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COVID-19 safety plan (based on WorkSafe NZ template)

Use this form to document your thinking about how you, your staff and volunteers will keep safe at work during the COVID-19 pandemic.   
Provide as much information in response to each question as possible. This information will help your staff and volunteers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you’re planning a safe return to entering the building here: [WMCNZ website](https://www.wesleyan.org.nz/local-church-resources-1) and [WorkSafe NZ](https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/your-covid-19-safety-plan/)

You **need** to file this plan with the [National Secretary](mailto:celebrants@dia.govt.nz?subject=Covid-19%20Safety%20Plan).

**T E M P L A T E**

# Church details­

**Approved by the Servant Leaders on:**

**Senior Minister approval - Name & date:**

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| **Church:** |
| **Date completed:** |
| **Date distributed:** |
| **Revision date:** |

Refer to the **“**[**COVID-19 Safety Plan for WMCNZ churches**](https://www.wesleyan.org.nz/local-church-resources-1)**”** for information to help develop this   
COVID-19 Safety Plan.

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|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **What will be done to manage risks from entering your building after lock-down?** | Consider: Limiting numbers in building at the same time, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.  *Example: A maximum of two people will be in the building at the same time and the physical distancing requirement will be met.* |  |

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|  | **DESCRIBE WHAT YOU WILL DO** | | **WHO IS RESPONSIBLE** |
| **How will you ensure all who enter the building know how to keep themselves safe from exposure to COVID-19?** | | Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.  *Example: Ensure our procedures are up to date by a weekly review of Ministry of Health guidance.* |  |
| **How will you gather information on the wellness of people who want to enter the building to ensure  that they are  safe to work?** | Consider: Health screening check, discussing options with people, follow-up  procedures for ill people, contact tracing information.  *Example: To find out if people are well before they are approved to enter the building, we will ask each person basic questions about their p*hysi*cal and mental health.* | |  |
| **How will you ensure that those who enter the building and others are kept safe from exposure  to COVID-19?** | Consider: Who needs to enter the building, staff and volunteer input into different practices, what other people, businesses or churches you’ll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, staff and volunteer transport.  *Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.* | |  |

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|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you manage an exposure or suspected exposure to COVID-19?** | Consider: Isolation procedures, gathering and using church contact tracing information,  clean down procedures, contacting Healthline.  *Example: Arrange safe transport home immediately and provide people with advice  on contacting GP and/or Healthline.* |  |
| **How will you evaluate whether your work processes or risk controls are effective?** | Consider: Adapting plans as you find better/easier ways to do things, how to ensure people are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.  *Example: We will provide an easy means for people to raise their concerns and suggest solutions such as a phone call, text email to the church Heath & Safety Officer* |  |
| **How do these changes impact  on the risks of the work that you do?** | Consider: With staff and volunteers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in work practices, what new risk controls are required?  *Example: Regular check-ins with those who enter the building about new risks they have identified.* |  |

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|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **Who will decide whether it is necessary for a person to enter the building** | Consider: What are the church’s normal approval processes? Is it the Senior Minister, the Servant Leaders who would be expected to approve? Can this approval be delegated to someone else e.g. Church Health & Safety Officer? Is there any right of appeal to a ‘no” decision, if so to who? Who approves the normal approver if they want to enter the building?  *Example: Our Health & Safety Officer <their name> will decide on all requests to enter the building. The Senior Minister will decide on any request from <their name> (Church Health & Safety Officer) to enter the building.* |  |

**Notes:**