



COVID-19 Emergency Policy

DOCUMENT NUMBER	CovidEP1
TYPE	Policy
SUBJECT	Covid 19 Emergency Policy
AUTHORISED BY	Diocesan Council
DATE AUTHORISED	May 2020

SCOPE

This COVID-19 Emergency Policy is for the Diocese of the Northern Territory Office and all associated events initiated by or on behalf of the Diocese. If there is any variation in these instructions and Governmental advice, this plan is to be superseded by any instruction given by Northern Territory Government, and by the restrictions under the Commonwealth biosecurity Act. This policy is also to be provided to parishes to enable them to provide a localised plan for their parishes.

OBJECTIVE

This Covid-19 Emergency Plan response enables the Diocese to reopen in accordance with the instructions laid out in the Northern Territory Road Map as viewed on the website coronavirus.nt.gov.au. The plan is to provide instruction for the opening of the Diocesan Office and associated events and meetings, as well as provide guidance for parishes to resume in-person events.

DEFINITION

Event: Any activity that contains any one of the following is to be regarded as an event: is public, has invited attendees, has an agenda, is advertised, or requires shared travel, accommodation or meals.

BACKGROUND

COVID-19 arrived on Australian shores in February 2020 and subsequently in the Northern Territory, with a public health emergency being declared by the Northern Territory Government, 19 March, 2020. Parishes ceased to operate physical services from 22 to 29 March and moved to online services.

The Northern Territory Government introduced Key Principles of Personal and Community Responsibility, Physical Distancing and Hygiene principles which have, and shall continue to underpin all events and activities. The Northern Territory Government advised that outdoor religious services and indoor religious services not exceeding two hours were able to resume from 15 May as long as key principles are adhered to. From July, borders are reopened with the exception of restrictions placed on known hotspots around the country. Venues are required by the Government to complete a COVID-19 safety plan checklist to ensure they are operating within physically distancing and hygiene guidelines.

POLICY STATEMENTS

- All government regulations are to be followed as required.
- Where required by law, a COVID-19 checklist is to be completed and displayed.
- The Key Principles of Personal and Community Responsibility, Physical Distancing and Hygiene Principles are to undergird all decisions.
- To ensure physical distancing is maintained, if office and meeting spaces are shared, they are to be measured to determine the number of occupants of a room or building.

- If an individual has been exposed to risk of COVID-19 through close contact with another who has COVID-19, or who has travelled from a known hotspot, they are to declare this information to all Diocesan or Parish colleagues they will have close proximity with.
- Physical contact between people is to be restricted, with individuals refraining from physical greeting practices.
- Sufficient resources are to be available to maintain hygiene principles.
- Shared meals are to be restricted. If partaking in food and drink, steps must be taken to distribute portions in a manner that minimises contact, including limiting the sharing of utensils.
- All events, whether public or by invitation only, are to have a COVID-19 Risk Management Questionnaire completed, see Schedule A.
- All meetings are required to have a 'declaration of COVID-19 exposure' as a standing item on the agenda. It is preferable that agendas be sent out ahead of meetings to allow the option of declaration of COVID-19 exposure before attending, but this must occur at least within the first 15 minutes of a meeting to allow cancellation of meeting or physical removal of either the exposed party or vulnerable individuals.

PLAN REVIEW

The COVID-19 Emergency Response Plan is likely to have an expiration once a vaccine has been found, the virus is no longer present in the community or when the government advises that restrictions of any sort are no longer required. This plan is to be present as a standing item and is to be reviewed by Diocesan Council at each meeting until it is decided that the plan is no longer required.

FURTHER INFORMATION

If you have any further questions about this policy, please contact the diocesan Registrar.
registrar@ntanglican.org.au

For completion when document supersedes an existing policy, procedure or protocol.

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE
V1			
V2	May 20	Incl schedule A – update of information	Changing environment

Schedule A



Anglican Diocese
of the Northern Territory

COVID-19 Risk Management Plan Questionnaire for all events

This questionnaire is to be completed for ALL Diocesan events, however the level of detail is to be commensurate to the size and risk of the event. Any activity that contains any of the following is to be regarded as an event: is public, has invited attendees, has an agenda, is advertised, or requires shared travel, accommodation or meals. If the response to any question is no then the event is not to occur until the problem is rectified.

Is there a permanent COVID-19 plan registered with the NT Government for the venue?

Yes

No

N/A

Is the venue large enough for appropriate physical distancing, given the number of expected participants?

Yes

No

N/A

Have invitations, information sheets and advertising included reminders to adhere to COVID-19 safe practices?

Yes

No

N/A

Have workers been briefed on welcoming attendees in a physically distant manner that minimises contact transfer.

Yes

No

N/A

Have events opened with declarations of COVID-19 exposure (preferably with opportunity to do so prior to attending)?

Yes

No

N/A

If shared meals, accommodation or travel occur, have adequate preparations been made to comply with Physical Distancing and Hygiene Principles?

Yes

No

N/A

Are there sufficient hygiene resources and cleaning arrangements to ensure that the activity or event can be held safely.

Yes

No

N/A

Is there an appropriate method of obtaining contact details of all attendees in case contact tracing is required after the event?

Yes

No

N/A