Minimum Start Up Checklist for Physically Reopening / Restarting a Church or Trust

Church: Redoubt North Wesleyan Methodist
Minister: Rev. Peter Benzie
Servant Leaders: **Nigel Harkness; Debbie Tafua; Hala Tafua; Fealo Poimafiti; Chas Ziegler; Gloria Ziegler**
Date Completed:

The process of physically reopening a Church and/or Trust after the COVID-19 lockdown is very important and should be focused on health and safety; limiting any negative impacts and realising new opportunities. Planning for this process is critical. To Worksafe NZ COVID-19 Safety Plan Guidelines

This must checklist must be completed and sent to the National Secretary before you can reopen / restart your church or any associated Trust for midweek and/or Sunday activity.

All actions etc. must comply with the WMCNZ COVID-19 Health & Safety Policy and the Health & Safety at Work Act 2015

If you own your building you are responsible for all aspects of this plan

If you lease or rent your facilities you should ALSO talk with your landlord about procedures and practices they are putting in place AND what they require of you IN ADDITION to completing this checklist for your church and/or trust

1. Before starting your plan	Completed	In Progress	Not Started	Details &/or Actions
1.1 Ensure that you are familiar with the most up-to-date WMCNZ COVID-19 guidance. WMCNZ COVID-19 Guidelines	Yes			
1.2 Identify a coordinator and/or team with defined roles and responsibilities for managing the reopening .	Yes			**Who: Rev. Peter Benzie**

2. Workplace Plan:	Completed	In Progress	Not Started	Details of what you will do &/or Actions you will take: these are to be transferred into the church/trusts COVID-19 Safety Plan
2.1 RISK ASSESSMENT: Assess the risks for physically reopening your Church and/or Trust after the lock-down? *Consider: Workforce requirements; hygiene requirements (surfaces; separation; toilet); maintenance; ventilation systems and supply arrangements.* Refer to WMCNZ COVID-19 Health & Safety Policy			Yes (will start before first re-use of the building for ministry)	All touch surfaces including kitchen benches, basins etc in toilets/bathroom, pulpit, and sound desk will be wiped/ cleaned with appropriate disinfectant before and after use, including between RNWM and Rotuma Wesleyan (RWC) Sunday Worship Service.
2.2 CONGREGATION, EMPLOYEE & HIRER SAFETY GUIDELINES: Develop a strategy to ensure all your congregation members; workers, visitors and hirers of your facility know how to keep themselves safe from exposure to COVID-19. *Consider: Providing email before your congregation members and workers return; posters highlighting guidelines; meet to discuss distancing and hygiene and regularly review. Anticipate employee and congregation fear and anxiety; rumours and misinformation and plan communications accordingly. Ensure that communications are culturally and linguistically appropriate and support any policy guidelines. How and what will you communicate with hirers of your facility?* Refer to WMCNZ COVID-19 Health & Safety Policy		Yes		* This safety plan along with information from, and links to,Ministry of Health guidelines will be provided to congregation members a) ahead of the next ministry / programme use of the building, and b) periodically thereafter. This will be done via email & the church's private Facebook group. *All hirers of the building will be supplied with a copy of this safety plan. * Rental agreements will be amended to ensure hirers know what responsibilities will be met by RNW / Renew Christian Community Trust (RCCT - the building owner); what their responsibilities are and the consequences of failing to meet their responsibilities. In the case of our main hirer (RWC) this will be done in partnership. * WMCNZ supplied posters re "conditions of entry" will be prominently displayed throughout the building along with the Ministry of Health COVID hygiene posters currently displayed. *Congregation fear and anxiety for whatever reason will continue to be addressed in "1 on 1" pastoral discussions. *This safety plan will be made available to anyone who asks for it. *This safety plan will be placed on our website, along with other appropraite material (e.g. links to Minstry of Health guidelines; links to WMCNZ guidelines which the church / trust will follow at all times).
2.3 CONGREGATION & EMPLOYEE WELLNESS: Establish a plan to gather information on the wellness of your staff to ensure that they are safe to return to work and church? *Consider: Daily health screening check; discussing options with workers; follow-up procedures for ill workers; contact tracing information. Track any illnesses in the workplace and congregation and report any possible or confirmed cases in the workplace; congregation; small groups and events. (The National Secretary MUST be notified of any possible or confirmed cases of Covid-19 IMMEDIATELY).* Refer to WMCNZ COVID-19 Health & Safety Policy		Yes		Other than the Lead Minister we only have one employee. He is very aware of the need to monitor for COVID-19 symptoms as his wife his immuno-compromised and so is at risk. We have confidence that both employees will act appropriately and will report any suspicions they have that they may have COVID; or if they are tested. *Congregation members will continue to be reminded from time to time using appropriate means of the need to advise the Lead Minister of possible or confirmed cases of COVID-19. Pastoral calls etc will also seek to elicit this information. *Any suspected or confirmed cases will be recorded in private notes (accessible only on a "need to know" basis) in the church's management database (Elvanto). *Elvanto will be used to collect and store contact tracing information with the current information held on the database checked to ensure it us up to date. Visitors will be required to provide their information for contact tracing on entry using either a device (tablet, phone etc) into Elvanto or via a paper form which meets WMCNZ requirements.
2.4 OPERATING STANDARDS: Develop a standard to operate your workplace and church in a way that keeps congregation members, visitors, hirers of your facility and workers safe from exposure to COVID-19? *Consider: Who needs to be in the church and workplace; worker and congregation input into different ways of working and meeting; food and fellowship practices; what other people or businesses you'll have to interact with; ensuring physical distancing; regularly disinfecting surfaces; standards for shared equipment; equipment for remote workers; training requirements; PPE requirements; worker transport; ensuring hirers have procedures in place to keep people safe.* Refer to WMCNZ COVID-19 Health & Safety Policy			Yes (will be progressed before re-starting any ministry)	The church will be an open, inviting place as it has always been and as our mission requires it to be - so who needs to be in the church - everyone who wants to be. *At all ministries / programmes seating will be set out in such a way that it meets the requirements for physical distancing. *See above re "disinfecting surfaces and ensuring hirers have procedures in pace to keep people safe." *Servant Leaders, Ministry Team Leaders and Employees have had input into this document. *Ministry Team Leaders and employees are empowered to consider innovative ways to provide ministry and ways of working - this will continue. *Food and fellowship practices will be benchmarked against guidelines for hospitality such that food will not be available buffet style but served at several "coffee tables" for those who are close friends and family, and individually to visitors. *Those preparing food and beverages will be required to wear disposable gloves when preparing food and beverages. *Close friends and family will be "rostered" together for preparing food and beverages.*The Drop-In Co-ordinator, Programme Team Leader - Social & Community Programmes (to whom they report) and Lead Minister will review the distribution of food at Drop-In and develop a procedure that meets the guidelines of the relevant Alert Level. *Hand sanitiser will be provided within reach of both entry doors; Soap supplies will be maintained so there is always soap available; Paper towel dispensers, paper towels and lined bins will be provided in the toilets (replacing the current "cloth" towels). *Disposable gloves will be provided for use when handling food and beverages; Masks will be available for those who choose to wear them.

2. Workplace Plan:	Completed	In Progress	Not Started	Details of what you will do &/or Actions you will take: these are to be transferred into the church/trusts COVID-19 Safety Plan
2.5 MANAGING COVID EXPOSURE/SUSPECTED EXPOSURE: Establish a procedure for how you will manage an exposure or suspected exposure to COVID-19? *Consider: Isolation procedures; gathering and using church and workplace contact tracing information; clean down procedures; contacting Healthline; ensuring hirers have procedures in place to manage COVID exposure/suspected exposure. Ensure Privacy standards are maintained for individual and Contact Tracing information.* Refer to WMCNZ COVID-19 Health & Safety Policy			Yes (will be put in place if we have COVID-19 exposure / suspected exposure)	Contact tracing information will be supplied to Ministry of Health on request. *Those directly affected will be reminded of the need to follow all Ministry of Health guidelines and to advise close contacts of the situation (and/or allow the Lead Minister and/or others in the church (as agreed) to pass on the information necessary for their protection. *The church will follow all Ministry of Health guidelines including refusing entry to the church / ministry / programme if that is necessary after taking a pastoral approach with the person encouraging them to voluntarily choose to not attend. At all times the church will comply with all statutory requirements e.g. Privacy Act and will maintain confidentiality. *See above re "clean down procedures." Rental agreements will be amended to ensure hirers know their responsibilities include having procedures in place to manage COVID exposure/suspected exposure. In the case of our main hirer (RWC) this will be done in partnership.
2.6 AUDIT NEW STANDARDS AND CONTINUOUS IMPROVEMENT: Develop a process and procedure for evaluating whether your work processes or risk controls are effective? *Consider: Adapting plans as you find better/easier ways to do things; how to ensure congregation members and workers are raising concerns or solutions; conducting regular reviews of your plan; communicating changes. Use the WMCNZ network to communicate and share resources and learning.* Refer to WMCNZ COVID-19 Health & Safety Policy			Yes (first report will be end May 2020)	As part of its regular consideration of Health & Safety matters (at their 2 monthly meeting) the Servant Leaders will receive a report from the Lead Minister which outlines how the above procedures etc are working, any recommended amendments to these procedures along with a report on how / where those improvements were identified. This will form input into *Congregation members and employees will be encouraged, and be reminded from time to time, to make suggestions of changes which will be assessed by the Health & Safety Officer, Ministry Team Leader - Finance & Administration and the Lead Minister (see below), before consideration by the Servant Leaders. As with all matters of church governance the servant Leaders will make decisions under urgency between meetings if required. If any changes are purely operational they will be implemented at the discretion of the Lead Minister in accordance with the way the church is normally led.
2.7 RISK ASSESS CHANGES: Assess how the changes in your plan will impact and create other risks in the church and workplace? *Consider: With congregation and workers; review existing critical risks and whether work practice / ministry changes will affect current risk management; are any new critical risks introduced due to changes in congregation and/or worker numbers; work and ministry practices; what new risk controls are required; what changes are required to existing health and safety procedures e.g. in case of evacuation?*			Yes (1st review meeting will be set for early July 2020 - sufficient time to allow procedures to "bed" in)	The Health & Safety Officer, Ministry Team Leader - Finance & Administration to whom they report, and the Lead Minister will regularly assess risks (as they do now). * Any required changes will be recommended to the Servant Leaders who will be required to approve the changes before they are implemented. Communication of changes will be by the means most appropriate to the change and the audience for that change. Such means may include email, announcement from the "pulpit," verbal etc.