

Transition to Alert Level 2 Guidance

This document is to assist decision making at churches and associated workplaces as the country moves to COVID-19 Alert Level 2 on 14 May 2020.

Details of Alert Level 2 rules are [here](#). These rules will affect worship gatherings, as well as weddings, funerals, and other activities. Church activities which involve gatherings away from church buildings, for example home groups, will also need to be considered. Additional measures may be necessary if there are special risk factors, for example a high proportion of [at-risk](#) congregation members.

Any decision should meet the following criteria:

1. Government guidelines are adhered to.
2. Consideration is given to at-risk individuals.
3. Churches can continue activities reasonably and safely.

Enclosed are answers to frequently asked questions, a COVID-19 Safety Plan template, and a contact tracing register.

Frequently Asked Questions

1. **What about the Health and Safety at Work Act?** The Health and Safety at work Act continues to apply as normal. Having a COVID-19 Safety Plan that meets government guidelines also meets our health and safety obligations towards employees, users, and visitors.
2. **What responsibility do we have for external users of church buildings?** The church remains responsible for managing the day-to-day use of the building and that the building is safe to use, including that it is clean and hygienic. External users have responsibility for ensuring their activity meets the relevant Alert Level rules. As responsible members of the community we can ask external groups to tell us how they intend to meet the rules.
3. **What about Ministry of Education approved playgroups and other ECE activities?** If a playgroup or other activity is an approved early learning service they can reopen in line with the [Ministry of Education rules](#). It is the responsibility of the early learning service to comply with the rules.
4. **Are Vestry meetings and similar activities “gatherings” for the purpose of the rules?** The 10-person limit on gatherings does not apply to groups who are in their normal workplace. Vestry and other standing committees necessary for the governance or running of a church, presbytery, or other part of PCANZ, are not limited by the 10-person limit and may meet, as long as they can do so safely and in compliance with Alert Level 2 rules.
5. **Is a COVID-19 Safety Plan necessary?** Yes. A COVID-19 Safety Plan provides assurance that activities are safe and consistent with the relevant Alert Level rules. Displaying the Safety Plan where it can be seen by everyone allows users of a building or space to know what steps they need to take to remain safe.
6. **Who is responsible for making sure people comply with the COVID-19 Safety Plan?** For activities in a church building, the person or group who is responsible for the management of that building is responsible. For church activities away from church buildings, for example home groups, the person organising the activity is responsible. If the person responsible is not physically present at the activity, a person who is present should be specifically tasked with monitoring compliance.

7. **What responsibility do we have for homegroups and other activities away from the church?** If an activity is church sponsored, you have responsibility for ensuring they comply with the Alert Level 2 rules. You should also ensure that someone who is physically present at this activity is tasked with monitoring compliance.
8. **I have heard other churches doing things differently – shouldn't we all take a standard approach?** Everyone should be meeting the relevant Alert Level rules. Some churches are different and will have different ways of complying with the rules. For example, buildings with limited space may have different rules than a building with large communal areas. Congregations with a high proportion of at-risk people might have different rules than a congregation without.
9. **Do I have to hold face-to-face services?** No. It is your decision what activities you have under Alert Level 2. Activities must be safe and compliant with Alert Level 2 rules but if you would prefer to delay gatherings you may do so.
10. **Shouldn't we be told what activities we can do and what we need to avoid?** Anglican leadership will provide information to complement guidance from government. Each church location is different, and some level of local decision making is appropriate. Anglican leadership has provided guidance and support.
11. **Are we allowed to collect and store information on the COVID-19 Contact Register?** Yes. Information should be stored securely and only used for the purposes of contact tracing, which normally will be simply providing it to the Ministry of Health for that purpose if required.
12. **I have heard of the contract tracing service at www.tracing.co.nz/get. Can I use this?** Yes! The service appears to be a great way of easily recording details. All that is required is your location details to be registered at the website. You are given a QR code which anyone with a phone can scan. The same QR code can be used for multiple activities if they are at the same location. If a person uses this service, they do not have to complete a physical register. Not everyone has access to technology so if used, it should be used in conjunction with a physical register.
13. **Who can I contact if I have any questions?** For general COVID-19 questions the [government website](#) is an excellent resource. For questions about how the church can comply with Alert Level rules, contact church leadership on (04) 380 7174.

COVID-19 Safety Plan Template

The content of this template is for guidance only. All safety plans should reflect the current Alert Level rules in place and be appropriate for the location.

Safety plans should be communicated and displayed to all users of the location.

Rule	Safety Measure	Notes
Gatherings are permitted, but should be minimised where possible	Consider whether teleconferencing or other remote access methods are appropriate.	Gatherings should have a specific end time to limit duration
Gatherings only allowed for up to 10 people	A person is tasked to be responsible for monitoring numbers and intervening if necessary	If possible, groups that have ongoing meetings should contain the same members to reduce overall interactions
People who know each other should keep 1 metre apart. People who do not know each other should keep 2 meters apart.	Seats are placed at least 1 or 2 metres apart	Individuals from the same "bubble" can sit together. If seating is fixed, consider blocking access to some seats.
	Clearly marked separate entry and exit points	
	Floor markings indicating 1 or 2 metres distance where people are likely to congregate or queue	
	Food and drinks are served in single servings, not shared plates.	Consider whether food and drinks are necessary.
Hygiene measures	Cleaning schedule frequency is increased	Facilities should be cleaned after use by a group
	Surfaces are regularly disinfected	
	Hand wash facilities and hand sanitiser is readily available	
	Individuals who feel unwell stay home	
	People who have COVID-19 symptoms or need to be in isolation or quarantine are not allowed for any reason	
Contact tracing	Contact tracing register is used	Several sheets can be used to minimise groups of people waiting
At-risk people	People who are at-risk stay are encouraged to take additional precautions, or stay home	
	Activities which have a heightened risk, for example choirs and singing, are subject to additional controls	Controls may include increased physical distancing.

COVID-19 Safety Plan Acknowledgement Form

This form is for use by supporting ministries, activity organisers, and external group.

Details of activity	Description: Location: Date/time:
Details of person responsible for monitoring compliance with the COVID-19 Safety Plan (must be physically present throughout activity)	Name: Phone: Email:
What special risk factors are relevant to your activity, for example at-risk people?	
How to you intend to remove or mitigate these risks?	

By completing this form, you agree to comply with the COVID-19 Safety Plan. This includes:

- Monitoring conduct of your activity and being responsible for everyone complying with the COVID-19 Safety Plan.
- Basic cleaning and wiping down surfaces with disinfectant wipes on completion of your activity.
- Use of the Contact Tracing Register.

If you have any concerns or questions, please contact (04) 380 7174.

When completed, please return form electronically to admin@peninsulaparish.nz.

