



CATHOLIC ARCHDIOCESE  
OF MELBOURNE

## **WELCOME HOME PARISH CHECKLIST**

**Please use the following pointers and Checklist overleaf to assist in determining how your Parish might negotiate the easing of restrictions.**

**There are three critical areas for planning:**

### **NUMBERS**

Refers to the permitted numbers stated by regulations for worship, liturgy, prayer group or gathering. The maximum number of people allowed at a premises is the **smaller number** of either: the maximum number of people for which there is 4 square metres per person (density), or the maximum gathering number specified for the type of venue/activity (numbers).

### **DENSITY**

Refers to the permitted number of people allowed to occupy a single physical space measured as 1 person per 4 square metres (e.g. a 100 square metre church space can have 25 people). Distance between people outside family groupings must be 1.5 metres.

### **HYGIENE**

Refers to the precautionary measures that **MUST** be adhered to before, during, and after a gathering, i.e. physical distancing; hand hygiene; frequent environmental cleaning and disinfection.

Please note that it is not mandatory for churches to reopen. Parishes that have a significant number of vulnerable people, or who cannot meet the required guidelines, should carefully consider the safety of their parishioners before reintroducing Mass and worship options of any kind.

Parishes wishing to hold worship, Mass and/or Private Prayer in church buildings with a maximum of 50 people (as of 22 June 2020) should develop a safety “WELCOME HOME” Plan. A checklist to assist with this plan is outlined overleaf.

✓	<b>PARISH RE-OPENING CHECKLIST</b>
	<p><b>Meet all Guidelines offered by DHHS Victoria</b>  <a href="https://www.dhhs.vic.gov.au/religion-and-ceremony-restrictions-covid-19">https://www.dhhs.vic.gov.au/religion-and-ceremony-restrictions-covid-19</a></p>
	<p><b>COVID Supervisor:</b></p> <ul style="list-style-type: none"> <li>- Consider designating a person responsible for ensuring your safety plan is implemented.</li> </ul>
	<p><b>Building size and capacity:</b></p> <ul style="list-style-type: none"> <li>- Evaluate the 'safe capacity' of the church and its various rooms and spaces, based on the 1 person per 4 square metre rule. Calculate the area of the room (e.g. length of room in metres x width of room in metres = area of room in square metres) and divide the area of the room by 4.</li> <li>- NOTE: Density numbers <b>override</b> maximum gathering numbers and strict adherence is required also to the 1.5 metre distancing rule.</li> </ul>
	<p><b>Signage and Information:</b></p> <ul style="list-style-type: none"> <li>- Provide clear information at entrance and exit points about the risks to those who are more vulnerable and offer COVID-19 health contacts.</li> <li>- Provide scheduled worship times and permitted numbers allowed in the space</li> <li>- Provide clear signage around entrance, exit and seating arrangements.</li> <li>- Consider using the templates provided on the Archdiocesan website: <a href="http://www.cam.org.au/coronavirus">www.cam.org.au/coronavirus</a></li> </ul>
	<p><b>Limiting the total number of attendees:</b></p> <ul style="list-style-type: none"> <li>- Ensure a process for people to register their attendance in advance.</li> <li>- If practicable set up separate entrance and exit points.</li> </ul>
	<p><b>Recording attendee details:</b></p> <ul style="list-style-type: none"> <li>- A process for collecting and storing the names and contact details of attendees.</li> </ul>
	<p><b>Ensuring physical distancing:</b></p> <ul style="list-style-type: none"> <li>- Establish systems to ensure physical distancing in church buildings that accommodate 1.5m distancing between people present. Family members may gather together, but in groups of no more than 20.</li> <li>- Remove waiting or entrance area seating or space any seating at least 1.5 metres apart.</li> </ul>
	<p><b>Hygiene and cleaning:</b></p> <ul style="list-style-type: none"> <li>- Have clear protocols and directions for hygiene during services and cleaning and sanitising afterwards.</li> <li>- Ensure staff and attendees are provided with hand washing facilities or appropriate alcohol-based hand sanitisers. Alcohol-based hand sanitiser containing at least 60% ethanol, or 70% isopropanol, are recommended;</li> <li>- Instruct staff/volunteers to clean personal property that comes to work, such as sunglasses, mobile phones and other touch-screen items with disinfectant wipes or similar;</li> <li>- Reduce the sharing of items, including removing shared books/magazines from common areas;</li> <li>- Develop a plan to maintain recommended physical distancing measures and hygienic conditions at amenity facilities.</li> </ul>
	<p><b>Have your plan, along with the latest Archdiocesan Guidelines, on hand and available at all times.</b></p>