



A Parish of the Diocese of JHB  
Anglican Church of Southern Africa

# COVID-19 OHS POLICY

Version 1.0

**DOCUMENT CONTROL**

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## TABLE OF CONTENT

1. OBJECTIVE.....	1
2. APPLICATION .....	1
3. COVID-19 RESPONSE TEAM.....	1
4. REPORTING LINES OF THE COVID19 RESPONSE TEAM.....	1
5. CONTENT.....	1
How does COVID-19 spread?.....	1
Primary Symptoms of COVID-19 .....	2
6. HEALTH AND SAFETY MEASURES FOR THE CHURCH .....	2
Sources of Contamination .....	2
General and Overall Care .....	2
Access to the Church Premises .....	2
Entry into the Premises .....	3
Screening and entry into the Church .....	3
Service Etiquette.....	3
Holy Communion.....	3
Offertory.....	3
6. IMPLEMENTATION OF THE READINESS MEASURES .....	4
7. COMMUNICATION.....	4
8. PROCUREMENT PROTOCOL .....	4

## **1. OBJECTIVE**

- 1.1 The aim of this policy is to ensure a safe environment for the parishioners of the St Monnica's Anglican Church and to stop the spread of the Coronavirus Disease 2019 "Covid-19" virus.
- 1.2 The Diocese of Johannesburg Covid-19 Pastoral Response & Compliance Measures gives guidelines on the compliance measures and recommendations for parishes to follow to accommodate the regulated 50 people allowed per worship service.

## **2. APPLICATION**

This policy includes measures being taken to mitigate the spread of Covid-19. You are kindly requested to follow all these requirements to sustain a healthy and safe workplace and worship place. It is important that we all respond responsibly and transparently to these health precautions.

## **3. COVID-19 RESPONSE TEAM**

- 3.1 Paragraph 4 – Contextual Diocesan Mitigation Measures: Chapter Recommendations of the Covid-19 Pastoral Response and Compliance Measures requires:
  - 3.1.1 that prior to any church reopening a Covid-19 Impact Assessment is conducted which will include pastoral, governance, administration and worship aspects
  - 3.1.2 establish a Parish Covid-19 Response Team which will facilitate information transfer between the parish and the Diocese Response Team.
- 3.2 The St Monnica Covid-19 Response Team will, together with the church leadership:
  - 3.2.1 Develop a Covid-19 OHS Policy
  - 3.2.2 Conduct a risk/impact assessment
  - 3.2.3 Ensure adherence and implementation of the Covid-19 OHS Policy
  - 3.2.4 Ensure that a volunteer Compliance Officer is appointed.

## **4. REPORTING LINES OF THE COVID19 RESPONSE TEAM**

The Covid-19 Response Team will report to the Parish Council monthly.

## **5. CONTENT**

### **HOW DOES COVID-19 SPREAD?**

COVID-19 is most likely to spread when there is close contact (1.5 metres or less) with an infected person. It is likely that the risk increases as the period of exposure to an infected person lengthens. Contaminated droplets produced when an infected person coughs or sneezes are the main means of transmission. There are two main routes by which people can spread Covid-19:

- Infection can be spread to people who are nearby as droplets are inhaled into the lungs.
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person who has been contaminated and then touching their own mouth, nose or eyes.

## **PRIMARY SYMPTOMS OF COVID-19**

The following symptoms may develop up to 21 days after exposure to someone who has Covid-19:

- Cough
- Sore throat
- Fever
- Shortness of breath/ difficulty in breathing
- Redness of eyes
- Body aches
- Loss of smell
- Loss of taste
- Nausea
- Vomiting
- Diarrhoea
- Fatigue
- Weakness

## **6. HEALTH AND SAFETY MEASURES FOR THE CHURCH**

### **SOURCES OF CONTAMINATION**

The following are identified as sources of contamination:

- Floors
- Windows
- Table tops
- Seats
- Door knobs
- Towels

### **GENERAL AND OVERALL CARE**

The following areas will be disinfected before and in-between services:

- Vestry
- Church
- Ablution facilities

### **ACCESS TO THE CHURCH PREMISES**

Access to the church premises will be subject to the following conditions:

- Booking through the church's website no less than 24 hours prior to the service to be attended.
- Sending a booking to the church's WhatsApp number no less than 24 hours' prior the service to be attended.
- Provide the following information when making a booking:
  - Name and surname
  - Address
  - Contact number
- Parishioners to arrive 15 minutes before service to be screened.
- No access will be permitted 15 minutes after the service has started.

## **ENTRY INTO THE PREMISES**

**NO MASK, NO ENTRY!** All parishioners are required to wear a mask at all times.

## **SCREENING AND ENTRY INTO THE CHURCH**

- Each parishioner must sanitise before proceeding to the screening desk.
- Each parishioner will be ticked off the register and the following information recorded:
  - Name and surname
  - Address
  - Contact number
  - Body temperature

Once the parishioner has been screened, they proceed directly into the church and sit in the demarcated seats.

The service attendance register will be kept for as long as Covid-19 directives remain in place.

Should a parishioner be found to be a possible positive Covid-19 case, the Compliance Officer will complete the “Covid-19 Positive Case Report”.

## **SERVICE ETIQUETTE**

The following will be observed during the service:

- Parishioners to sit in demarcated seats
- The “Peace” will be shared without physical contact
- No singing during service. Said Mass.
- Instrumental music may be played
- Hymn books, bibles and prayer books will be removed from the pews. Service will be projected on the screens.
- No pew leaflets will be handed out. Notices will be sent out with The Messenger and published on the website.

## **HOLY COMMUNION**

- Aisles will be marked observing a distance of 1.5m whilst going to receive communion.
- Spacing of 1.5m will be marked in front of the altar rail for receiving communion. No kneeling at the altar rail.
- Holy Communion will be received as per the directive of the Diocese.

## **OFFERTORY**

Parishioners are encouraged to pay their Collection and DG in one of the following ways:

- through the parish’s bank account
- through SnapScan – the SnapScan QR code will be placed in front of each demarcated seat for each parishioner to scan their contribution
- during service collection will be made into a large receiving bowl at the sanctuary step

Sidespersons/Counters are to wear gloves and observe protocols whilst counting.

## **6. IMPLEMENTATION OF THE READINESS MEASURES**

The Implementation Plan to ensure readiness of the church to receive parishioners is included.

## **7. COMMUNICATION**

Information will be disseminated using the following channels:

- Information posters/flyers around the church area
- Communication via WhatsApp
- Posters on the website
- Monthly meetings with Exco/Parish Council

## **8. PROCUREMENT PROTOCOL**

The procurement of the equipment and materials required will follow the St Monnica's Procurement Policy.

The specifications for the equipment and materials required will be in line with the RSA Government Regulations.

