

COVID-19 Safety

Introduction

Hillsong is committed to providing physical, emotional, and spiritual environments that are safe and secure for all Hillsong-Related People.

This training module will help you to remain safe and manage your responsibilities towards COVID-19.

Sections covered in this module includes:

- Section 1 - About COVID-19
- Section 2 - Protecting Your Health
- Section 3 - Workplace Safeguards

Course requirements

Prior to completing this module, you should have already completed the Hillsong Safe Church Safety Fundamentals module and Protecting People module.

To complete this COVID-19 Safety module you will need to review the content provided and answer a few short questions. Each question must be answered correctly before proceeding.

This module should take **15-20** minutes to complete.

During this time, you may require a short break. You can resume training at any point. The system will remember the slide you have last completed. It is recommended that you plan to complete the course in an environment that is free from distraction and provides reliable internet access.



SECTION 1 - About COVID-19

The topics covered in this section include:

- What is COVID-19
- Symptoms of COVID-19
- How is COVID-19 Spread

What is COVID-19

Coronavirus disease (COVID-19) is an infectious disease that is caused by a newly discovered form of coronavirus. COVID-19 is a respiratory infection that was unknown before the outbreak that started in Hubei Province, China, in December 2019. Other known forms of coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).



Symptoms of COVID-19

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. The common symptoms of COVID-19 may include:

- fever
- coughing
- sore throat
- fatigue (tiredness), and
- difficulty breathing or shortness of breath.

Most people infected with COVID-19 will have a mild to moderate illness and will recover without special medical treatment. Some people, such as those with underlying medical problems or disease and older people, are more likely to suffer from more serious symptoms of the diseases.



How is COVID-19 spread

The most likely way someone will catch the virus is by breathing in micro-droplets a person close to them has released by sneezing, coughing – or just breathing out.

A person can, however, also catch it via the hand-to-face pathway. This happens by touching a surface where live virus material is present, then touching their mouth, nose or eyes.

Importantly, the spread of COVID-19 is highest from people with symptoms, whereas the spread before symptoms appear is less common.



SECTION 2 - Protecting Your Health

The topics covered in this section include:

- How to Reduce the Risk of Spreading
- Physical Distancing
- Hand Hygiene
- Other Hygiene
- Your Wellness

Physical Distancing

Physical distancing (also referred to as 'social distancing') refers to the requirement that people distance themselves from others. The current advice from the Department of Health is that everyone must keep at least 1.5 metres from others (outside of their family unit) where possible. In addition, in a given space, there must be a 4 square metres of space per person where possible.

Why is physical distancing important?

Physical distancing is necessary because the most likely way of catching the virus is by breathing in micro-droplets from another person sneezing, coughing, or exhaling. By ensuring there is 4 square metres of space per person and maintaining a physical distance of at least 1.5 metres from others where possible, you will reduce the likelihood of exposure to micro-droplets of others.

Current health advice is that everyone, including people at workplaces, must implement physical distancing measures wherever possible.

Do I need to do both? That is, make sure there is 4 square metres per person and physical distancing of 1.5 metres?

Yes. You need to do what you can to make sure there is 4 square metres in your workplace per person and keep everyone apart at least 1.5 metres, where possible.



Hand Hygiene

A key way you can protect yourself, your colleagues and others from the risk of exposure to COVID-19 is by practising good hygiene. Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and drying them with clean paper towel.

You must wash your hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet, and
- when changing tasks and after touching potentially contaminated surfaces.

When it is not possible to wash hands, an alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions.



Other Hygiene

Good hygiene also requires you to, at all times:

- cover coughs and sneezes with your elbow or a clean tissue (and no spitting)
- avoid touching your face, eyes, nose and mouth
- dispose of tissues, e.g. in closed bins
- clean and disinfect shared equipment and plant after use
- wash body, hair (including facial hair) and clothes thoroughly every day, and
- have no intentional physical contact, for example, shaking hands and patting backs.



Your Wellness

During this time, it's important to do things that help you to cope and maintain good mental health.

The Department of Health suggest these ways to stay mentally healthy -

- Maintain a healthy lifestyle
- Stay informed
- Stay positive, and
- Access support.

For more information on each of these topics refer the Head to Health website, using this [LINK](#).

If you are finding it difficult to cope in your role or current work arrangements, you should talk to your Supervisor or Manager. If your health concerns are resulting from other significant life situations, you may also wish to engage with Pastoral Care.

Note: Talking to others about your concerns often eases the pressure, and together you can make changes needed to return your work life to a healthy level or direction.

Additional support services:

1300 53 53 53 - Hillsong Pastoral Care

13 11 14 Lifeline - Crisis support and suicide prevention

1300 224 636 - Beyond Blue or coronavirus.beyondblue.org.au



SECTION 3 - Workplace Safeguards

The topics covered in this section include:

- Your Safety Responsibilities
- Rights & Consultation
- Monitor & Report Your Health
- Tracking Close Contacts
- Cleaning Your Workspaces
- Personal Protective Equipment (PPE)
- Safeguarding Vulnerable Team

Your Safety Responsibilities

As a worker, you must take reasonable care of yourself and not do anything that would affect the health and safety of others at work (e.g. coming to work when you are unwell).

You must follow any reasonable health and safety instructions from your employer.

To prevent the spread of COVID-19 it is important that you:

- work safely and observe any new requirements for physical distancing (i.e. even if it means performing tasks in a different way to what you are used to)
- follow instructions (e.g. about how to wash hands thoroughly)
- ask if you're not sure how to safely perform the work use personal protective equipment (PPE) such as gloves in the way you were trained and instructed to use it, and
- report any unsafe or unhealthy situations (e.g. a lack of soap in the bathroom) to your supervisor or Manager.



Rights and Consultation

Consultation

As part of providing a safe workplace, your Manager is required to talk to you about things that affect you. They must tell you what they are proposing to do to identify and manage risks to your health, safety and wellbeing while in the workplace. They must give you an opportunity to share your ideas and express any concerns. You are most likely to know about the risks of your work. Your Manager must allow you to raise any work health and safety issues or concerns.

In the context of COVID-19, your Manager must consult with you on health and safety matters when:

- assessing the risk of COVID-19 to your health and safety
- deciding on control measures to eliminate or minimise the risk of exposure to COVID-19
- deciding on facilities for your welfare, and
- proposing changes to the workplace which may affect your health and safety.

Your Manager does not have to agree with you or take your suggestions on board, but they must give genuine consideration to everything you raise with them, and let you know what their final decisions are.

Rights

In some circumstances, you might need to refuse to carry out or stop unsafe work. You have this right if there is a reasonable concern that you or someone else will be exposed to a serious risk to their health and safety from an immediate or imminent hazard. This could include exposure to the COVID-19 virus.

If you stop work because it is unsafe, you need to tell your Manager as soon as possible. Your Manager will work with you to find suitable ways to reduce the risk to acceptable levels, or ask you to carry out suitable alternative work.

Remember, your Manager can not discriminate against or disadvantage you for raising work health and safety concerns in the workplace.

Note: If you are being denied the opportunity to raise concerns or are being unfairly treated by your Manager, please contact peopledevelopment@hillsong.com. If you have safety concerns that leave you and/or your Manager unclear how to proceed, please contact safechurch@hillsong.com.



Monitor and Report Your Health

If sick or unwell

If you are sick or unwell you **must** stay home and let your oversight know as soon as you can. If you're showing symptoms of COVID-19 (i.e. fever, coughing, sore throat, fatigue, and shortness of breath) seek medical attention immediately and follow advice given.

Note: If you have serious symptoms such as difficulty breathing, call 000 for urgent medical help.



Report to your Manager

You **must** report to your Manager as soon as possible, even if you are working from home:

- if you are experiencing symptoms of COVID-19,
- if you have been, or have potentially been, exposed to a person who has been diagnosed with COVID-19 or is suspected to have COVID-19 (even if you have not yet been tested), or
- if you have undertaken, or are planning to undertake, any travel.

Report to Safe Church

Safe Church **must** be notified as soon as possible where:

- A staff or volunteer is suspected or confirmed to have COVID-19
- Another person who is suspected or confirmed to have COVID-19 is, or has been, on premise at a Hillsong location.

Safe Church will direct you with the initial response required and steps that need to be taken to protect other workers in the workplace.

Tracking Close Contacts

In the event that you, or someone you know, has become infected with COVID-19 it will be important to know who else is at risk. An infected person may have been symptomatic for days and during that time come in contact with many people.

Tracking each close contact effectively is a difficult task especially as physical distancing restrictions are eased. Our Government Health Officials will want to know this information to understand the source and to who it might have spread to.

The most effective means of supporting this process is by downloading the COVIDSafe App using the links below. For further information refer to this [LINK](#).

Note: The use of the COVIDSafe App (COVIDSafe) is completely voluntary.



Downloads -

[Get the iOS App](#)

[Get the Android App](#)

Cleaning Your Workspaces

Tidy workspaces enable cleaning of hard surfaces to be done more effectively. Your workspace must be kept clean, clear and free from clutter at all times. No rubbish can be left in the workspace and must be placed in a rubbish bin provided.

Note: choosing not to eat at your workspace makes this requirement easier to observe.

In addition, use disinfectant wipes to routinely clean your desk, office equipment (e.g. phone handsets) and frequently touched surfaces (e.g. door handles). Consult the manufacturer's instructions for cleaning and disinfection products used. If available, wear gloves when cleaning or handling rubbish.



Personal Protective Equipment

Personal protective equipment (PPE) refers to anything used or worn to minimise risk to worker health and safety. It can be used to supplement the other control measures put in place at your workplace to protect against COVID-19 including good hygiene measures, physical distancing, environmental cleaning, and providing information and training.

You must use more control measures to protect against COVID-19 than only PPE.

Common PPE that can be used to protect against COVID-19 include:

- masks
- gloves
- eye protection, and
- screens.

The type of PPE you use will depend on your workplace and the outcomes of consultation with your Manager and any relevant risk assessment.

Note: PPE will not be required for many workplaces.



Safeguarding Vulnerable Team

Some people are at greater risk of more serious illness with COVID-19:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions
- People 65 years and older with one or more chronic medical conditions
- People 70 years and older, and
- People with compromised immune systems.

These categories may increase or vary depending on the latest evidence. See [Department of Health website for further information](#).



What to do if you are at 'greater risk'

If you are able to perform your duties at home, you should consult with your Manager about continuing to do so, even if restrictions are lifted. Where your role requires you to work at a Church location, you should assist your Manager with the preparation of a risk assessment and propose ways the risks can be mitigated.

Note: If risks cannot be minimised to an acceptable level of safety, contact Safe Church for further assistance.

Key Take Homes

Additional Resources

- For a download of this course material go to <https://hil.so/vhub>
- For other volunteer safety information and resources go to <https://hil.so/vhub>
- For other staff related resources go to StaffHub Australia

Government Resources

- For all COVID-19 Workplace Safety information search [Safe Work Australia COVID-19](#)
- For all COVID-19 Health information go to www.health.gov.au or download [Coronavirus Australia App](#)

Worker or Workplace Concerns

- If you observe behaviour of other staff and volunteers that are not aligned with the training, please address your concerns with the individual or their supervisor
- If you consider the behaviour is potentially harmful to the personal safety of yourself or others, please notify Safe Church on safechurch@hillsong.com

Report

- Report all safety incidents and hazards via <https://hil.so/vhub>

All Medical Emergencies

- Call 000 - Emergency services

Support

Additional support services contact:

- 1300 53 53 53 - Hillsong Pastoral Care
- 13 11 14 - Lifeline - crisis support and suicide prevention (chat online lifeline.org.au)
- 1300 224 636 - Beyond Blue (or coronavirus.beyondblue.org.au)

Safe Church Contact details:

- Email: safechurch@hillsong.com
- Ph: (02) 8853 5352

You have successfully completed this module!



Thank you for completing COVID-19 Safety!

Don't forget to save your completion certificate. Or, alternatively record the receipt number if you are unable.

Remember: You can resume training at any point. The system will remember the slide you have last completed. Feel free to take a break at anytime.