



Table of Contents

Purpose of the Guidelines

- A. Symptoms of Covid-19**
- B. Standard Precautions of Infection Prevention and Control**
- C. Risk Reduction Methods**
- D. Risk Reduction for Meeting Area**
- E. Risk Reduction for Toilets / Bathrooms**
- F. Hand Hygiene Practices**
- G. Areas for Coffees and Teas**
- H. Consistent Availability of Hygiene Products**
- I. Cleaning and Disinfections**
- J. Useful and general Information**

Purpose of the Guidelines

Hygiene Interventions play an important role in reducing and preventing the spread of the COVID-19 virus, and developing the necessary knowledge to positively impact attitudes of personal and community Hygiene Practice

These Guidelines are measures are to be implemented in the Church environment in order to prevent or reduce the spread of Covid – 19. These measures include the use of Personal Protective Equipment (PPE) social distancing and Hand Hygiene Practices

Most importantly, these measures need to be continued outside of the Gathering of members attending Church meetings in order to keep our community safe.



A. Symptoms of COVID - 19

Patients with COVID – 19 have experienced mild to severe respiratory illness

Symptoms can include

Fever – Symptoms may appear 2 – 14 days after exposure

Cough ...

Shortness of breath ...

B. Standard Precautions of Infection Prevention and Control

A safe environment can be achieved through elimination of infectious particles in the air and on the surfaces by **always adhering to the Golden Rules**

- 1. Prevent direct contact with persons who are sick** – Encourage folks to stay at home when feeling sick
- 2. Use of Personal Protective Equipment (PPE)** – Use protective masks at all times .. and Gloves at own discretion
- 3. Environmental cleaning and Disinfectant** – Reduce the risk of micro- organisms in the environment by cleaning and disinfecting frequently touched surfaces such as door handles, hand rails, desks, tables, windows Etc. Hourly or less frequently depending on the circumstances
- 4. Social Distancing** – Keep a distance of at least 1.5m between persons where possible, avoiding gatherings and contact activities outside of Church Auditorium, queuing ... Etc
- 5. Hand Hygiene** – Wash hands frequently with soap and water for 20 seconds, especially after using the toilet, touching food and if hands are visibly dirty.
- 6. Use Alcohol-based hand sanitiser regularly** – This need to be done especially after contact with any person or after contact with frequently touched Surfaces, i.e. phones, door handles Etc.



7. **Avoid touching your eyes, mouth, or nose** – with unwashed hands or Sanitised hands
8. **Limit Airborne Transmission** – Allow adequate cross ventilation in Worship Auditorium ... Stick to the limitations of the number of folks who access your auditorium (50% of its capacity)
9. **Practice cough and sneeze etiquette** – cough in the fold of the bent elbow and sneeze in a tissue, which should be discarded safely in a refuge bin with a lid. Wash hands immediately thereafter

C. Risk reduction methods

- a. Every person that enters or leaves the premises at the entrance and exit door must wash or sanitise their hands utilising hand stations equipped with Soap (Bar or Liquid) and water or sanitise with a hand sanitiser with at least 60% alcohol base.
- b. Pens and Pencils must not be shared at sign in stations unless sanitised
- c. No sharing of food or utensils
- d. Social distancing must be adhered to at all times
- e. Auditorium must be well ventilated at ALL times
- f. Auditorium must be cleaned and sterilised before and after every meeting
- g. Every person that enters the Church Auditorium must have their Temperature assessed with a digital thermometer scanner
 - A reading of 38 degrees C and above indicates a positive fever and should be referred for further investigation. As per the DBE standard operating procedure for the prevention, contamination and management of COVID-19
 - Visitors with a fever are not allowed on the premises

D. Risk reduction for meeting Area

Each meeting auditorium must have access to the following

- a. A portable hand washing station with handwashing soap (Bar or Liquid) or hand sanitizer with at least 60% alcohol base ... every person should



wash their hands on a regular basis as a common practice when entering and leaving the worship auditorium.

- b. A litter bin with a lid, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded.
- c. Paper towels to dry hands or wipe surfaces. Used paper towels must be discarded safely in the litter bin with a lid.
- d. Protective face masks (cloth masks) and /or visors must be worn at ALL times in the Auditorium.

NOTE DO NOT USE HAND SANITISER AFTER USING THE TOILET - WASH HANDS WITH SOAP

Entering of the Auditorium

- On entering, the Auditorium marked our areas of 1.5m will be indicated before entering the Auditorium to ensure that social distancing is adhered to.
- Each Person will need to Fill out a registry form stipulating specific details such as ... Date, time, Name Surname, Id No, Contact No, Address, No of people living with you, Temperature taken and small survey of symptoms experienced Y/N.
- They will need to Sanitise their Hands (A foot Sanitiser will be provided)
- NO MASK NO ENTRY
- Seating arrangement will be provided to folks with the Social distancing requirements of 1.5m that need to be adhered to. NO more than 50% of the auditoriums Capacity.
- The Meeting Time cannot exceed longer than a 2 hour period before being fully sanitized ... A 1 (one) Hour is recommended and advised.



Praise and worship / AV requirements

- No more than 2 Worship members are allowed to participate ... except for under the circumstance of 2.5m Social distancing requirements
- Microphones need to be sterilised before and after every meeting ... These Items may NOT be shared
- Spokesperson / Pastor / Minister on the day needs to have their own independent Microphone
- Spokesperson / Pastor / Minister needs to have a social distancing of 2.5m from the nearest congregant member whilst relaying his message.
- ALL sound Instrumentation needs to be wiped off before and after every Meeting.
- Audio and Visual Team ... need to insure their Equipment is Sterilised before and after every meeting (Gloves in this instant are recommended as technical equipment could be Damaged with disinfectants)

E. Risk reduction for Toilet / bathroom Area

- a. A handwashing Station and Handwashing Soap(Bar or Liquid) with in 5m of the Toilet for handwashing after using the toilet
- b. Paper towels to dry hands, or air Dry the hands. Used paper towels must be discarded safely in the litter bin with a lid. Do not use a common hand towel
- c. A litter bin with a lid, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded.
- d. Surfaces that are regularly touched, Eg Taps door knobs and door handles must be wiped down hourly with a disinfectant liquid
- e. Daily cleaning of surfaces at least twice a day with a disinfectant cleaner



F. Hand Hygiene Practices

a. When to wash Hands

- Wash your hands after visiting the toilets
- Wash your hands before handling food or eating
- Wash your hands after praying for Folks
- Wash your hands after touching Surfaces
- Wash your hands after sneezing or coughing

b. How to wash hands

How to wash with Soap

1. Wash your hands and apply Soap/ sanitiser
2. Rub palms and hands together
3. Rub in between the fingers back of hands and wrist
4. Clean underneath the nails
5. Rinse hands with clean running water
6. Dry with clean paper towel or shake hands in the air to dry
DO NOT use a cloth or share a paper towel wipe

How to wash with Sanitiser

1. Apply the hand Sanitizer to the Palm of one hand
2. Rub your hands together
3. Rub the gel over ALL the surfaces of your hands and between fingers for at least 20 seconds until your hands are dry

G. Areas for Coffees and Teas

THIS IS NOT APPLICABLE AND WILL NOT BE PUT INTO PLACE IT IS STILL TOO RISKY TO IMPLIMENT THIS FORM OF INTERACTION



H. Consistent Availability of Hygiene Products

- All sanitizers, Soap, Paper Towels and Disposable bins with a Plastic lining must be available in areas of the Auditorium.
- Masks must be worn at all times and is the responsibility of each person entering the Worship Auditorium.
- NO MASKS NO ENTRY!
- (Spare masks should be kept available for those that d not have for whatever reason being)

I. Cleaning and Disinfections

- Thorough cleaning needs to be carried out in ALL areas of the auditorium before and after every worship Session.
- cleaning of surfaces need to be done every Hour
- It is recommended that Cleaning Staff should have access to
 - **Gloves**
 - **Face masks**
 - **Disposable Aprons**
 - **Protective eye gear**
 - **Closed shoes**

J. Useful and General Information

Use basic hygiene

Basic hygiene measures include: good hand hygiene, cough and sneeze etiquette, avoid touching your face, and clean surfaces.

- **Wash your hands** with soap and water often (for at least 20 seconds) and dry thoroughly. Use an alcohol-based sanitiser and rub hands together if soap and water is unavailable.
- **Cough or sneeze into your elbow** or cover your mouth and nose with tissues. Put them in a bin immediately.



- **Avoid touching your face**, including your eyes, nose or mouth if your hands are not clean. Surfaces may have infectious droplets.
- **Clean surfaces regularly**. This includes items frequently touch like door handles and phones.

What to do at each Alert Level

| Information on what public health actions to follow at each Alert Level. | | | | |
|--|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 |
| Good hand hygiene and cough etiquette | Yes | Yes | Yes | Yes |
| Regular cleaning of high touch surfaces | Yes | Yes | Yes | Yes |
| Review household and community preparations for emergencies and learn about what masks to wear and learn how to put them on | Yes | Yes | Yes | Yes |

Information on what public health actions to follow at each Alert Level.

| | 1 | 2 | 3 | 4 |
|--|----------|--|---|--|
| Avoid others when sick | Yes | Yes | Yes | Yes |
| Call your health professional or Healthline to discuss testing if anyone has respiratory symptoms | Yes | Yes | Yes | Yes |
| Physical distancing of 2m outside of bubbles | No | Where practical | Where possible but maintaining access to essential services | In all situations where interacting outside of home and work bubble (for essential workers) |
| Community use of masks and face coverings * | No | On public transport if with people outside your bubble | Highly recommended in closed spaces ** where physical distancing is not always possible and contact with other people outside your bubble may occur | Highly recommended in closed spaces where physical distancing is not always possible and contact with other people outside your bubble may occur |



Information on what public health actions to follow at each Alert Level.

| | 1 | 2 | 3 | 4 |
|--------------------------------|----------|-------------------------|--|--|
| | | | (except where exemptions occur) | (except where exemptions occur) |
| Reduce your bubble size | No | Limit gatherings to 100 | Follow Alert Level 3 directions on bubbles | Follow Alert Level 4 directions on bubbles |

How can you prevent infection?

The following can provide protection against infection from Coronaviruses and many other viruses that are more common in South Africa:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay at home when you are sick and try and keep a distance from others at home.
- Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in the bin.
- Clean and disinfect frequently touched objects and surfaces.



South African COVID 19 HOTLINE

08000 29999

If you present with symptoms of Corona Virus, please call the official COVID 19 HOTLINE before going to your doctor, pharmacist or nurse. By calling the hotline, someone will be sent to test you where you are, which will limit the spread of the virus.

