**St Mary’s North Melbourne Covid Safety Plan, 4 November 2020**

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This plan has been discussed and approved by the Parish Council on Thursday 8 October 2020. The matter of Covid 19 safety will be discussed at all Parish Council meetings in 2020 and will remain an agenda item for the foreseeable future.

**The Vulnerable**

We have established a network of communication through weekly bulletins to all parishioners so that we are able to advise them of any changes to procedure. This is particularly true for any vulnerable members of the congregation. Regular contact has also been maintained by telephone.

**Signage and communication**

During the period when services are held congregation members will be given clear and precise instructions as to maintaining social distance, the absence of handshaking and how communion is to be received. Relevant posters will also be placed around the church, all parish members on our email list will receive a copy of this safety plan and the plan will be posted on our Website.

**Cleaning**

A record of all cleaning is now kept, especially between services once they resume. The church is now fully stocked with sanitary products such as wipes and hand sanitiser, which are placed at every entrance. An hour is kept between each service to allow for cleaning.

**Social distancing**

A distance of 1.5m will be required between congregation members at all times. The Covid Safety Officer will take responsibility for this. When services resume, it has been calculated that St Mary’s can hold a capacity of 55 persons maintaining correct social distancing. The parish will observe any regulations on numbers of people as specified by the Victorian Government and the Diocese of Melbourne.

Congregation members will not be able to meet following services and until further notice all social functions such as Morning Tea have been cancelled.

**Worship**

It is not the practice at St Mary’s to share service booklets. Different booklets are produced for the two services, which include hymns (when permitted) and people are encouraged to take these with them as they leave. If not they will be disposed of.

Hymn singing and choir music have been discontinued until it is safe and permissible for them to resume.

As people attend services a designated person will record names and phone numbers of those attending. When church capacity is reached the doors of the church will be closed and a designated person assigned to turn any extra people away.

In the event that services are conducted outside the same safety procedures will be in place.

Communion will be distributed in one kind only and the priests will sanitize their hands immediately prior to the consecration and again before distribution.

All servers and clergy have and maintain their own robes. No sharing is permitted.

**Private Prayers in Church**

The church will only be open when services are being conducted.

**Other groups**

The Covid Safety Officer will liaise with any groups using church facilities to make sure they maintain Covid compliance at all times. There are no Home Groups operating at this time. We do not have and Op Shop.

AA uses the church hall two evenings a week. Numbers are limited to 10 participants; all must book to attend and so are registered. They observe all other regulations as specified above.

The choir meets only by Zoom at this time.

Any breaches of the above will be reported by the Covid Safety Officer to the Bishop. The Covid Safety Officer will immediately close the premises.