

## **COVID-19 Attendance Guidelines – Riverwood Christadelphians**

All gatherings should follow the [NSW Health checklist for places of worship](#) and fall under the Riverwood Christadelphian [COVID-19 Safety Plan](#).

Please note the following before reading the guidelines below:

- These guidelines cover the following events to be held at Riverwood Hall:- Sunday School, Memorial Meeting, Sunday and Wednesday evening classes. Any event not falling into these categories will require a separate Covid-19 Safety Plan (e.g., [weddings](#), [funerals](#), [baptisms](#)).
- An Event Organiser will be nominated for each event held at the hall and be advertised along with the event on WhatsApp and Newsletter communications.
- The Event Organiser is responsible for informing members of event details, registering attendees, implementing the guidelines and delegating tasks where appropriate to all essential organisers.
- Essential Organisers include anyone involved in the running of an event at the hall, including but not limited to: Chairman, Speaker, audio-visual operator, event organiser, event supervisor, Sunday school teacher, Sunday school superintendent.
- Please refer to page 3 for [roles and responsibilities](#) of each organiser.
- For times when the hall continues to be used only for the facilitation of online meetings, attendance should be logged via QR Scan or attendance log in foyer.

### **Guidelines for attendance at Riverwood Hall for multi-age groups:**

<b>Guideline</b>	<b>Responsibility</b>
Abide by all <a href="#">Conditions of Entry</a> , hand sanitising before entry, especially logging your attendance on the roll or via QR scan, and physical distancing of 1.5m for everyone not from the same household.	Attendees, Event Supervisors
Ensure number of attendees does not exceed current restrictions of 45 people (and a maximum of 5 organisers).	Event Organiser
Check all signage at the hall is current and up to date.	Event Supervisors
Members are to bring own bread and wine for the memorial service.	Attendees
Designate the internal and external spaces that each gathering will use.	Event Supervisors
Wearing a mask in places of worship is highly recommended by NSW Health. Spare disposable masks are available onsite.	Attendees
Set up chairs and tables to ensure the 4 square metre rule and 1.5 metre social distancing rule are being followed. Only provide seating for the allowed attendee limit.	Event Supervisors
Adult attendees are required to maintain 1.5m from other adults and children, unless they are from the same household.  Children and teenagers who attend multi-age gatherings (e.g., Memorial Meeting) must maintain the same 1.5m distancing as the adult members unless they are members of the same household.	Attendees, Event Supervisors
Log your attendance as you enter the hall, either in the attendance log book or using the QR code scan.	Attendees
Avoid group singing. Use audio-visual media for praise.	Attendees, audio-visual operator
Restrict the swapping of phones and devices between all participants.	Attendees
Ensure there is no mingling outside the hall and that adequate signage is provided in this area.	Attendees, Event Supervisors
Avoid sharing physical objects such as Bibles, pens and pencils, handouts and money.	Attendees, speakers
Clean the surfaces of the defined space after each gathering, empty bins and lock up. Refer to the Riverwood Christadelphian Covid-19 cleaning procedure.	Event Supervisors

Guideline	Responsibility
Attendees are encouraged to bring their own water bottles.	Attendees
<p>Food and beverages are currently not to be prepared or served at the hall without prior approval from the arranging group.</p> <p>When approval is obtained, good hygiene practices are to be adopted around the service of food and beverages at all times including:</p> <ol style="list-style-type: none"> <li>1. Masks and gloves for food preparers and servers; and</li> <li>2. Maintain social distancing whilst distributing food and use only disposable cups, plates and cutlery.</li> </ol> <p>Attendees are encouraged to bring their own water bottles and members should provide their own emblems. Any emblems provided at the hall will be in individual disposable containers and no shared plates will be used.</p>	Event Organiser, attendees
<p><b>Sunday School and Youth Only Events:</b></p> <p>Along with all guidelines mentioned above the following should also be considered for Sunday School and Youth events. Refer also to the <a href="#">Sunday School Guidelines</a> document on page 4 for detailed guidelines on running Sunday School.</p> <ul style="list-style-type: none"> <li>• Youth (0-18 years) in attendance at Youth only events do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Sunday school teachers and adult youth leaders should continue to maintain 1.5m physical distancing from students where practical.</li> <li>• Implement drop-off and pick up procedures that minimise the opportunity for adults to congregate together.</li> <li>• Wipe down all balls, equipment and toys used at the end of the gathering. Rotate equipment where possible when running consecutive gatherings. Toys that cannot be cleaned and sanitized should not be used. (e.g. Play doh). Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.</li> </ul>	Event supervisors, Sunday School teachers, Sunday School Superintendent, attendees.
<p><b>Hosting at home:</b></p> <p>Gatherings of up to 20 people can be run in households from June 13. Whilst there is no 4m<sup>2</sup> rule for gatherings in homes, 1.5m social distancing should be practised between adults. It is recommended that contact details of those who attend your house for religious gatherings should be recorded and stored. Further guidelines for gatherings in households can be found <a href="#">here</a>.</p>	At home hosts
<p><b>Media Policy:</b></p> <p>If for any reason a member is approached by a media organisation for information or public comment the request is to be passed on to the recorder or in his absence a member of the arranging group without further comment. From there the most appropriate response and spokesperson will be determined.</p>	Attendees/members

## Riverwood Christadelphians Covid-19 Attendance Guidelines – Roles & Responsibilities

The following roles and responsibilities for Essential Organisers have been created as part of the Riverwood Christadelphian Attendance Guidelines which form part of our Covid-19 Safety Plan. Essential Organisers include anyone involved in the running of an event at the hall, including but not limited to: Chairman, Speaker, audio-visual operator, event organiser, event supervisor, Sunday school teacher, Sunday school superintendent.

All essential organisers should refer to advice given by the event organiser and event supervisors in regard to actions required or changes in restrictions to ensure all adhere to our Covid-19 Safety Plan.

Role	Responsibilities
Event Organiser	<p>Pre-event:</p> <ul style="list-style-type: none"> <li>- Receive AB approval for Event.</li> <li>- Arrange advertisement of event on ecclesial WhatsApp and Newsletter.</li> <li>- Request a list of all intended attendees.</li> <li>- Double check current restrictions and ensure they are adhered to.</li> <li>- Nominate 2 x event supervisors and advise them of numbers attending.</li> </ul> <p>Post-event:</p> <ul style="list-style-type: none"> <li>- Liaise with event supervisors to ensure all aspects of the safety plan were adhered to including directing people to log their attendance in the attendance folder in the foyer or via QR code.</li> </ul>
Event Co-ordinator	<p>Pre-event:</p> <ul style="list-style-type: none"> <li>- Obtain attendee numbers from Event Organiser.</li> <li>- Double check current restrictions and Covid-19 Safety Plan and ensure correct signage is displayed at the hall.</li> <li>- Set up chairs and tables to ensure 4 square metre rule is being followed.</li> <li>- Ensure bathrooms and kitchen are stocked with paper towels, anti-bacterial soap and hand sanitiser.</li> </ul> <p>During event:</p> <ul style="list-style-type: none"> <li>- Check attendees off the registration roll or direct them to log their attendance in the attendance roll or via QR scan.</li> <li>- Conduct temperature checks on attendees prior to entry.</li> <li>- Ensure attendees are adhering to the 1.5m physical distancing guidelines and are not mingling at the entrance to the hall.</li> </ul> <p><i>NB: Children and teenagers who attend multi-age gatherings (e.g., regular Sunday services) must maintain the same 1.5m distancing as the adult members unless they are members of the same household.</i></p> <ul style="list-style-type: none"> <li>- Clean frequently used indoor hard surface areas with detergent or disinfectant. Clean frequently touched areas and surfaces as per the Riverwood Christadelphian Covid-19 cleaning procedure.</li> </ul> <p>Post-event:</p> <ul style="list-style-type: none"> <li>- Clean bathrooms and kitchen area, ensuring safety protocols are followed as per the Riverwood Christadelphian Covid-19 cleaning procedure.</li> <li>- Liaise with Event Organiser on proceedings to ensure all aspects of the safety plan were adhered to.</li> </ul>
Chairman	<ul style="list-style-type: none"> <li>- Facilitate the meeting and liaise with audio-visual co-ordinator regarding event participants e.g., prayer, reading, speaker. It is recommended chairmen bring their own water bottle and emblems.</li> </ul>
Speaker	<ul style="list-style-type: none"> <li>- Speaker may be present physically or remotely. If physically present, it is recommended the speaker brings their own water bottle and emblems.</li> </ul>
Audio-visual co-ordinator	<ul style="list-style-type: none"> <li>- Facilitate streaming options and liaise with chairman regarding event participants e.g., prayer, reading, speaker. It is recommended that audio-visual co-ordinators bring their own water bottle and emblems.</li> </ul>
Sunday School Teacher	<ul style="list-style-type: none"> <li>- Teach Sunday School whilst retaining physical distance from students and other teachers of 1.5m at all times.</li> <li>- Sunday School teachers may also be nominated as Event Supervisors.</li> <li>- Refer to <a href="#">Sunday School Guidelines</a> for further information.</li> </ul>
Sunday School Superintendent	<ul style="list-style-type: none"> <li>- Facilitate Sunday School groups and arrange a roster of Event Supervisors for Sunday School events. Refer to <a href="#">Sunday School Guidelines</a>.</li> </ul>

## **RIVERWOOD SUNDAY SCHOOL**

### **COVID-19 SAFETY PLAN ATTENDANCE GUIDELINES**

**Event Organiser** – Sunday School Superintendent

**Event Supervisor** – Sunday School Secretary

#### **Role of Event Organiser:**

- Overall supervision of the activity.
- Organise attendance roll.
- Ensure attendance does not exceed current restrictions of 45 people plus maximum of 5 organisers.
- Ensure Covid-19 Safety Plan is adhered to and that all attendees are aware of the conditions of entry.

#### **Role of Event Supervisor:**

- Ensure students are ticked off the attendance roll
- Ensure teachers have registered via QR scan or attendance roll
- Co-ordinate hall set up and cleaning.
- Ensure good social distancing and hand hygiene occurs
- Ensure temperature checks are conducted on entry.

#### **GUIDELINES FOR CHILDREN**

- ✓ No singing hymns/songs
- ✓ Do not hug or kiss – be mindful of safe distance
- ✓ Sanitise hands on the way into the hall and on the way out
- ✓ Wash hands after going to the bathroom
- ✓ Do NOT get drinks of water using cups etc – USE Your own water bottle
- ✓ Students to bring their own water bottle
- ✓ The kitchen is out of bounds
- ✓ Students can play in the back behind the hall – the driveway gate will be closed
- ✓ Students need to bring their own equipment like pens, highlighters and pencils

#### **GUIDELINES FOR TEACHERS**

- ✓ Teachers must sit 1.5 m away from students e.g. across a table
- ✓ Do not share pens, paper, bible marking pens, highlighters etc or devices or anything else between students – students must have their own equipment
- ✓ Do not mingle outside the hall
- ✓ Bring your own water bottle
- ✓ Do not mingle with adults who pick up their children.

#### **GUIDELINES FOR PARENTS**

- ✓ Do NOT send any of your family members if they do not meet the Conditions of Entry
- ✓ Definitely do NOT send any members of your family if they are sick
- ✓ Collect your children at the front gate if you are not attending the memorial meeting.
- ✓ Do not come into the hall unless you are attending the memorial meeting.
- ✓ Do not mingle with other adults outside the hall.
- ✓ Children must be picked up by 10.30am at the latest.