

# Figtree Anglican Church

## COVID-19 Care Procedures

Updated: Tuesday 1 September 2020



These are the COVID-19 care procedures as of Tuesday 1 September 2020. As we care for each other, Figtree Anglican Church (FAC) is taking the official advice of the Sydney Anglican Diocese and NSW Health. FAC is implementing the following procedures with immediate effect and will update them in accordance with the official advice. We will enact these procedures with the spirit of care and love for all in our church and community, and we trust in Jesus who is indeed greater than COVID-19.

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FIGTREE NSW 2525

02 4272 1322

info@myfac.org.au  
figtreechurch.org

### Values

- We value the church, that is God's gathered people, and the gospel of the life, death and resurrection of Jesus as the means of our unity and our purpose in being His church.
- We value every church member's decision in how they respond to this crisis.
- Being active in looking out for each other - especially the sick, elderly and vulnerable.
- Look out for others in our community.
- We encourage people to communicate to us pastoral needs and assistance requests.

### Public Gatherings

There are limited onsite church gatherings. Each service is available by ticket through the figtree.church website. There are limited Youth, Children and Lifegroup activities now being held onsite, with appropriate protocols in place for each activity in line with the latest Covid-19 Safety information.

According to the 4m2 rule, there is to be a maximum number of 100 onsite. Details of attendees will be recorded and matched with tickets for services. The records will be kept securely for 28 days to assist with contact tracing should it be required.

Cleaning will take place between onsite services, including all chairs, all touchpoints and bathrooms. A deep clean will take place once per week, including vacuuming.

Attendees at services are encouraged to wear masks. If you have one we ask you to please bring it. Otherwise masks will be provided on entry. We are also doing temperature checks on arrival.

There are only two singers permissible at any one time, for on-site and on-line activities. This also applies when pre-recording services.

### Personal Contact

When we are together in private gatherings or in church activities, the following are measures to assist in caring for each other:

#### Personal Hygiene

- Wash hands for 20 seconds with soap and water regularly. We will continue to provide hand sanitiser at convenient locations around our facilities.
- Cover your nose and mouth when coughing and sneezing with a tissue or flexed elbow. Placed used tissue in one of the bins provided.

Social Distancing - NSW health defines social distancing as follows:

- Social distancing is an effective measure to reduce the potential for transmission. While practicing social distancing, people can travel to work, including on public transport. For non-essential activities outside the workplace or attendance at schools, universities and childcare – social distancing includes:
  - Avoiding crowds and mass gatherings where it is difficult to keep the appropriate distance.

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*Faithful Adventurous Compassionate*

- Keeping a distance of 1.5 sqm between ourselves and other people, for example when you are out and about in a public place.
- Keeping a distance of 4sqm between ourselves and other people whilst indoors.
- Avoiding shaking hands, hugging, or kissing other people.
- Avoiding small gatherings in enclosed spaces:
  - No more than ten visitors in the home, plus hosts.
  - No more than twenty people outside.
- Avoiding visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment.
- Sickness - If you have any signs of any sickness, you must stay home.
- Travelers - if you have arrived back from overseas in the last 14 days, or you have been to a Covid hotspot including Victoria, or you have been with someone who has, we ask you to isolate as per NSW health guidelines.

### Church Services Streaming

- Services are being streamed on Figtree TV available on Youtube.
- Our service can be viewed at 10am, or after that time each Sunday.
- Traditional Prayerbook service is available from 8am each Sunday.
- When live streaming a service, there is to be a limit of 100 people onsite. Tickets can be booked via the figtree.church website. The office will produce a DVD, Podcast or CD version for those that cannot access the internet.

### Kids & Youth Ministry Streaming

- Kids & Youth ministry will be sending out messages through their social media and email in regards for Kids church activities.
- Kids Church is available on Figtree TV on YouTube from 8am Sunday. Information in regard to Kids Church activities will come through their social media and email.
- A limited Kids Church program will be available, details can be found on the figtree.church website.
- The 4m2 rule will continue to be followed in Kid's ministry for the maximum number of people allowed in any one space. The 1.5m distancing must continue to be maintained for all adults in attendance. Children and youth no longer have to follow strict adult physical distancing guidelines.
- Youth Ministry will be onsite, details of attendees will be recorded for contact tracing and kept securely for 28 days. Covid cleaning procedures will be followed between and after any onsite youth gatherings.

### Small Groups

- When gathering as a small group, all members must abide by the personal contact rules outlined above.
- Additionally:
  - Small groups are to maintain a record of attendance. The person hosting will need to collect the name and phone number of each person physically in attendance and keep in a secure place for 28 days for the purpose of contact tracing.
  - Use of hand sanitizer is to be used on arrival and on exit.
  - If a member has any signs of sickness, they must stay home.
  - Chairs must be cleaned before and after use.
  - Supper may be provided as long as one person serves with appropriate hygiene measures in place- gloves and tongs are used.
  - Bring your own water bottle.
  - A thorough clean must be undertaken before and after a physical Lifegroup is held.
  - Maximum of ten visitors.

### Small groups- St Peter's Hall

- For members of a small group meeting on-site, they must meet only in St Peter's Hall, with a maximum number of 23 people.
- No use of the kitchen.
- No food or drink is to be served at this time.
- No paper copies or handouts are to be shared between people.
- Please bring your own water bottle.

- Booking the hall: the leader of the group must make a booking first by contacting the Office Manager, Adele Peteranec, by phone: 4272 1322 or email: [connect@myfac.org.au](mailto:connect@myfac.org.au).

### Ministry Volunteering

- Every person serving in a ministry should have a letter of authorisation.
- Every person serving in an official church ministry capacity will be provided with a copy of the Care procedures which must be complied with at all times.
- Any person who is sick, has been in contact with anyone with COVID-19, returned from overseas or from any Covid hotspots in Victoria, cannot serve in any physical capacity.
- In accordance with the policy set by the Bishop of Wollongong, every volunteer who is a part of our Manna ministries must have a letter of authorisation from the church.

### Communication

During this period we want to make sure we are communicating well and clearly.

- Communication Platforms - We will communicate through our social media platforms (@FigtreeAnglican on Facebook and Instagram), as well as email.
- Church Updates - We will give FAC updates each Sunday during our live stream, as well as online during the week. If there are any new directives provided by the Diocese and the Government, updates will be given at these times.
- The latest FAC COVID-19 procedures and relevant information will be readily available on the website. For those we can identify who do not have internet access, a mailed copy can be posted out.

### FAC Offices

- The Church office is open for people to come in Mondays to Thursdays 9am - 5pm.
- Any visitor to the church must use the hand sanitizer provided at the entrance.
- Any visitor to the office must sign in and provide contact details. The sign-in sheet is located at the entrance to the offices, in the foyer.
- There will be no more than one person per 4 sqm in the building.
- Church members can communicate to church via, email: [connect@myfac.org.au](mailto:connect@myfac.org.au) or phone: 4272 1322 Mon - Thurs, or via mobile phone numbers of the staff.
- One-on-one personal pastoral meetings with staff can still occur at church in accordance with Safe Ministry, Faithfulness in Service protocols, and these Care Procedures.

### FAC Building Use

The kitchen can be used for ministry by a lay person (eg someone using the kitchen to pre prepare meals for Manna) as long as the following requirements are met:

- They are invited to come by a ministry leader.
- They abide with food handling procedures(provided by a staff member prior to attending)
- Proper social distancing is adhered to, as per personal contact on page 1.
- Are not sick in any way.
- Have not had contact with someone who has had COVID-19.
- Have not returned or had contact with someone who has returned from overseas or from a Covid hotspot, including Victoria.
- Where food is served all servers will be required to wash hands, wear gloves, use tongs and comply with all NSW Health regulations.
- The building / church grounds can be used as a place of distribution of goods for pastoral purposes.
- Before and after the use of each room, all flat surfaces, touchpoints, used chairs and door handles are to be wiped down with disinfectant.
- Any visitor to the church must record their name and contact number on the sign-in sheet provided in the entrance foyer.

### Cleaning

- Where applicable, plastic chairs will be set-up with appropriate distancing. Any used chairs must be cleaned after use with an appropriate Covid approved disinfectant.
- Disposable gloves are provided for use when cleaning by staff and volunteers.

- After they have met, each group must commit to cleaning to reduce the risk of cross infection. Vacuum cleaner, cleaning products and paper towels/cloths will be available for use. Everything that is touched must be cleaned, including:
  - Door handles
  - Toilets
  - Chairs
- A professional cleaner is engaged that will undertake a weekly deep clean in accordance with requirements by the Sydney Anglican Diocese.

### COVID-19 Committee

- To ensure the well-being of our members and community a COVID-19 Committee has been set up which will meet as required.

### Weddings

Weddings are only permissible under the NSW guidelines provided that there will be no more than one person per 4 sqm, with a maximum of 150 attendees. Details of those in attendance must be recorded.

### Funerals

Funerals are only permissible under the NSW Health Order provided that there are no more than one person per 4 sqm. Details of those in attendance must be recorded with a maximum number of 100 attendees.

### Pastoral Care

In this time of COVID-19, the need for Pastoral Care is expected to increase. We value everybody in the church being able to look out for each other, pray for each other, care for each other and assist each other where we can within the regulations.

- FAC already has a pastoral Care Team led by Fay Brampton with a focus on the elderly and in our 8am Congregation.
- In response to COVID-19 and the expanding anticipated needs, a Pastoral Care Committee has been set up to extend the coverage of our Pastoral Care plan. The committee members are: Jo Brain, Fay Brampton, Peter Clark, Shane Dirks, Ruth Barnes, Jenny Horsley, Langdon Stewart.
- In adopting the Diocesan recommendations, all official pastoral visitations by assistant ministers, lay ministers, or members of church care teams, are to be conducted with the knowledge and permission of the Senior Minister.
- We ask those over 70 years of age to be involved in Pastoral care, but not in any visitation or act that would encourage them to have to leave their homes.
- We recommend people contact the church on 4272 1322 or at [connect@myfac.org.au](mailto:connect@myfac.org.au) for pastoral assistance.
- Staff / Church members can put things in people's letterboxes (eg - encouragement cards), with the Senior Minister's permission and as long as social distancing guidelines are adhered to.

### For more updated information:



NSW Health: <https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>  
 Diocese of Sydney: <https://sydneyanglicans.net/news>

In Christian fellowship,

Rev Ian Barnett  
 Senior Minister, Figtree Anglican Church  
 &  
 COVID-19 Committee Members

"I lift up my eyes to the mountains— where does my help come from?  
 My help comes from the Lord, the Maker of heaven and earth." Psalm 121:1