

ANGLICAN DIOCESE OF AUCKLAND

COVID-19 INFORMATION FOR MINISTRY UNITS

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KEY MESSAGE – KEEP UP TO DATE AND FOLLOW ADVICE

The Diocesan Health and Safety Working Group, Bishop Ross Bay, and Episcopal Team are constantly monitoring advice and direction from the Government and Ministry of Health. While we might be moved to act in response to actions in other places, it is important for us to be guided by medical and government advice in the New Zealand context.

The latest information for churches, based on this advice, is outlined below. It is very important that you read this document fully and that you and your leadership apply it in your ministry unit.

This situation is in a state of constant change, so it is also important that you check the diocesan website www.aucklandanglican.org.nz regularly to find updated versions of these documents and further emails from the Bishop and the Diocesan Health and Safety Working Group.

CONTACTS

HEALTHLINE

Dedicated Healthline number for COVID-19 health advice and information
0800 358 5453

DIOCESAN

General contact with the diocese and reporting of cases

Diocesan Office (09) 302 7201
keepsafe@aucklandanglican.org.nz

Episcopal Team contacts

South: Archdeacon Michael Berry 021 225 6781
North: Archdeacon Carole Hughes 021 247 6214
Far North: Archdeacon Jonathan Gale 021 254 3791

FURTHER INFORMATION

Reliable information about COVID-19 can be found via the following links

Ministry of Health www.health.govt.nz
Unite Against COVID-19 covid19.govt.nz
World Health Organisation www.who.int

FREQUENTLY ASKED QUESTIONS

ILLNESS

CONFIRMED EXPOSURE TO COVID-19

Updated 26 May 2020

SOMEONE IN OUR MINISTRY UNIT HAS TESTED POSITIVE FOR COVID-19. WHAT SHOULD WE DO?

Medical professionals will advise the person on what they need to do. Health service teams will work to identify and contact anyone that person may have come into close contact with and will advise close and casual contacts what they need to do.

Contact tracing records will assist the Ministry of Health and district health boards to trace contacts of identified cases. (See *Contract Tracing*.)

Privacy rules prevent the identification of a possible, probable or confirmed case. See [here](#) for general Privacy and COVID-19 guidance and [here](#) for information for employers and employees.

If any clergy members, ministry unit staff or parishioners test positive for COVID-19 and **pastoral support from the person concerned is requested**, please send details to keepsafe@aucklandanglican.org.nz including:

- name of unwell person
- date of confirmed positive test for COVID-19
- best contact phone number
- email address
- any support we can help with.

SUSPECTED EXPOSURE TO COVID-19

Updated 26 May 2020

A PERSON WITH CLOSE CONTACT EXPOSURE OR UNDERGOING A COVID-19 TEST OR A SUSPECTED OR CONFIRMED CASE OF COVID-19 HAS RECENTLY BEEN IN THE MINISTRY UNIT/CHURCH BUILDINGS/OFFICE. WHAT SHOULD WE DO?

Call Healthline immediately. In confirmed cases of COVID-19, government health departments will be in contact to advise on what actions to take.

Follow Healthline advice and guidance for yourself and your own care.

Privacy rules prevent the identification of a possible, probable or confirmed case. (See *Privacy*.) See [here](#) for general Privacy and COVID-19 guidance and [here](#) for information for employers and employees.

Let the Diocesan Office know (keepsafe@aucklandanglican.org.nz, (09) 302 7201) so that we can assist with decision making and management.

ONE OF THE STAFF OR MYSELF DON'T FEEL WELL. WHAT SHOULD WE DO?

If you are sick, for whatever reason, stay at home.

If you feel sick or unwell, with symptoms of COVID-19 (fever, dry coughing, breathlessness) or with any symptoms of 'flu or the common cold (e.g. sore throat, runny nose, etc.) you should ring Healthline on 0800 358 5453.

If you have been overseas or been in close contact with a confirmed COVID-19 case or develop any symptoms that you are concerned could be COVID-19, you should ring Healthline on 0800 358 5453.

Contact your Archdeacon to keep them informed of your situation.

HEALTH AND WELLBEING

Updated 26 May 2020

HOW DO I KEEP MYSELF AND OTHERS SAFE?

It is important that we continue to support everyone's health and follow government instructions in order to prevent infections and contain any further spread of this virus.

It is of vital importance that all people follow good hygiene and health practices:

- stay at home in line with the Alert Level
- wash your hands often with soap, then dry them
- follow travel guidelines in line with the Alert Level
- practice good venue hygiene and frequently disinfect high-use surfaces with disinfectant wipes or spray (e.g. door handles, light switches, shared surface areas)
- maintain physical distancing
- wash and dry your hands
- follow gathering restrictions based on the Alert Level
- follow bubble restrictions based on the Alert Level.

See Appendix C for further guidelines for each Alert Level.

WORSHIP SERVICES

Updated 26 May 2020

CAN WE HOLD WORSHIP SERVICES?

Follow guidance on gatherings and events based on each Alert Level. This may change frequently. The government has provided [guidelines on religious gatherings](#).

LEVEL 4

No gatherings or events of any kind or size as everyone has been instructed to stay at home and avoid contact with other people.

All services of public worship are cancelled.

LEVEL 3

No gatherings or events of any kind or size as everyone has been instructed to stay at home and avoid contact with other people.

All services of public worship are cancelled.

LEVEL 2

Gatherings must:

- Follow government rules on gatherings according to the Alert Level and permitted numbers.
- Keep high personal and venue hygiene standards.
- Keep contact tracing records.

If you are sick at all, have COVID-19 symptoms or are required to be self-isolating, you should not participate in any gatherings.

PHYSICAL DISTANCING AND 'SAFE GATHERING NUMBER'

ENSURING PHYSICAL DISTANCING

Prior to any service taking place, we need to arrange our worship spaces to adhere to the government's physical distancing guidelines. Within a church context this has been set at 1m.

You will need to arrange your seating with physical distancing in mind. People must be spaced 1m in all directions from each other (including in front of and behind). If a church has pews every second pew may need to be 'blocked off'.

Make sure people understand where they can and cannot sit and how they can move around the church safely (especially moving to and from receiving communion).

CALCULATING YOUR 'SAFE GATHERING NUMBER'

The maximum number of people at any gathering must not exceed 100 people. With physical distancing measures in place, however, some churches (especially many smaller churches) will have far lower capacity.

You must calculate the 'Safe Gathering Number' for every building. This is the number of people who can actually gather whilst maintaining proper physical distancing.

Your 'Safe Gathering Number' cannot be more than 100.

STAYING WITHIN 'SAFE GATHERING NUMBER'

If attendance at any service is likely to meet or exceed your 'Safe Gathering Number' you must take steps to limit or control attendance. This may include asking people to pre-register to attend a service or increasing the number of services available for people to attend.

You must never exceed your 'Safe Gathering Number'.

If more than one separate area is used (for example, a building and a separate marquee), each area can have a maximum of 100 people. The people in each area cannot have contact with each other. That means each area must have its own entrance(s) and exit(s), bathrooms, kitchens etc.

CONTACT TRACING

RECORD ATTENDANCE

Whenever we gather, we must keep a record of who has attended the service. This will allow for 'contact tracing' – the process of identifying and contacting people who may have been in contact with COVID-19 if a case is discovered in the future.

Prepare a suitable contact tracing form and assign a suitable number of people (perhaps a sidesperson) to be responsible for recording all people attending each service. It may be wise to choose a single point of entry into the building to manage flow of people and indicate this with notices. All emergency exits should remain clear at all times.

You need to:

- record the name and contact number of every person who attends the service.
- check that they do not have any symptoms of COVID-19.

The contact tracing information must be in a form that can easily be handed over to health officials. A form for use at worship services can be found in Appendix D (Contact Tracing Form (Service Use)).

A form for general use is also available. This also includes 'time in' and 'time out' columns so that it is clear who was in the building at the same time. This extra information is not required for worship gatherings as people can be assumed to be together at the same time. See Appendix E (Contact Tracing Form (General Use)).

WELLBEING

ILLNESS

If a person is sick, unwell or experiencing any COVID-19, cold or flu symptoms, they must immediately go home and contact their GP or Healthline.

PERSONAL HYGIENE

Ensure the availability of hand sanitiser for people to use. This should include prior to receiving Communion. Place notices to remind parishioners about the important of safe practices. e.g. physical distancing, hand washing, etc.

CLEAR COMMUNICATION

Ensure people are aware of measures in place, especially around key risk areas outlined in this document. Take time to explain measures to people prior to a service starting.

DISABILITY AWARENESS

Please ensure that provisions are in place to provide for the full participation of people with disabilities.

CONDUCT OF WORSHIP

LEADING WORSHIP

Prepare to keep the liturgical practice simple for the time being. It may be wise to reduce the number of people coming up to participate in leading worship (readers, intercessors) by asking few people to provide this ministry at any given service. Some roles may not be needed for now (e.g. a crucifer).

Ensure good physical distancing of those leading worship and be mindful of not having multiple people touching things like lecterns.

SERVICE MATERIAL

Service material (liturgy, song words, etc.) need to be provided by either:

- data projector / screen
- single use printed service sheets (these are not to be collected to be used again).

Do not use prayer books or hymn books as these cannot be easily cleaned.

COLLECTION PLATES

Collection plates should not be passed from person to person. Consider placing the collection plate /food basket somewhere for people to leave their offerings prior to the service starting. In doing this, however, you will need to monitor for security.

EXCHANGING THE PEACE

In accordance with physical distancing, people must not make physical contact during The Peace. The liturgical words of The Peace can still be exchanged alongside non-contact signs of peace.

EUCCHARIST

If you are going to celebrate the Eucharist, you must ensure good safety measures around the preparation and in the administration of communion. As an area of more identifiable risk, more detailed direction has been provided.

Communion is to be administered only 'in one kind' – i.e. people receive only the wafer.

SETUP

- The presiding priest must take responsibility for setting up the altar/table prior to the service. This ensures others are not involved in touching wafers and vessels.

PRESIDING PRIEST HYGIENE

- The presiding priest must sanitise their hands on a regular basis, including:
 - Prior to setting up before the service.
 - Prior to preparing the altar/table during the service.
 - Having taken Communion themselves, prior to administering Communion to others (or, having administered Communion to others, prior to taking Communion themselves).

CONSUMING ELEMENTS

- A small amount of wine is to be poured into a chalice. The presiding priest can consume this as a part of the ablutions. The wine is not to be given to any other person.
- The presiding priest should consume all of the 'priest's wafer' (it should not be shared with others once it has been touched).

ADMINISTERING COMMUNION

- Communion is to be administered only 'in one kind' – i.e. people receive only the wafer.
- The altar rail should not be used as this leads to multiple people touching the same surface. It is recommended that the 'queue method' (with a standing station) be used and people approach the presiding priest one at a time.
- Communicants are encouraged to remember physical distancing during this process.
- Communicants should extend their arms and hands to maintain physical distance with the presiding priest. The priest should 'drop' rather than place the wafer into hands of the communicant.
- For children with small hands, consider administering wafers to parents for them to administer.
- If a person wishes to receive a blessing from the priest this must be done without physical contact.

In some settings a variety of other practices are associated with the administration of Communion (lighting candles, individual prayer, etc.). Adherence to physical distancing and hygiene must be considered in order to continue these practices at this time.

CLEANING VESSELS

As is our usual practice, communion vessels are to be washed with dishwashing detergent and scalded with boiling water.

FOLLOWING THE SERVICE

HOSPITALITY / MORNING TEA

The provision of hospitality (e.g. morning tea) needs to be carefully considered. Risks need to be identified and managed appropriately. It may be that morning tea cannot be safely offered at Alert Level 2.

Where hospitality is offered, the guidelines given to the hospitality industry must be followed, in that you should follow the 'Three S Rule' – keep groups seated, separated, and use a single server if possible.

THE OFFERTORY

Money should be counted following usual processes. Those counting money should pay particular attention to hand washing immediately after handling of money. Pens, calculators, etc., should also be cleaned.

VENUE HYGIENE

It is important that careful attention be given to cleaning within your buildings. This should be done prior to your first service and following every service (including between services if you have more than one in a morning).

Remember to clean microphones, computers, data projector, remote controls, lectern, prayer desks, organ console, musical instruments, altar, etc., i.e. ALL surfaces in the church that may have been touched during the service, including children's play areas, toys and resources.

Special attention should be given to 'high touch' areas and items such as handles. Some doors might need to be propped open to reduce the need to clean as often. Toilet doors and basins will need to be cleaned regularly.

Cleaning can be done by volunteers/parishioners. Disinfecting cleaning products must be used.

OTHER CHURCH CONGREGATIONS

Other church congregations who use your building are also now able to recommence their services. You can make a local decision about when this is feasible.

Please ensure that their practices are consistent with these guidelines, especially around cleaning, hygiene and contact tracing.

LEVEL 1

Updated 18 February 2021

Churches are able to return to usual practices, however some requirements need to remain in place e.g. personal and venue hygiene, contact tracing and people should stay home if they are sick.

EUCCHARIST

Communion in both kinds may be taken. You might want to think about practical measures for offering the cup in a way that doesn't oblige someone to take it if they prefer not to, and let people know that they are welcome to continue to receive the bread only.

Ensure that there continue to be easily identified places where people can attend to hand-washing or where sanitiser is available. Those distributing the elements at Communion must continue to attend to this immediately prior to the distribution.

EXCHANGING THE PEACE

The sharing of The Peace is a particular practice where we could do well to still exercise caution. Again, not everyone will feel confident about shaking hands or making physical contact. That has always been the case in fact, so this time provides the opportunity to re-think local practice around that into the future.

CONGREGATIONAL AND CHORAL SINGING

It is considered safe for congregational and choral singing.

CONTACT TRACING

There is no obligation for ministry units to maintain contact tracing records, but do encourage people to keep a good record of when they attended services and events as they should for all activities they take part in through the week.

You are encouraged to keep using sign in sheets or registers for visitors. Legally the NZ COVID Tracer QR code poster must be displayed.

HOW SHOULD WE COMMUNICATE TO OUR COMMUNITY ABOUT WORSHIP SERVICES?

Email, Facebook, phone calls, etc. Notices should also be placed on the church door.

DOES THIS MEAN OUR CHURCHES ARE 'OUT OF BOUNDS'?

Updated 26 May 2020

Follow guidance on gatherings and events based on each Alert Level.

LEVEL 4

During Alert Level 4, yes. All church buildings should be closed. Only emergency maintenance may be carried out.

LEVEL 3

During Alert Level 3, yes. All church buildings should be closed. Only emergency maintenance may be carried out.

LEVEL 2

Gatherings of groups is limited. Follow government guidance on permitted numbers. This may change frequently.

Church staff can return to their offices and each ministry unit should provide guidance to their staff. (See *Employment*.)

Physical distancing, personal and venue hygiene, and contact tracing arrangements need to be in place.

LEVEL 1

Updated 10 June 2020

There are no restrictions on gatherings and events. Personal and venue hygiene arrangements still need to be in place.

WHAT ABOUT OTHER GROUPS WHO USE OUR CHURCH AND BUILDINGS?

Updated 26 May 2020

LEVEL 4

During Alert Levels 4, all public venues are to be closed, including church buildings.

LEVEL 3

During Alert Level 3, all public venues are to be closed, including church buildings.

LEVEL 2

OTHER CHURCH CONGREGATIONS

Other church congregations that use your buildings may do so again. Work out with each of those groups whether or not they are a group that is able to meet within the current Alert Level 2 parameters. If they are, and you are in agreement, you will need to ensure that you are satisfied with their public health arrangements for physical distancing, personal and venue hygiene, and contact tracing.

OTHER USERS

Ministry units should make a local policy decision about when you are willing to open your buildings to other groups. Any groups gathering must be able to meet within the Alert Level 2 parameters. If they are, and you agree that they can use your building, you must ensure you are satisfied with their public health arrangements for physical distancing, personal and venue hygiene, and contact tracing.

LEVEL 1

Updated 10 June 2020

There are no restrictions on gatherings and events. Personal and venue hygiene arrangements should remain in place.

WEDDINGS AND FUNERALS

CAN WE HOLD WEDDINGS AND FUNERALS?

Updated 26 May 2020

Follow government guidance on weddings and funerals for each Alert Level.

LEVEL 4

These services are unable to proceed during Level 4. For funerals, clergy should work closely with the funeral director to establish how ministry at this critical time can still be offered to a family, perhaps using a live-streaming option to provide prayers and support.

LEVEL 3

At Level 3, funerals, tangihanga and wedding ceremonies (not receptions) may be held, but only 10 people are allowed to attend. Consumption of food and drink is not permitted. In addition:

- All arrangements with a funeral director or wedding celebrant should be made by phone or video conference.
- Attendees should stay at least two metres apart and wash their hands regularly.

- Keep a list of those who attend so that contact tracing can be conducted.
- Anyone who is sick should not attend
- Anyone who has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend
- Use video conferencing or live-streaming to include others.
- Clergy may agree at their discretion to use a church building for a funeral or wedding service.
- Wherever possible, encourage use of a crematorium or funeral director's chapel for a funeral service. This is because of the cleaning requirements that will follow a service. If the church is used, you will be responsible for ensuring that it is cleaned afterwards to the standards required by the Government as it is deemed a workplace in this situation.
- If using a church building, create a designated space within the church and use wooden chairs, not fabric ones, to make cleaning easier. People should not move around the church and touch other furniture.
- Clergy in the vulnerable groups identified by the Government should not feel under pressure to provide ministry at Level 3, or any level, if they do not feel safe.
- Please do feel able to seek the advice of one of the Archdeacons as you make a decision.

LEVEL 2

At Level 2, wedding ceremonies and funerals may be held, but only 100 people are allowed to attend. Consumption of food and drink is permitted.

In addition:

- Physical distancing, personal and venue hygiene, and contact tracing requirements must be met
- Anyone who is sick, has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend
- Food and drink provided must meet hospitality guidelines
- Clergy in the vulnerable groups identified by the Government should not feel under pressure to provide ministry at any level, if they do not feel safe.
- Feel free to seek the advice of one of the Archdeacons as you make a decision.

LEVEL 1

Updated 10 June 2020

There are no restrictions on gatherings and events. Personal and venue hygiene arrangements should remain in place.

OTHER EVENTS

AGMS

Updated 26 May 2020

If you had not held your AGM before Alert Level 4 lockdown started, it can be deferred until such time as it is possible for you to meet and to deal with all AGM business, including appointment of office holders and approval of financial accounts.

In the meantime, Diocesan Council has agreed that current office holders are able to continue in their roles until the AGM can be held.

Diocesan Council has also given permission that ministry units can hold their 2021 AGM in March 2021, to maintain the 11-13 month cycle. If you have existing Diocesan Council permission to hold your ministry unit AGM at another time, this will stand.

PASTORAL

Follow guidance on social distancing and gathering based on each Alert Level.

PASTORAL VISITS

Updated 26 May 2020

LEVEL 4

Think about creative ways to offer remote/virtual pastoral care, for example, phone calls, text messages, video calls, notes dropped in the letterbox.

LEVEL 3

Think about creative ways to offer remote/virtual pastoral care, for example, phone calls, text messages, video calls.

LEVEL 2

If visiting rest homes and hospitals work within the protocols in place at the particular institution. Some places will not be ready to extend their visiting and that needs to be respected, so make visiting arrangements in advance.

Be conscious when visiting vulnerable people. Ensure you maintain social distancing and good personal hygiene practices.

Keep your own contact tracing records for any visits that you do make.

LEVEL 1

Be conscious when visiting vulnerable people. Follow good personal hygiene practices.

CARING FOR PEOPLE

Updated 26 May 2020

ALL LEVELS

Make a list of vulnerable or self-isolating parishioners, especially those with little or no family support. Keep in touch with those people by phone, email or video call, to ensure they have support.

Consider allocating a support person to each member of your parish community and keep in touch with each other by phone, email or video call

Consider what practical support they might need and what might be available e.g. arranging delivery of groceries/supplies. Or do they just need someone to talk to?

Be mindful of the amount of supplies you have for your household or ministry unit. Don't hoard or buy more than you need. Consider donating to a local food bank. If you wish to donate during lockdown, contact them first to find out how your donation can be given; although they may not be able to accept drop-off donations of food, toiletries or second-hand goods, they can provide you with details of how you can donate financially instead.

Some members of your community might be impacted financially by changes to their employment status or sources of income. Consider what practical support you can offer. Assistance can be found on www.workandincome.govt.nz.

OTHER CONSIDERATIONS

Updated 26 May 2020

WHAT ELSE SHOULD WE DO?

ALL LEVELS

You should be communicating regularly with your communities with up to date information about the diocesan response and following all guidance from the government and Ministry of Health.

Keep an open line of communication to manage any concerns or anxiety regarding infection and ensure people have access to reliable sources of information.

Put signage on exterior doors referring people to online options or to who they should contact for support.

You should be thinking about and implementing alternative ways to provide worship and ministry to your communities.

This could include:

- regular emails
- podcasts or videos
- use of social media/websites to publish prayers, readings, reflections, music, etc.
- webinars
- telephone trees
- prayer chains
- audio/video conferencing.

The [Provincial](#) and [diocesan](#) websites have links to online worship services and resources. The Ministry Educator has created a folder of resources for people to use to nurture their spirituality and prayer life. Clergy wishing to share their resources with their colleagues in ministry should email The Rev'd Sarah Moss at sarah.moss@aucklandanglican.org.nz. Clergy wishing to access these resources should contact The Rev'd Sarah Moss for details.

If you would like to implement Zoom as a means of communicating, you can choose a free entry-level account at [Zoom](#) or opt for a more comprehensive account for around \$250 per year by contacting Natalie at archbishopsea@wtanglican.nz.

STATISTICS OF ONLINE WORSHIP

New 9 April 2020

HOW DO WE RECORD SERVICE STATISTICS FOR ONLINE SERVICES?

In the life of our church, statistics play a part of telling our story as we seek to understand trends in church attendance and engagement. Importantly, statistics contribute to our annual charities reporting as we fulfil a legal obligation to publicly articulate the role we play in the life of the wider community. The following guidance attempts to create a 'consistent approach' that will contribute to the story of the church during this time.

WHAT SERVICES DO I COUNT?

Please count all the services that you would usually count if people were gathering physically in any other year. If you are not holding identifiable services, it is not necessary to record anything.

WHERE DO I RECORD THE FIGURES?

There is no reliable, consistent and accurate method for counting 'attendance' at this time across the diocese. As such:

- In the attendance column of your register – please record only the person 'officiating' at the service and anyone physically present with them (this will usually be a single figure number).

- In the notes column of your register – please record the number outlined in the next section.

If you do not currently have access to your registers, please take notes so that figures can be added once you have access to the physical registers. A template is attached (Appendix B) if this is helpful.

WHAT DO I COUNT?

'In principle'

In an ideal world, we would record the number of actual people attending a service. This cannot, however, be measured through all the major platforms. It is important that the statistics collected are consistent so that we can continue to summarise, analyse and use them.

Most platforms can provide the number of devices/computers connecting to a service, so this is the common measure that we will record during this time. We acknowledge that this number will under-represent the real attendance at a service, but this will form a part of the story we tell.

So – the principle – please count the number of 'connections' to a service (not the number of people who we might assume are attending through these connections). As examples, this can be applied to the major platforms:

YouTube

Please record the total number of views at the conclusion of the service being posted/recorded (i.e. for a 9am service that lasts for one hour, record the number of views as it stands at 10am).

Facebook Live

Please record the peak viewing numbers, as noted in the top left-hand corner of the screen, during the service.

Zoom

Please record the peak number of devices/phones connected during the service. It is acknowledged that with Zoom it is easier to count actual attendance by 'counting heads' on screen – this is, however, not consistent with the other major platforms so does not provide a reliable statistic.

The examples above will not cover every situation right now. Please do your best, however, to apply the principle of counting connections not attendance.

POST COVID-19

In the aftermath of this event, it will be important for us, as church, to be able to tell our story. How did we worship and gather? What did we learn? What challenges and discussions will arise from this in terms of our future? How might we want to capture this sort of information into the future to recognise our online communities?

Once we are able to return to physical gathering, there will be a project to collect other data and stories. You are encouraged then, to separately record other statistics that your platform may give you (people reached and engagements on Facebook Live; total attendance on Zoom; total views on YouTube; etc).

The Diocesan Office will look to survey and capture the variety of activities that took place during this period so that we can more fully paint a picture of the life of the church during this time.

FINANCE AND FINANCIAL SUPPORT

Updated 27 March 2020

Make sure your ministry unit has at least three people able to authorise payments, in case one or more authorised persons becomes unwell.

WHAT FINANCIAL SUPPORT IS THERE?

COVID-19 WAGE SUBSIDY

Updated 10 June 2020

The Wage Subsidy Scheme supports employers and their staff to maintain an employment connection and ensure an income for affected employees, even if the employee is unable to actually work any hours¹.

Wage subsidy lay employees

Each ministry unit will need to determine if it qualifies for the COVID-19 wage subsidy. If it does, and wishes to apply, ministry units should apply for the wage subsidy for their own lay employees.

Information can be found on the Work and Income [website](#) and the application form is [here](#). Please note that:

- Ministry units must get consent from each employee for whom they are applying for a subsidy as they will be passing this information to Work and Income. This should be obtained in writing (email is sufficient) for audit purposes. **See appendix A for an example template of how you could request this. The template also contains a link to Ministry of Social Development Privacy Information for Employees (also [here](#)).**
- The NZBN number is no longer a required field on the form. Please leave this field blank.
- There are a number of details that you will need to provide in the application, such as ministry unit IRD number, IR Customer Name, and details of any affected employees for whom your ministry unit wishes to claim a subsidy.
- TML is able to help provide details such as the ministry unit IRD number, IR customer name, and IRD number of employees. However, TML cannot apply on behalf of ministry units. Your ministry unit will need to complete the application.
- Your ministry unit must be able to comply with the declaration being agreed to. Please read this carefully and if you are unsure about any information they are asking you to confirm, please contact

¹ www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/wage-subsidy/

your TML accountant for assistance. Please note you may be audited by the Ministry of Social Development or Inland Revenue in the future about information you have declared.

If the subsidy is received, it must be passed on to the employee via the payroll. TML will be able to assist you on how you record this in your payroll.

Please let the Diocesan Office know if your ministry unit is applying for the wage subsidy. Email funding@aucklandanglican.org.nz.

WAGE SUBSIDY CLERGY

Updated 1 April 2020

The Diocese will apply for the wage subsidy for clergy, including curates. The Diocese will continue to pay clergy their full stipend and housing, pension and insurances, if any.

Any subsidy received for clergy will be passed back to ministry units as a reduction on the ministry unit contribution form. We will update the direct debit to reflect this reduction.

Ministry units are still expected to meet their financial obligations to the diocese by paying the full contribution amount excluding any approved exceptions, including wage subsidy reductions, quota holidays, etc. Updated contribution forms will be sent to reflect this.

COVID-19 LEAVE PAYMENT

Updated 31 March 2020

The COVID-19 Leave Payment scheme is no longer available. As Level 4 meant we were all in isolation, it was folded into the Wage Subsidy Scheme.

DIOCESAN COUNCIL SUPPORT

Updated 30 March 2020

Quota holiday

Diocesan Council have provided a quota holiday for all ministry units for April and May. There will be no expectation to pay this at a later date. This will be reviewed in April and again in May in order to determine if it should be extended.

We will work with TML to ensure the direct debits are adjusted and ministry units will be provided with an updated contribution form for information only.

Further to this, levies that are collected for future funding will also be included in the holiday i.e. clergy retirement housing fund, redundancy fund, and retirement seminar fund. All other levies will have to continue to be collected as they fund direct costs.

Housing allowances

Housing allowances were due to be updated in May. Diocesan Council have decided that changes to housing allowances will not take effect in May as planned. Current housing allowances will remain unchanged but will be reviewed again in August.

Other Diocesan Council support

It is important that ministry units manage as much as possible within their own resources, find ways to cut costs and decide what expenses can be deferred, and access government support where they can e.g. wage subsidy.

If ministry units find themselves in a situation where they are unable to meet their basic operational requirements e.g. stipend and other direct costs, payment of lay employees, emergency maintenance, essential operational creditor payments, please talk to us.

Assistance might be as simple as asking Diocesan Council permission to access funds that under normal circumstances might only be available for capital purchases. Or you might need an emergency grant.

If your ministry unit does find itself unable to meet its basic operational requirements contact your Archdeacon in the first instance and discuss the situation with them. If you are a LSM Unit, please contact your Enabler.

If you then decide to progress with an application to Diocesan Council for further assistance, we want to make this as easy as possible. In order to help you we will have some questions of you and will require some basic information to be provided. We would send you a simple form to complete and ask you to attach relevant financial information. Applications will be considered on a case by case basis and decisions would be made as quickly as possible.

WHAT WILL DIOCESAN COUNCIL BE DOING?

New 27 March 2020

Diocesan Council will be taking a close look at its own costs to see where savings can be made. It is their desire to honour their budget commitments. This includes continuing external grants for as long as possible.

Diocesan Council cash flow will be monitored closely in order to plan for any necessary changes. Diocesan Council will need to make use of reserve funds during this period.

EMPLOYMENT

New 27 March 2020

WHAT ABOUT THE POTENTIAL IMPACT TO OUR LAY EMPLOYEES?

You may have already started to think about the financial impact of the lockdown and how this will affect lay employees.

Each ministry unit situation will be different and will you need to work through this on an individual basis. It is important to remember that employees and employers must continue to act in good faith and employers must gain agreement from employees on any changes that may be made. This includes taking unexpected annual leave, reducing hours and income, taking leave without pay. Ensure you are following the latest [employment guidelines](#) regarding paying leave, reduced hours, or what to do if your work situation changes.

If the government wage subsidy is secured, you must pass this onto your employees and make “best efforts to retain employees and pay them a minimum of 80% of their normal income for the subsidised period”².

Redundancies may become unavoidable. If this happens, your ministry unit is still required to consult with employees and act in good faith regarding any proposed changes to their jobs, including the impact of any reduction in income.

Please also refer to the questions as to how Diocesan Council may be able to provide additional financial support.

WHAT EMPLOYMENT PROCESSES WILL WE NEED TO FOLLOW IF WE NEED TO MAKE CHANGES TO EMPLOYEE’S WORKING ARRANGEMENTS?

Updated 26 May 2020

More about changing an employee’s working arrangements can be found [here](#). It’s important that you don’t just stop paying your employees.

Any proposed changes need to be agreed by both the employer and the employee.

If your ministry unit intends to keep employees on full pay for now but may need to ask them to take accrued or unpaid leave, you should:

- Clearly explain the reasons for the proposed change e.g. due to the COVID-19 lockdown all ministry units have to be closed and although the ministry unit is committed to trying to retain all employees’ jobs, the impact means it might not be possible.
- Give information about the proposed change and expectations e.g. taking annual leave or unpaid leave (if the employee doesn’t have any accrued leave), reduction in wages.

If your ministry unit needs to make an employee redundant, you are still required to consult with employees and act in good faith regarding any proposed changes to their jobs, including the impact of any reduction in income. That would include advising the employee that:

- Due to the COVID-19 shutdown, the usual services within the ministry unit have been suspended and that this has had a significant effect on the income of the ministry unit. Consequently, the ministry unit is not in a position to retain the current role and propose it be removed. Should this proposal be confirmed, the employment would end in redundancy.

² Work and Income, [COVID-19 employer support](#)

- The notice period set out in the employment agreement along with any remaining accrued leave would be paid out.
- They have the right to seek independent advice on the proposal.
- The person they should contact to discuss the matter and provide any feedback or respond to the proposal, and the date by when it would need to be done.
- The final decision would be made following consideration of any employee response received.

More information about changing an employee's working arrangements can be found [here](#).

MANAGING COVID-19 PUBLIC HEALTH REQUIREMENTS IN THE WORKPLACE

New 26 May 2020

Follow guidance for business and workplaces based on each Alert Level.

LEVEL 4

People are required to work from home.

LEVEL 3

People required to work from home unless that is not possible.

LEVEL 2

Make sure you are operating safely. You must comply with Alert Level 2 requirements for gathering, events, physical distancing, personal and venue hygiene, and contact tracing.

You should have a COVID-19 specific health and safety plan that is shared with employees, contractors, volunteers, and other building users. Consult with staff and give them the opportunity to provide feedback.

Put signage up to make it clear what people need to do.

Anyone who is sick, including employees, should stay at home.

LEVEL 1

Make sure you are operating safely and in line with Alert Level 1 requirements.

Good personal hygiene should be practiced.

More information can be found here:

Worksafe - [Operating safely at Alert Level 2 – what you need to think about](#)

Worksafe - [COVID-19: Information for workers](#)

NZ Government - [Unite Against COVID-19 / Unite for the Recovery](#)

Ministry of Health - [COVID-19 \(novel coronavirus\)](#)

PRIVACY

New 26 May 2020

LEVEL 4

When working from home you should ensure that any private or confidential information related to the ministry unit is kept secure.

LEVEL 3

When working from home you should ensure that any private or confidential information related to the ministry unit is kept secure.

LEVEL 2

While contact tracing requirements are in place, you should take care to make sure that privacy rules are followed around the collection and storage of data related to the ministry unit.

There are also privacy rules around disclosing who may have or may be suspected of having COVID-19 and who you can or can't tell. See more information at:

Office of the Privacy Commissioner - [Information for hospitality businesses and event organisers](#)

Office of the Privacy Commissioner - [General Information](#)

Office of the Privacy Commissioner - [Information for employers and employees](#)

LEVEL 1

All government privacy rules apply.

CONTACT TRACING

Updated 10 June 2020

Contract tracing helps to stop the spread of COVID-19 by enabling government and local health agencies to contact anyone who may have been exposed to COVID-19.

Useful information about contact tracing can be found here:

[Unite Against COVID-19 / Unite for the Recovery](#)

Follow the government guidelines for contact tracing at each Alert Level.

To register for a QR code for the government's COVID-19 contact tracing app contact the Diocesan Office.

See *Worship Services* for more information about contact tracing.

PROPERTY

Updated 26 May 2020

INSURANCE

The diocese's insurers have advised that cover will not be affected if damage to buildings occurs or the building warrant of fitness (BWOFF) expires during the lockdown period. The insurers will continue to treat buildings as occupied. They have acknowledged that BWOFF checks cannot be completed at present.

BUILDING COMPLIANCE

All building owners should leave their fire systems running, including sprinkler systems, as the first line of defence against a fire.

Where a BWOFF cannot be issued because inspection and maintenance procedures have been missed, the building owner can obtain an independent written report which sets out the procedures that have been complied with, those that haven't, the reasons for this and the effects of non-compliance. This can then be submitted to the territorial authority which would consider the degree of non-compliance and what action, if any, to take.³

For specific queries, please contact consentsystem@mbie.govt.nz

COMMERCIAL RENT RELIEF – LANDLORDS

For ministry units holding a commercial lease, a tenant may be able to request rent relief if the commercial lease contains a "no access in emergency" clause. This provides for a fair proportion of rent and outgoings to abate or cease for the period when a tenant cannot access the premises as a result of an emergency.

If your ministry unit is in this situation, consider the following in negotiations with your tenant:

- How you react to this request will be remembered after the COVID-19 crisis is over.
- It may be best to take a proactive approach and negotiate a rent reduction to benefit both parties and share the burden during this time.
- A tenant paying reduced rent may be better than no tenant at the end of the COVID-19 emergency.
- The tenant may be able to access other government relief packages.
- If a tenant has servers or is storing equipment on site, they are effectively still using the building in part.

If you are unsure and need more information, we recommend that you contact Hesketh Henry for legal advice.

COMMERCIAL RENT RELIEF – TENANTS

If you hold a commercial lease as a tenant, you may be eligible for a rent relief during the COVID-19 period if the lease includes a "no access in emergency" clause. You can seek legal advice if you are in this position and want to pursue this avenue further. It's always worth considering your existing relationship with your landlord and perhaps approaching them first.

³ Ministry of Business, Innovation and Development, supplied by the Building Consents Team, Auckland Council.

RESIDENTIAL RENT RELIEF – LANDLORDS

As a landlord, you may be eligible for the mortgage repayment holiday scheme whereby New Zealand's retail banks will defer residential mortgage repayments for up to six months for customers financially affected by COVID-19.

Under this scheme, affected customers who apply to their bank will not make principal and interest payments on their loans for up to six months.

Key details:

- Interest on these loans will still accrue, and deferred interest will be added to the principal amount of the loan.
- Banks will assess requests for deferrals case by case.
- Banks each take a different approach so see your bank's website for details of the process and eligibility criteria.
- Contact your bank for further details or queries about the scheme.⁴
-

Find out more on the [covid19.govt.nz](https://www.covid19.govt.nz) website [here](#).

ESSENTIAL BUILDING MAINTENANCE DURING LEVELS 3 AND 4

Updated 26 May 2020

Only essential building maintenance can be done under Alert Levels 3 and 4.

If you require essential building work to be carried out and you are unsure who to contact, please email the diocesan Property Manager, [Matthew Gunton](#), who has access to the list of tradespeople permitted to carry out essential work during Levels 3 and 4.

Essential work is defined as:

- work required immediately to ensure the continuation of an essential service, or prevent the failure of an essential service, or
- work required immediately to ensure health, safety and wellbeing of people, or avoid significant environmental harm.

⁴ [covid19.govt.nz/individuals-and-households/financial-support/](https://www.covid19.govt.nz/individuals-and-households/financial-support/)

BUILDING MAINTENANCE CHECKS

Updated 26 May 2020

We completely understand your desire to check on your buildings during Levels 3 and 4. There is no government guidance indicating this is permitted.

REFERENCES

[Building Performance](#)

[Auckland Council](#)

[Unite Against COVID-19 / Unite for the Recovery](#)

[Radio New Zealand 'Your COVID-19 business questions answered'](#)

APPENDIX A - COVID-19 WAGE SUBSIDY EXAMPLE TEMPLATE

SEE 'WHAT FINANCIAL SUPPORT IS THERE? COVID-19 WAGE SUBSIDY'.

New 1 April 2020

Example text/wording to request permission from lay employees to provide their details to Ministry of Social Development to apply for the COVID-19 wage subsidy.

Re. COVID-19 wage subsidy

To assist with providing income security for our staff during this uncertain time, [ministry unit name] has decided to apply for the COVID-19 wage subsidy.

In order to apply we are required to provide to the Ministry of Social Development the following information about you:

- your first name
- last name
- date of birth
- Inland Revenue number
- and the number of hours you work e.g. full time/part time

For more information about this click [here](#).

To give your approval please reply to this email using the following statement:

I, [full name] give permission for [ministry unit name] to provide to the Ministry of Social Development: my first name, last name, date of birth, Inland Revenue number, and the number of hours I work for the purpose of applying for the COVID-19 wage subsidy.

If you do not give your permission, we will not be able to apply for a wage subsidy for you.

This is an urgent request, please respond by [time and date].

APPENDIX B – SERVICE REGISTER EXAMPLE TEMPLATE

SEE 'STATISTICS OF ONLINE WORSHIP'

New 9 April 2020

SERVICE REGISTER

Ministry Unit: (name)

Date	Day	Hour	Service	Officiant	Communicants	Attendance	Preacher	Notes
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Note:

The Officiant and others physically present with them

Record the number of connections here. You could also include (in brackets) other useful data that you may be able to collect.

e.g. 09-Apr-20 Maundy Thursday 7.00pm Night Prayer J Bloggs 0 2 J Bloggs **37 connections via Zoom** (this represented 52 people in total)

Date	Day	Hour	Service	Officiant	Communicants	Attendance	Preacher	Notes
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APPENDIX C – GUIDELINES AND POLICY FOR MINISTRY AND WORSHIP DURING COVID-19 ALERT LEVELS

Updated 18 February 2021

The New Zealand Government Te Kāwanatanga o Aotearoa has issued a COVID-19 Alert Level structure. As a Diocese we have interpreted the implications of these levels in the life of our Church. In doing this, we seek to provide a plan that:

1. complies with the Government instructions including updated changes;
2. creates clarity for those governing, managing and leading in our Ministry Units; and,
3. meets or exceeds minimum requirements to ensure best practice to protect the vulnerable in our communities.

At each level the guiding principle for all gatherings is related to the table below:

	Level 4	Level 3	Level 2.5	Level 2	Level 1
Under 100 people (INDOORS)	✗	✗	✗	✓	✓
Under 100 people (OUTDOORS)	✗	✗	✗	✓	✓
100+ people (INDOORS)	✗	✗	✗	✗	✓
100+ people (OUTDOORS)	✗	✗	✗	✗	✓
Online	✓	✓	✓	✓	✓

Level 4 – Lockdown

Likely the disease is not contained. For more information please refer to the government COVID-19 website

<https://covid19.govt.nz/covid-19/alert-system/>.

CHURCH SERVICES/GATHERINGS		PASTORAL VISITS		EDUCATION/EVENTS	
Under 100 people (INDOORS)	✗	Home visits/communion	✗	Study groups	✗
Under 100 people (OUTDOORS)	✗	Hospital visits	✗	Conferences	✗
100+ people (INDOORS)	✗	Online/Phone calls	✓	Online	✓
100+ people (OUTDOORS)	✗	Rest Home visits/services	✗	BUILDINGS	
Online	✓	Home meals delivery	✗	Open for personal prayer	✗
LITURGICAL PRACTICES		GROUPS		Access for cleaners	✗
Holy Communion in one kind	✗	Home groups	✗	Access for admin/ministry teams	✗
Holy Communion in full	✗	Choir	✗	Access for facility users	✗
Sharing the Peace	✗	Children’s groups	✗	Building/Property inspections	✗
WELLBEING		Youth groups	✗	Emergency maintenance	✓
High Risk people able to attend	✗	Prayer groups	✗	Other maintenance	✗
People who are sick able to attend	✗	Online (incl. above groups)	✓	Building Projects	✗
Ensure contact tracing/QR Codes	✓	Selwyn Centres	✗	Good venue hygiene	✓
Good personal hygiene	✓	Creches	✗		
Maintain physical distancing	✓	ADMINISTRATION			
Church staff may work in church offices	✗	Leadership/Team meetings	✗		
FUNERALS AND WEDDINGS		Governing Body meetings	✗		
Use of church for these services	✗	Online meetings (incl. above)	✓		
Funerals/Tangihanga	✗	Virtual communications	✓		
Cremation/Burials	✗	OUTREACH			
Prayers in the Time of Death	✗	Op Shops	✗		
Online provision of the above	✓	Local Food banks	✗		
Weddings	✗	Community gardens	✗		
		Community gatherings	✗		

Level 3 – Restrict

High risk the disease is not contained. For more information please refer to the government COVID-19 website

<https://covid19.govt.nz/covid-19/alert-system/>.

CHURCH SERVICES/GATHERINGS		PASTORAL VISITS		EDUCATION/EVENTS	
Under 100 people (INDOORS)	✗	Home visits/communion	✗	Study groups	✗
Under 100 people (OUTDOORS)	✗	Hospital visits	✗	Conferences	✗
100+ people (INDOORS)	✗	Online/Phone calls	✓	Online	✓
100+ people (OUTDOORS)	✗	Rest Home visits/services	✗	BUILDINGS	
Online	✓	Home meals delivery	✗	Open for personal prayer	✗
LITURGICAL PRACTICES		GROUPS		Access for cleaners	✗
Holy Communion in one kind	✗	Home groups	✗	Access for admin/ministry teams	✗
Holy Communion in full	✗	Choir	✗	Access for facility users	✗
Sharing the Peace	✗	Children’s groups	✗	Building/Property inspections	✗
WELLBEING		Youth groups	✗	Emergency maintenance	✓
High Risk people able to attend	✗	Prayer groups	✗	Other maintenance	✗
People who are sick able to attend	✗	Online (incl. above groups)	✓	Building Projects	✗
Ensure contact tracing/QR Codes	✓	Selwyn Centres	✗	Good venue hygiene	✓
Good personal hygiene	✓	Creches	✗		
Maintain physical distancing	✓	ADMINISTRATION			
Church staff may work in church offices	✗	Leadership/Team meetings	✗		
FUNERALS AND WEDDINGS		Governing Body meetings	✗		
Use of church for these services	✓	Online meetings (incl. above)	✓		
Funerals/Tangihanga (max 10 people)	✓	Virtual communications	✓		
Cremation/Burials (max 10 people)	✓	OUTREACH			
Prayers in the Time of Death (max 10 people)	✓	Op Shops	✗		
Online provision of the above (no limits)	✓	Local Food banks	✗		
Weddings (max 10 people)	✓	Community gardens	✗		
		Community gatherings	✗		

Level 2.5 – Reduce

The disease is contained, but the risk of community transmission remains. For more information please refer to the government COVID-19 website <https://covid19.govt.nz/covid-19/alert-system/>.

CHURCH SERVICES/GATHERINGS		PASTORAL VISITS		EDUCATION/EVENTS	
Under 100 people (INDOORS)	✗	Home visits	✓	Study groups	✗
Under 100 people (OUTDOORS)	✗	Hospital visits	✓	Conferences	✗
100+ people (INDOORS)	✗	Online/Phone calls	✓	Online	✓
100+ people (OUTDOORS)	✗	Rest Home visits	✓	BUILDINGS	
Online	✓	Home meals delivery	✓	Open for personal prayer	✓
LITURGICAL PRACTICES		GROUPS		Access for cleaners	✓
Holy Communion in one kind	✗	Home groups	✗	Access for admin/ministry teams	✓
Holy Communion in full	✗	Choir	✗	Access for facility users	✗
Sharing the Peace	✗	Children’s groups	✗	Building/Property inspections	✓
WELLBEING		Youth groups	✗	Emergency maintenance	✓
High Risk people able to attend	✗	Prayer groups	✗	Other maintenance	✓
People who are sick able to attend	✗	Online (incl. above groups)	✓	Building Projects	✓
Ensure contact tracing/QR Codes	✓	Selwyn Centres	✗	Good venue hygiene	✓
Good personal hygiene	✓	Creches	✗		
Maintain physical distancing	✓	ADMINISTRATION			
Church staff may work in church offices	✓	Leadership/Team meetings	✓		
FUNERALS AND WEDDINGS		Governing Body meetings	✗		
Use of church for these services	✓	Online meetings (incl. above)	✓		
Funerals/Tangihanga (max 50 people)	✓	Virtual communications	✓		
Cremation/Burials (max 50 people)	✓	OUTREACH			
Prayers in the Time of Death (max 50 people)	✓	Op Shops	✓		
Online provision of the above (no limits)	✓	Local Food banks	✓		
Weddings (max 10 people)	✓	Community gardens	✓		
		Community gatherings	✗		

Level 2 – Reduce

The disease is contained, but the risk of community transmission remains. For more information please refer to the government COVID-19 website <https://covid19.govt.nz/covid-19/alert-system/>.

CHURCH SERVICES/GATHERINGS		PASTORAL VISITS		EDUCATION/EVENTS	
Under 100 people (INDOORS)	✓	Home visits/communion	✓	Study groups	✓
Under 100 people (OUTDOORS)	✓	Hospital visits	✓	Conferences	✓
100+ people (INDOORS)	✗	Online/Phone calls	✓	Online	✓
100+ people (OUTDOORS)	✗	Rest Home visits/services	✓	BUILDINGS	
Online	✓	Home meals delivery	✓	Open for personal prayer	✓
LITURGICAL PRACTICES		GROUPS		Access for cleaners	✓
Holy Communion in one kind	✓	Home groups	✓	Access for admin/ministry teams	✓
Holy Communion in full	✗	Choir	✓	Access for facility users	✓
Sharing the Peace	✗	Children’s groups	✓	Building/Property inspections	✓
WELLBEING		Youth groups	✓	Emergency maintenance	✓
High Risk people able to attend	✓	Prayer groups	✓	Other maintenance	✓
People who are sick able to attend	✗	Online (incl. above groups)	✓	Building Projects	✓
Ensure contact tracing/QR Codes	✓	Selwyn Centres	✗	Good venue hygiene	✓
Good personal hygiene	✓	Creches	✓		
Maintain physical distancing	✓	ADMINISTRATION			
Church staff may work in church offices	✓	Leadership/Team meetings	✓		
FUNERALS AND WEDDINGS		Governing Body meetings	✓		
Use of church for these services	✓	Online meetings (incl. above)	✓		
Funerals/Tangihanga	✓	Virtual communications	✓		
Cremation/Burials	✓	OUTREACH			
Prayers in the Time of Death	✓	Op Shops	✓		
Online provision of the above	✓	Local Food banks	✓		
Weddings	✓	Community gardens	✓		
		Community gatherings	✓		

Level 1 – Prepare

The disease is contained in New Zealand. For more information please refer to the government COVID-19 website

<https://covid19.govt.nz/covid-19/alert-system/>.

CHURCH SERVICES/GATHERINGS		PASTORAL VISITS		EDUCATION/EVENTS	
Under 100 people (INDOORS)	✓	Home visits/communion	✓	Study groups	✓
Under 100 people (OUTDOORS)	✓	Hospital visits	✓	Conferences	✓
100+ people (INDOORS)	✓	Online/Phone calls	✓	Online	✓
100+ people (OUTDOORS)	✓	Rest Home visits/services	✓	BUILDINGS	
Online	✓	Home meals delivery	✓	Open for personal prayer	✓
LITURGICAL PRACTICES		GROUPS		Access for cleaners	✓
Holy Communion in one kind	✓	Home groups	✓	Access for admin/ministry teams	✓
Holy Communion in full	✓	Choir	✓	Access for facility users	✓
Sharing the Peace	✓	Children’s groups	✓	Building/Property inspections	✓
WELLBEING		Youth groups	✓	Emergency maintenance	✓
High Risk people able to attend	✓	Prayer groups	✓	Other maintenance	✓
People who are sick able to attend	✗	Online (incl. above groups)	✓	Building Projects	✓
Ensure contact tracing/QR Codes	✓	Selwyn Centres	✓	Good venue hygiene	✓
Good personal hygiene	✓	Creches	✓		
Maintain physical distancing	✗	ADMINISTRATION			
Church staff may work in church offices	✓	Leadership/Team meetings	✓		
FUNERALS AND WEDDINGS		Governing Body meetings	✓		
Use of church for these services	✓	Online meetings (incl. above)	✓		
Funerals/Tangihanga	✓	Virtual communications	✓		
Cremation/Burials	✓	OUTREACH			
Prayers in the Time of Death	✓	Op Shops	✓		
Online provision of the above	✓	Local Food banks	✓		
Weddings	✓	Community gardens	✓		
		Community gatherings	✓		

APPENDICES D AND E – CONTACT TRACING FORMS (SERVICE USE AND GENERAL USE)

Updated 25 August 2020

See pages 36 and 37 below for the forms.

CONTACT TRACING FORM – General Use

For use when people are coming and going at different times (e.g. during office hours)

It is best to have one person enter data on this form to avoid multiple physical contact with pens and forms.

All visitors/participants must be asked: *“Can you confirm you have NOT had any of the following symptoms in the past 3 days: Fever, acute respiratory infection, shortness of breath, cough or sore throat with or without fever.”*

DATE: _____

LOCATION: _____

Surname	First Name	Phone Number	Time In	Time Out	Symptom Free	Verbal Consent to collect information