



HCF COVID-SAFE MEETING PROTOCOLS

COMMUNION SERVICE

The congregation of Highlands Christian Fellowship is now able to meet together each Sunday at our Bowral church hall. To meet the public health requirements, we will hold two communion services each Sunday morning. We can give thanks to the Lord for this provision and, as exhorted by the apostle Paul, we make it our priority to gather together for the communion service whenever there is provision to do so. Heb 10:25.

The purpose of this communication is to inform you of some of the requirements that we must observe in order for our communion services to resume. *By taking the time to read through these notes, you'll be well prepared for the practical steps you will need to take to ensure that our fellowship together honours the requirements to adhere to the approved COVID Safety Plan for places of worship in New South Wales.* These notes serve as an important step in our training in, and awareness of, COVID Safe practise that will be in effect when we gather for communion.

Further to the information outlined in these notes, information signage will be placed around the building and verbal reminders given before and after our meetings regarding various COVID Safe practices. We will also be cared for by the various personnel care teams, including a COVID Safety Marshall, door hosts, and the first aid team. The building will receive cleaning and disinfection by the rostered cleaning team, before and after each communion service.

Attendance Requirements

We kindly ask that you please do not attend the communion service if you:

- 1. have any COVID symptoms, including fever, cough, sore throat, sneezing, shortness of breath, runny nose, or loss of smell, or**
- 2. have travelled from overseas in the last 14 days, or**
- 3. have been in close contact with a person who is positive for COVID in the last 14 days, or**
- 4. are an active COVID case.**

Action to be taken by you!

1. **Lampstand RSVP** – We request every person to RSVP on Lampstand to indicate their attendance or absence at the communion service. This information will assist us with a seating plan, and form part of our COVID-19 contact tracing requirements.

- 1) Click the **yellow button** to display as a **green button to confirm** you are attending that particular communion service, or
- 2) Click the **yellow button** twice to display **a red button, to indicate that you will not be attending** that particular communion service

It is important that you **only attend** the communion service to which you have been invited. To request that your invitation be changed to the alternate service, contact Peter Anderson or David Thompson.

If you confirm your attendance by clicking the yellow button to green, but later become ill, or are unable to attend for some other reason, **please re-enter the Lampstand site**, and click your **green button** to a **red button**, to indicate that **you will not be attending**.

To ensure the accuracy of our contact tracing information, we request that each person confirms their RSVP immediately on Lampstand.



2. **Arrival time** – Please time your arrival to 10 – 15 minutes before the time that the service is due to begin. This minimises social gatherings that could compromise social distancing requirements.

3. **Contact Tracing Form** – Upon your arrival, please wait for the door hosts to mark you as present for the service. They will have a list of all attendants with details pre-printed from the Lampstand RSVP. If you have not already RSVPd on Lampstand, you will be required to complete your name and contact details. The information on these forms will be stored for 28 days.

If you find out that you are a probable or confirmed COVID case, please notify the HCF office immediately.

4. **Seating Plan** – Please take time to familiarise yourself with the attached seating plan. This has been carefully prepared to allow for households and close contacts to be seated together and to comply with social distancing requirements. To ensure members of different households and close contacts are seated 1.5m apart, the seating rows in the hall have been spaced further apart. Further to this, if you sit in a row with people from another household, please leave 1.5m between you and the next household group. As a guide, this equates to approximately three seats. If you have any questions in regard to the seating plan, please contact David Thompson.

5. **Communion elements** – Please bring your own communion elements to the communion service.

6. **Offering** – There will be no offering collection taken at the service as we are encouraging all giving to be done electronically. Banking details can be found under Weekly Life on Lampstand or on the Offering Envelopes at the front entrance. There will be a tithe box in which offerings can still be left.

7. **Morning Tea** – There will be no opportunity for morning tea. Please take the opportunity to find fellowship together from house to house – invite someone home for coffee or a meal.

8. **Physical Distancing** - If members of the same household or 'close contacts' are attending services, they do not need to practise physical distancing from each other. In all other circumstances, physical distancing requirements should be observed. Parents are encouraged to assist their children to maintain appropriate physical distance wherever possible.

As you arrive and have had your details confirmed, please make your way direct to your seating and avoid greeting one another and mingling in the church as you arrive. This will help with ensuring appropriate physical distancing requirements of 1.5m.

9. Other Important Information to note

- There will be limited access to the Schoolhouse. Ladies are free to use the facilities there, and some will be using the Mothers' Room, but we ask that others avoid using the Schoolhouse if possible
- There will be no access to the water dispenser and no access to the kitchen
- Hand sanitiser will be made available at the church in various places for your use
- NSW Health strongly recommends wearing a face mask in places of worship. This is not mandatory but is recommended in areas where there has been community transmission. If you would like to wear a face mask, please bring one with you.
- You may request a temperature check from the First Aid attendant at the door, with a non-contact forehead thermometer. The First Aid attendant may ask to check your temperature.
- In accordance with Public Health Orders, we have a COVID Safety Plan and have registered as COVID Safe.