additional Assistant (1) to help conversations/recording of information of the Parishioners who arrive, but are not admitted past the first 20. These Parishioners details will be collected, and in the event that we establish a rostering system, will be contacted and given priority, if feasible.

3.2 During Mass

- Father Francis will conduct the Mass at 9.45am. Mass will be for a duration of 30-45 minutes. Where there are more Masses required, there will be Masses offered on the hour. This will allow time for cleaning between Masses.
- The Reader will be a volunteer, who will read the First reading, Psalm and Second reading from their own Missal, from their seat (loudly, as no microphone will be provided).
- At the 'Sign of Peace' – parishioners are can bow or wave to each other.
- Holy Communion – the Hosts will be consecrated during the Eucharistic Prayers (Parishioners to hold up on the paper plate, whilst Parishioners remain in their designated seat). Parishioners will give themselves Holy Communion at their seat.

3.3 After Mass

- Parishioners will exit the Church following the Closing Prayers, at the end of Mass.
- Cleaning of the church will commence immediately after (each) Mass.
- On way out of the Church, parishioners will need to place their paper plate in the bin provided.
- Follow the arrows outside of the church, maintaining social distance, and exiting through the open doors, designated 'exit'.
- Please observe social distancing requirements at all times. Father may or may not be available for interactions.

3.4 Cleaning of the Church

- Cleaning team to commence cleaning the church immediately following (each) Mass.

- Cleaning of each pew and the Altar with soap and warm water; door handles; Altar and Sacristy; dispose of paper plates.
- Cleaning materials as per WorkSafe website recommend – detergents with warm water; or detergents such as Pine O Clean that cleans and disinfects (Hospital Grade Disinfection).

3.5 Roles and Responsibilities

Role	Pre-Mass	During	After Mass
Celebrant(Fr Francis)	<ul style="list-style-type: none"> - Prepares Mass - Altar - Places Unconsecrated Hosts on paper plates - Open all church windows - Place notice about Mass on the front windows/display boxes in front of the church 	Conducts Mass from the Altar	Lock the church after cleaning completed
Greeter 1 (Volunteer) Resources – a pen; sanitizer; wipes	<ul style="list-style-type: none"> - Welcome parishioners - Write names in the attendance register - Record names/details of parishioners who did not make it in the first 20 	Attends Mass	<ul style="list-style-type: none"> - Assists directing parishioners through the exit, if required - Places Government register in the Sacristy - Provides list of those who wished to attend, but were outside the first 20 to Father Francis.
Usher 1 (Volunteer from Parish Council) Resources – a pen; sanitizer; wipes	<ul style="list-style-type: none"> - Provide parishioners with Unconsecrated Host - Guide parishioners to their seats - Assist Greeter with recording of names/details of parishioners who did not make it within the first 20 attendees 	Attends Mass	<ul style="list-style-type: none"> - Assists directing Parishioners through the exit, if required

Role	Pre-Mass	During	After Mass
Assistant (1)	Assist Greeter with the advice, conversation and recording of Parishioners names who do not make the first 20 admitted.		
Markers/Guideposts (Volunteer) Resources – Masking tape	Prepares the markers for - Entry (→) 2 metres apart - Exit (←) 2 metres apart - On seats (+ Cross) 2 metres apart - Entry doors - Exit doors		
Cleaning team (Volunteers x3) Resources – soap, detergent; warm water; sponges; cloths; garbage bags			- Clean every pew with soap and warm water; Clean the door handles; Clean the Altar; Clean the Sacristy; Bathroom - Dispose of the paper plates - Close the church windows
Video/Camera operator (1-2)		Film Mass	- Provide to Media team for upload to Facebook/Website
Media team	Assist with communication of the Return to Mass Instructions via the Bulletin and Facebook Page		- Upload of Video (if Mass is filmed) to Facebook

3.6 Run sheet for Example Mass Schedule

9.30am – 9.45am

- Parishioners arrive; with hand sanitizer and face mask (if they wish to wear one)
- Greeter writes Parishioners name into the Government Register

- Usher guides Parishioner to their seat
- Greeter & Usher & Assistant record names/contact details of any Parishioners who did not make the first 20. Contact will be made with these people regarding our next steps.

9.45 am – 10.15am

- Father Francis conducts Mass
- Volunteer reader – reads from their own Missal, and from the seat
- Consecration of Hosts during Eucharistic Prayers – Parishioners holding up the hosts from their seat
- Sign of Peace – a bow or wave
- Holy Communion – Parishioners collect Holy Communion from a table in front of the Altar, and give themselves Holy Communion at their seat. Parishioners who are unable to walk up to the Altar to collect Holy Communion will be brought Holy Communion to their seat.
- After the Closing Prayer – Parishioners leave the Church, disposing of the paper plate in the bin provided; observing social distancing requirements as they walk through the exit and beyond

10.30am-10.45am

Cleaning team commence cleaning of the Church; Altar; Sacristy; all pews; all door handles; bathroom.

4. KEY CONTACTS

- 13COVID: For information about coronavirus measures and restrictions, and what they mean for you.
- COVID-19 Public Hotline 24/7: 1800 020 080: If you suspect you, a staff member, or a customer may have COVID-19 coronavirus symptoms or may have had close contact with a person who has COVID-19 coronavirus.
- Dedicated Police Number: 131 444

5. FURTHER INFORMATION

- Coronavirus - public information: www.healthywa.wa.gov.au/Articles/A_E/Coronavirus
- COVID-19 industry information: www.health.wa.gov.au
- Resources on social distancing:
<https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance>
<https://www.health.gov.au/resources/videos/coronavirus-video-social-distancing>
- Occupational safety and health information is available on the WorkSafe website www.dmir.wa.gov.au

6. REFERENCES

Government of Western Australia COVID Safety Guidelines, Phase 2, Version 1.0 18 May 2020 - <https://www.wa.gov.au/sites/default/files/2020-05/COVID-Safety-Guidelines.pdf>

Directives for Churches and Chapels within the Catholic Archdiocese of Perth Phase 2 of Western Australia's COVID Roadmap from The Most Rev Timothy Costelloe SDB Archbishop of Perth - http://www.perthcatholic.org.au/Our_Archdiocese-Archbishop-Latest_News-2020-COVID19_Update_New_Directives_for_Churches_and_Chapels_Ref_20206.htm

Appendix 1: Not Used

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