

# 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 (HSWG), 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.

It is important that you check the Government's website [covid19.govt.nz](https://www.covid19.govt.nz) and the diocesan website [www.aucklandanglican.org.nz](https://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](mailto:keepsafe@aucklandanglican.org.nz)

Archdeacons

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](https://www.health.govt.nz)

Unite Against COVID-19 [www.covid19.govt.nz](https://www.covid19.govt.nz)

World Health Organisation [www.who.int](https://www.who.int)

Worksafe [Operating safely – what you need to think about](#)

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

## GENERAL INFORMATION

## HEALTH AND WELLBEING

### CONFIRMED EXPOSURE TO COVID-19

Updated 2 December 2021

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

If a ministry unit building or workplace has become a location of interest, you need to advise the HSWG at [keepsafe@aucklandanglican.org.nz](mailto:keepsafe@aucklandanglican.org.nz).

Likewise, if a clergy or staff member or volunteer has contracted COVID-19, the HSWG needs to be notified. Local notifications shall be managed with care and within Privacy Commission guidelines. Privacy rules prevent the wider 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.

The local public health unit (PHU) will advise the people involved on what they need to do. PHUs 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 *Record Keeping/Contract Tracing*.)

The ministry unit/those involved should follow PHU guidance at the time on what needs to be done e.g. venue cleaning and disinfecting, isolating, if venues need to be closed, communications, as each situation will be specific. More information can be found [here](#).

If any clergy members, ministry unit staff, volunteer or parishioners test positive for COVID-19 and **pastoral support from the person concerned is requested**, please contact your Archdeacon.

### SUSPECTED EXPOSURE TO COVID-19

Updated 30 November 2021

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#### **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, public 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 [here](#) for general Privacy and COVID-19 guidance and [here](#) for information for employers and employees.

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

Updated 30 November 2021

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.

Clergy should contact their Archdeacon to keep them informed of their situation.

## HOW DO I KEEP MYSELF AND OTHERS SAFE?

Updated 2 December 2021

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:

- get vaccinated against COVID-19
- practice good venue hygiene and frequently clean and disinfect high-use surfaces e.g. door handles, light switches, shared surface areas
- maintain physical distancing within the protection framework
- follow gathering restrictions based on the protection framework
- wear a face covering based on government advice
- keep a record of places you visit (the easiest way to do this is using the QR code app)
- wash your hands often with soap, then thoroughly dry them
- stay at home in line with the protection framework
- follow travel guidelines in line with the protection framework.

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.

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, wearing of face coverings, hand washing, etc.

## CARING FOR PEOPLE

Updated 30 November 2021

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. Consider donating to a local food bank. If you wish to donate, contact them first to find out how your donation can be given; they may not be able to accept drop-off donations of food, toiletries or second-hand goods, but could 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](http://www.workandincome.govt.nz).

## DISABILITY AWARENESS

Updated 1 December 2021

Please ensure that provisions are in place to provide for the full participation of people with disabilities. For support and resources please contact the Disability Community Chaplain, The Rev'd Vicki Terrell [vterrell@actrix.gen.nz](mailto:vterrell@actrix.gen.nz).

## VACCINATION MANDATES/ MY VACCINE PASS

### VACCINATION MANDATES

New 1 December 2021

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#### CLERGY

After consultation with clergy and ministry units, and completion of a risk assessment of clergy roles within the Diocese, it has been determined that all clergy within the Diocese holding a licence or Permission to Officiate will need to be vaccinated.

Stipended clergy will be provided with stipended time off to be vaccinated; and fair and reasonable stipended time off to recover from any side effects from the vaccination.

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#### STAFF AND VOLUNTEERS

Employers are required to undertake a risk assessment for each of their workers' and volunteers'<sup>1</sup> roles to determine if the role holder should be vaccinated. A [template](#) to assist with this has been designed by the Diocese and it is important the employers undertake these processes in consultation with their staff.

Ministry units must:

- Keep records of their workers' vaccination status.

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<sup>1</sup> Under the Health and Safety at Work Act 2015 volunteers are deemed workers, and have the same rights, responsibilities, and obligations regarding health and safety

- If the worker is vaccinated, the record needs to include the name of the vaccine(s) received and the date on which doses were received. This information can be collected through a worker's My COVID Record.

For workers who choose not to be vaccinated but the risk assessment outcome for their role indicates vaccination is required, consultative discussions will be undertaken, including what potential redeployment or other ways of working options are available. Termination will be considered as a last resort. Processes to terminate employees will follow relevant employment law or organisational policies and/or conditions of their employment.

Workers will need to provide information about their vaccination status to their employer.

Staff will be provided with paid time off to be vaccinated; and fair and reasonable paid time off to recover from any side effects from the vaccination as negotiated with the employer.

## MY VACCINE PASS

New 1 December 2021

The COVID-19 Protection Framework allows for gatherings and events to take place with or without My Vaccine Pass however there are added restrictions where My Vaccine Pass is not used. My Vaccine Pass is the official method of verifying vaccination status. This method means that registers are not required for gatherings and events, even for those that are regular attendees.

Where My Vaccine Pass is not used in ministry units, dispensations must first be obtained. See the *Diocesan Dispensation Process* section for more information.

Workers at gatherings and events are required to be vaccinated when attendees are required to hold a My Vaccine Pass. This means that where the risk assessment outcome does not require vaccination, workers at gatherings and events that choose to operate within capacity constraints set out in the COVID-19 Protection Framework, without My Vaccine Pass, do not have to be vaccinated.

Ministry units should display posters or signs indicating whether or not My Vaccine Pass needs to be shown for entry. See [here](#) for poster options. My Vaccine Pass should be checked for people on the premises as well as workers and volunteers.

For more information on using My Vaccine Pass, including suggestions on how to manage this at the door, please refer to the [Guidelines for Ministry and Worship](#).

## RECORD KEEPING/CONTACT TRACING

Updated 30 November 2021

Record keeping and 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. Record keeping/contact tracing is a mandatory Government requirement that **must be done in addition to** the requirements for using My Vaccine Pass or operating under gathering limit restrictions.

Useful information and resources about record keeping and contact tracing can be found here at [Unite Against COVID-19](#).

Follow the mandatory Government requirements for record keeping/contact tracing. You must have safe and secure systems and processes in place so that anyone aged 12 and over visiting the ministry unit and attending services, gatherings or events can scan in or record their details in electronic or paper-based form. 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.

The systems can include:

- Asking people to scan in using the NZ COVID Tracer app
- Recording the person's details manually on a register
- Providing paper forms for people to fill in their own details and place in a collection box
- Using existing record-keeping systems.

Manual contact tracing registers must collect people's full name, phone number or email, date of entering, and time in and time out. Templates for manual collection forms can be found in appendices B-D.

These records need to be collected, used, stored, disclosed and disposed of safely and securely. Make sure that paper records/registers are not left in the open where others can see the information. Guidance is available [here](#).

To register for a QR code for the government's COVID-19 contact tracing app contact the Diocesan Office or get it [here](#).

## COMMUNICATION

Updated 30 November 2021

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 informing people of service options or to who they should contact for support. 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 services starting.

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.

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](mailto:archbishopsea@wtanglican.nz).

## STATISTICS OF ONLINE WORSHIP

Updated 30 November 2021

### 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.

## **PRIVACY**

Updated 30 November 2021

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

While record keeping and 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 and people visiting the ministry unit/attending services and gatherings.

There are privacy rules around disclosing who may have or may be suspected of having COVID-19 and who you can or can't tell. See [here](#) for general Privacy and COVID-19 guidance and [here](#) for information for employers and employees.

See more information at:

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

Office of the Privacy Commissioner – [Guidance on mandatory record keeping for contact tracing](#)

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

All government privacy rules apply.

## EMPLOYMENT

Updated 30 November 2021

### WHAT ABOUT THE POTENTIAL IMPACT TO OUR LAY EMPLOYEES AND VOLUNTEERS?

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.

The government wage subsidy may be available to you. Please check the relevant websites for the latest information.

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.

### HOW DO I KNOW IF A ROLE SHOULD BE VACCINE MANDATED?

New 30 November 2021

Employers are required to undertake a risk assessment for each of their workers' and volunteers' roles to determine if the role holder should be vaccinated. A [template](#) to assist with this has been designed by the Diocese and it is important the employers undertake these processes in consultation with their staff. Refer to the *vaccine mandate* section.

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

Updated 30 November 2021

It's important that employers don't change employees' work arrangements without following good processes.

If the governing body intends to change an employee's work arrangements, including asking them to take accrued or unpaid leave, reducing their hours or wages, making someone redundant, requiring them to be vaccinated to do their role, redeploying or changing their employment conditions in any way, ministry units must follow good HR processes and it is recommended they seek professional support. Please contact the Diocesan Office if you would like assistance finding an HR consultant.

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

## 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?

#### DIOCESAN COUNCIL SUPPORT

Updated 30 November 2021

Diocesan Council believes that businesses and organisations across society have been asked to work within their own resources to meet the current challenges before seeking government support. Those resources exist both in local control and within the control of the Diocesan Council. Ministry units are encouraged to manage as much as possible within their own resources, find ways to cut costs and decide what expenses can be deferred, and to access Diocesan Council support when required.

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 the ministry unit does find itself unable to meet its basic operational requirements e.g. stipend and other direct costs, payment of lay employees, emergency maintenance, essential operational creditor payments, contact with the Archdeacon should be made in the first instance. LSM Units should contact their Enabler.

Diocesan Council acknowledges that some ministry units are stretched financially and do not have sufficient reserves to sustain them through this period and has agreed to financially support ministry units in the following ways:

#### SUPPORT FOR ALL MINISTRY UNITS

Diocesan Council will be providing stipend relief in October and November 2021. The calculation for this relief will be based on the current government wage subsidy allowance and will be reflected as a reduction in the ministry unit's stipend contributions. This will be arranged by the Diocesan Office.

#### TARGETED FINANCIAL SUPPORT

Diocesan Council has set aside some funds to assist ministry units who do not have any reserves of their own. To apply for this support, ministry units should fill in this [online form](#), along with supporting documents such

as relevant financial statements. You may also wish to speak with your Archdeacon or Ministry Enabler about your situation, as they may be able to endorse the application. Applications will be considered on a case-by-case basis and will be processed as quickly as possible.

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## WHAT ELSE WILL DIOCESAN COUNCIL BE DOING?

Updated 17 August 2021

Diocesan Council continues to take 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 and monitoring cashflow closely in order to plan for any necessary changes.

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## GOVERNMENT SUBSIDIES

Updated 8 October 2021

As mentioned above, Diocesan Council believes that businesses and organisations should look internally as a priority to access resources, as part of our contribution to the common good.

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## RESURGENCE SUPPORT PAYMENT

Updated 30 November 2021

Diocesan Council has obtained independent professional guidance regarding whether the diocese is considered a 'commonly owned group' for the purposes of applying for the COVID-19 Resurgence Support Payment (RSP).

Diocesan Council agrees that for the purposes of the COVID-19 RSP, the diocese is considered a 'commonly owned group' and therefore would need to meet the criteria as one group. Ministry units, therefore, should not apply separately for this payment. Any ministry unit which has applied for the RSP should contact the Diocesan Manager as a matter of priority to discuss this.

Ministry units are not permitted to use the Diocese's NZBN without permission from the Diocesan Manager.

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## COVID-19 WAGE SUBSIDY LAY

Updated 30 November 2021

Ministry units are encouraged to work within their own resources or to access Diocesan Council financial assistance before seeking Government support.

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

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.

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## COVID-19 WAGE SUBSIDY CLERGY

Updated 8 October 2021

Diocesan Council has resolved that the diocese will not be applying for any wage subsidies for clergy stipends.

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## COVID-19 LEAVE PAYMENT

Updated 17 August 2021

Information can be found on the Work and Income [website](#).

## PROPERTY

Updated 1 December 2021

### INSURANCE

The diocese's insurers had advised that cover would not be affected if damage to buildings occurred or the building warrant of fitness (BWF) expired during lockdown periods, and the insurers continued to treat buildings as occupied. This approach would continue under the protection framework if lockdowns continue to be required.

### BUILDING COMPLIANCE

Should access to ministry unit buildings be restricted, all building owners should leave their fire systems running, including sprinkler systems, as the first line of defence against a fire.

### REFERENCES

[Building Performance](#)  
[Auckland Council](#)

## PASTORAL

Updated 1 December 2021

Pastoral visits can take place either with or without the use of checking My Vaccine Pass. This decision is at the discretion of the person providing the pastoral care. Due care and consideration should be given to those requiring pastoral support: think about creative ways to offer remote/virtual pastoral care if appropriate e.g. phone calls, text messages, video calls, notes dropped in the letterbox. If visiting rest homes and hospitals work within the protocols in place at the particular institution. Be conscious when visiting vulnerable people. Ensure you maintain physical distancing and wear face coverings if appropriate and follow good personal hygiene practices. Keep your own contact tracing records for any visits that you do make.

## DISPENSATION PROCESS

Updated 1 December 2021

The dispensation is approval to run a gathering (at any level) or event (only allowed at green) where My Vaccine Pass is not required. Dispensations are approved by or on behalf of the Bishop of Auckland. Requests for dispensations will be managed by the Bishop's Office. Archdeacons will be managing the approval process.

To apply for a dispensation please click [here](#).

## GUIDELINES FOR PLACES OF WORSHIP

New 1 December 2021

Places of worship can operate at all framework settings (red, orange, green) and must follow the framework guidance for places of worship, however dispensations will be required for gatherings and events not using My Vaccine Pass. The government has provided specific guidelines [here](#). Diocesan guidelines can be found on the diocesan [website](#).

If your ministry unit carries out activities that fall under categories other than events and gatherings, e.g. runs a café or an op shop, the rules for those activities (hospitality, retail) also need to be applied. Guidance on the rules for food and drink activities, retail and venue hire can be found here [COVID-19 Protection Framework — business.govt.nz](#)

## RED

### WORSHIP SERVICES

New 1 December 2021

#### With My Vaccine Pass

Services can take place with up to 100 people based on the maximum number of people who could occupy the space if each person was 1 metre apart.

Record keeping/scanning is required, and workers/volunteers are required to wear face coverings.

#### Without My Vaccine Pass

Services cannot take place unless a dispensation is obtained first.

If a dispensation is approved, services can take place with up to 25 people based on the maximum number of people who could occupy the space if each person was 1 metre apart.

Record keeping/scanning is required, and workers/volunteers are required to wear face coverings.

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## PHYSICAL DISTANCING AND 'SAFE GATHERING NUMBER'

### ENSURING PHYSICAL DISTANCING

Updated 1 December 2021

Prior to any service, gathering or meeting taking place, we need to arrange our worship spaces to adhere to the government's gathering number and physical distancing guidelines. There are limits on the number of people that can gather at each framework level, however with physical distancing measures in place, some

churches (especially many smaller churches) will have far lower capacity. Capacity limits do not include workers or volunteers but do include all other people (adults and children) within the defined space<sup>2</sup>.

You will need to arrange your seating with physical distancing in mind. People must be spaced 1 metre apart from each other in all directions (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).

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.

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### CALCULATING AND STAYING WITHIN THE 'SAFE GATHERING NUMBER'

Updated 1 December 2021

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'.*

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### OPERATING MULTIPLE ACTIVITIES AT THE SAME TIME

New 1 December 2021

If you have multiple defined spaces in a venue, you can operate multiple activities at once. This includes operating activities in different defined spaces with and without My Vaccine Pass at the same time.

Separate spaces must be managed so that groups do not have contact with each other or mix entering, leaving, or using the premises, e.g. in entrances, exits, kitchens and toilets.

Rooms should be well ventilated and high touch surfaces e.g. door handles should be cleaned between groups.

Everyone (staff, volunteers and visitors) must be told which activities are or are not using the My Vaccine Pass requirements. Dispensation must be approved before any gatherings, meetings, services or programmes are held without My Vaccine Pass.

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### VENUE HYGIENE

Updated 1 December 2021

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).

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<sup>2</sup> A defined space is a single indoor or outdoor space separated from other spaces. It is:

- an indoor area that has no direct airflow to another indoor area that is being used;
- or an outdoor area that is separated from other outdoor areas by 2 metres.

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. Information on cleaning and disinfecting can be found [here](#).

Increasing the supply of fresh air into rooms can help reduce the transmission of COVID-19 by preventing virus particles accumulating in the air.

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## LEADING WORSHIP

Where My Vaccine Pass is required, all those involved in the worship service will need to be vaccinated.

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.

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## 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.

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## 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. Alternatively, encourage contactless/automatic payment donations.

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## 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.



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## CONGREGATIONAL AND CHORAL SINGING

Congregational and choral singing can go ahead for services using My Vaccine Pass but cannot take place for gatherings not using My Vaccine Pass.

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## EUCHARIST

When celebrating 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 bread.

### 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.

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### 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).

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### 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).

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### 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.

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## CLEANING VESSELS

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

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## 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.

#### **With My Vaccine Pass**

If you are operating as a gathering, food and drink can be served but people should not share drinks, cups, plates, cutlery or other items.

Workers and volunteers must wear a face covering when serving and handling food.

#### **Without My Vaccine Pass**

If My Vaccine Pass is not to be used, a dispensation must first be obtained. If the dispensation is approved for the service, hospitality can be offered in line with framework requirements.

If you are operating as a gathering, food and drink can be served but people should not share drinks, cups, plates, cutlery or other items.

Workers and volunteers must wear a face covering when serving and handling food.

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## 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).

See the section on *Venue Hygiene* for more information.

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## 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.

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## OTHER CHURCH CONGREGATIONS

Updated 1 December 2021

#### **With My Vaccine Pass**

Other church congregations who use your building are able to recommence their services but must use My Vaccine Pass and provide a COVID-19 safety plan to the ministry unit. Ministry units can make a local decision

about when/if this is feasible. Work out with each of those congregational leaders whether or not they are a congregation that is able to meet within the current framework level parameters.

If they are, and you are in agreement, you must ensure that their practices are consistent with these guidelines and public health arrangements, especially around physical distancing, use of My Vaccine Pass, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

### **Without My Vaccine Pass**

If My Vaccine Pass is not to be used, ministry units should make a local policy decision about when they are willing to open their buildings to other congregations for services, gatherings, programmes, groups or meetings. A COVID-19 safety plan must be provided to the ministry unit. If you agree that they can use your building/s, you must ensure you are satisfied with their public health arrangements for physical distancing, use of My Vaccine Pass, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

Events cannot operate without My Vaccine Pass.

## **WEDDINGS AND FUNERALS**

Updated 1 December 2021

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### **WEDDINGS**

#### **With My Vaccine Pass**

If My Vaccine Pass is used, wedding ceremonies may be held with up to 100 people based on the maximum number of people who could occupy the space if each person was 1 metre apart. The safe gathering number must be calculated.

In addition:

- Face coverings are required for workers and volunteers.
- Record keeping/scanning is required.
- Consumption of food and drink is permitted.
- Personal and venue hygiene 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.
- 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.

#### **Without My Vaccine Pass**

For weddings that will not use My Vaccine Pass, a dispensation must first be obtained.

If the dispensation is approved, up to 25 people can attend, based on the maximum number of people who could occupy the space if each person was 1 metre apart. The safe gathering number must be calculated.

In addition:

- Face coverings are required for workers and volunteers.
- Record keeping/scanning is required.
- Consumption of food and drink is permitted.
- Personal and venue hygiene 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.
- 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.

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## FUNERALS AND TANGIHANGA

### With My Vaccine Pass

If My Vaccine Pass is used, funerals and tangihanga may be held with up to 100 people, both indoors and outdoors, based on the maximum number of people who could occupy the space if each person was 1 metre apart.

In addition:

- Face coverings are required for workers and volunteers.
- Record keeping/scanning is required.
- Personal and venue hygiene requirements must be met.
- Use video conferencing or live-streaming to include others.
- Food and drink may be served.
- Anyone who is sick, has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend.
- 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.

See more information about funerals and tangihanga [here](#).

### Without My Vaccine Pass

For funerals that will not follow vaccination pass requirements, a dispensation must first be obtained.

If the dispensation is approved, up to 25 people can attend, based on the maximum number of people who could occupy the defined space if each person was 1 metre apart. The limit includes children under 12 but not staff.

In addition:

- Face coverings are required for workers and volunteers.
- Record keeping/scanning is required.
- Personal and venue hygiene requirements must be met.
- Use video conferencing or live-streaming to include others.
- Food and drink may be served.

- Anyone who is sick, has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend.
- 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.

## GATHERINGS AND MEETINGS

New 1 December 2021

Under the protection framework a gathering is defined as:

- a group of people who are intermingling.

Services at a place of worship, or a prayer group in an individual's home are an example of a gathering.

### With My Vaccine Pass

My Vaccine Pass must be used for any worship service, programme, gathering, group or meeting and a safety plan must be undertaken.

Up to 100 people based on the maximum number of people who could occupy the space if each person was 1 metre apart can attend a worship service, programme, gathering, group or meeting. Safe gathering numbers should be calculated.

In addition:

- Face coverings are required for workers and volunteers.
- Food and drink can be served. Face coverings are required for workers and volunteers when serving and handling food.
- Record keeping/scanning is required.
- Personal and venue hygiene requirements must be met.

If people are sick at all, have COVID-19 symptoms or are required to be self-isolating, they should not participate in any worship service, programme, gathering, or meeting.

### Without My Vaccine Pass

Where My Vaccine Pass is not to be used, a dispensation must first be obtained.

If the dispensation is approved, up to 25 people can attend, based on the maximum number of people who could occupy the space if each person was 1 metre apart.

In addition:

- Face coverings are required for workers and volunteers.
- Food and drink can be served. Face coverings are required for workers and volunteers when serving and handling food.
- Record keeping/scanning is required.
- Personal and venue hygiene requirements must be met.

If people are sick at all, have COVID-19 symptoms or are required to be self-isolating, they should not participate in any worship service, programme, gathering, or meeting.

## EVENTS

New 1 December 2021

An event is defined as an activity organised by a business or service:

- that takes place at a commercial or private indoor or outdoor premises or a publicly owned premises hired for that purpose
- that has controlled access of customers or clients via ticketing, fee paying on premises, registration, or other practicable means of controllable entry
- unless that activity is an outdoor community event or a gathering.

Ticketed concerts held at places of worship are an example of an event.

### With My Vaccine Pass

Events can have up to 100 people based on the maximum number of people who could occupy the space if each person was 1 metre apart. This includes children but not staff or volunteers.

In addition:

- Record keeping/scanning is required.
- Face coverings are strongly encouraged for workers and volunteers but are required when workers and volunteers are serving and handling food.
- If food and drink is served, attendees must be seated and separated.
- Keep high personal and venue hygiene standards.

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

### Without My Vaccine Pass

Events cannot operate.

## PROGRAMMES

New 1 December 2021

### With My Vaccine Pass

Programmes are considered to be gatherings and must adhere to the same criteria. There may, however, be specific additional requirements that programmes will need to consider, depending on the type of programme being run and those attending.

### Without My Vaccine Pass

Programmes not using My Vaccine Pass need to apply for a dispensation. If a dispensation is approved, gathering number limits and other requirements must be followed.

Refer also to the section on *Gatherings and Meetings*.

## SAFETY PLANS

New 1 December 2021

Ministry units should prepare a COVID-19 safety plan to manage the risk of transmission and exposure of COVID-19 for all activities. Safety plans will be required to be attached to all dispensation applications. A safety plan [template](#) has been created that may be helpful for those who are new to safety plans. It can be adapted to suit your particular environment.

## HOSPITALITY

Updated 1 December 2021

The provision of hospitality (e.g. morning tea) needs to be carefully considered. Risks need to be identified and managed appropriately.

### With My Vaccine Pass

If you are operating as a gathering, food and drink can be served at the red framework level but people should not share drinks, cups, plates, cutlery or other items.

If operating as an event with My Vaccine Pass, attendees must be seated and separated.

At both gatherings and events, workers and volunteers must wear a face covering when serving and handling food.

### Without My Vaccine Pass

Events cannot operate Without My Vaccine Pass.

If My Vaccine Pass is not to be used for gatherings, a dispensation must first be obtained. If the dispensation is approved, hospitality can be offered in line with framework requirements.

If you are operating as a gathering, food and drink can be served but people should not share drinks, cups, plates, cutlery or other items.

Workers and volunteers must wear a face covering when serving and handling food.

## WHAT ABOUT OTHER GROUPS WHO USE OUR CHURCH AND BUILDINGS?

Updated 2 December 2021

### With My Vaccine Pass

If a group is a gathering, they can use the church and buildings but must use My Vaccine Pass, produce a safety plan and be able to meet within the protection framework level parameters.

Refer to the [COVID-19-Protection-Framework-Guidelines-for-places-of-worship](#) for definitions of gatherings and events.

Ministry units should make a local policy decision about when they are willing to open their buildings to other groups. If you agree that they can use your building/s, you must ensure you are satisfied with their public health arrangements for physical distancing, use of My Vaccine Pass, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

### **Without My Vaccine Pass**

If My Vaccine Pass is not to be used, ministry units should make a local policy decision about when they are willing to open their buildings to other groups for services, gatherings, programmes, groups or meetings. The groups/users should provide a COVID-19 safety plan to the ministry unit. If you agree that they can use your building/s, you must ensure you are satisfied with their public health arrangements for physical distancing, use of My Vaccine Pass, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

Events cannot operate under the red framework level without My Vaccine Pass.

## **SITES AND WORKPLACES**

Updated 2 December 2021

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### **ACCESS TO SITES AND WORKPLACES**

Access to sites and workplaces is as per ministry unit policy, however a COVID-19 safety plan must be undertaken by the ministry unit and access must be within Government requirements.

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### **CHURCH OFFICES/WORKPLACES/SITES**

Access to workplaces and sites are based on Government mandate or safety plan. A COVID-19 safety plan must be completed for all workplaces and sites. The plan should be 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.

Make sure you are operating safely. You must comply with framework level requirements for gathering, events, physical distancing, personal and venue hygiene, and record keeping/contact tracing.

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### **OP SHOPS/LOCAL FOOD BANKS**

Where My Vaccine Pass is used, op shops and local food banks should follow the government framework guidelines for that activity (retail).

## **ORANGE**

### **WORSHIP SERVICES**



New 1 December 2021

### **With My Vaccine Pass**

Services can take place with no limits on the number of attendees or physical distancing requirements.

Record keeping/scanning is required, and workers/volunteers are required to wear face coverings.

### **Without My Vaccine Pass**

Services cannot take place unless a dispensation is obtained first.

If a dispensation is approved, services can take place with up to 50 people based on the maximum number of people who could occupy the space if each person was 1 metre apart.

Record keeping/scanning is required, and workers/volunteers are required to wear face coverings.

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## **PHYSICAL DISTANCING AND 'SAFE GATHERING NUMBER'**

### **ENSURING PHYSICAL DISTANCING**

Updated 1 December 2021

#### **With My Vaccine Pass**

There are no physical distancing requirements.

#### **Without My Vaccine Pass**

Prior to any service, gathering, or meeting taking place, the spaces need to be arranged to adhere to the government's gathering number and physical distancing guidelines. There are limits on the number of people that can gather at each framework level, however with physical distancing measures in place, some churches (especially many smaller churches) will have far lower capacity. Capacity limits do not include workers or volunteers but do include all other people (adults and children) within the defined space<sup>3</sup>.

You will need to arrange your seating with physical distancing in mind. People must be spaced 1 metre apart from each other in all directions (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).

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.

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### **CALCULATING AND STAYING WITHIN THE 'SAFE GATHERING NUMBER'**

Updated 1 December 2021

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<sup>3</sup> A defined space is a single indoor or outdoor space separated from other spaces. It is:

- an indoor area that has no direct airflow to another indoor area that is being used;
- or an outdoor area that is separated from other outdoor areas by 2 metres.

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'.*

## OPERATING MULTIPLE ACTIVITIES AT THE SAME TIME

New 1 December 2021

If you have multiple defined spaces in a venue, you can operate multiple activities at once. This includes operating activities in different defined spaces with and without My Vaccine Pass at the same time.

Separate spaces must be managed so that groups do not have contact with each other or mix entering, leaving, or using the premises, e.g. in entrances, exits, kitchens and toilets.

Rooms should be well ventilated and high touch surfaces e.g. door handles should be cleaned between groups.

Everyone (staff, volunteers and visitors) must be told which activities are or are not using the My Vaccine Pass requirements. A dispensation must be approved before any gatherings, meetings, services or programmes are held without My Vaccine Pass.

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## VENUE HYGIENE

Updated 1 December 2021

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. Information on cleaning and disinfecting can be found [here](#).

Increasing the supply of fresh air into rooms can help reduce the transmission of COVID-19 by preventing virus particles accumulating in the air.

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## LEADING WORSHIP

Where My Vaccine Pass is required, all those involved in the worship service will need to be vaccinated.

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.

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## 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).

The use of prayer books or hymn books should be avoided if possible.

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## 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. Alternatively, encourage contactless/automatic payment donations.

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## EXCHANGING THE PEACE

### With My Vaccine Pass

People can make physical contact during The Peace. Care should be taken with those who may be uncomfortable with this, and congregations should be encouraged to be considerate of this.

### Without My Vaccine Pass

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.

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## CONGREGATIONAL AND CHORAL SINGING

### With My Vaccine Pass

Congregational and choral singing can go ahead for services using My Vaccine Pass.

### Without My Vaccine Pass

Services cannot take place unless a dispensation is obtained. If a dispensation is approved, congregational and choral singing can go ahead.

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## EUCCHARIST

When celebrating 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.

### With My Vaccine Pass

Full Communion can be administered.

### Without My Vaccine Pass

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

## SETUP

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- 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

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- 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

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- 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

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- Communion can be administered in full if My Vaccine Pass is used, otherwise with a dispensation, Communion can be administered only 'in one kind' – i.e. people receive only the bread.
- 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

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

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## **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.

#### **With My Vaccine Pass**

If you are operating as a gathering, food and drink can be served but people should not share drinks, cups, plates, cutlery or other items.

Workers and volunteers must wear a face covering when serving and handling food.

#### **Without My Vaccine Pass**

If My Vaccine Pass is not to be used, a dispensation must first be obtained. If the dispensation is approved for the service, hospitality can be offered in line with framework requirements.

If you are operating as a gathering, food and drink can be served but people should not share drinks, cups, plates, cutlery or other items.

Workers and volunteers must wear a face covering when serving and handling food.

### **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).

See the section on *Venue Hygiene* for more information.

### **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.

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## **OTHER CHURCH CONGREGATIONS**

Updated 1 December 2021

#### **With My Vaccine Pass**

Other church congregations who use your building are able to hold their services but must use My Vaccine Pass and provide a COVID-19 safety plan to the ministry unit. Ministry units can make a local decision about when/if this is feasible. Work out with each of those congregational leaders whether or not they are a congregation that is able to meet within the current framework level parameters.

If they are, and you are in agreement, you must ensure that their practices are consistent with these guidelines and public health arrangements, especially around physical distancing, use of My Vaccine Pass, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

### **Without My Vaccine Pass**

If My Vaccine Pass is not to be used, ministry units should make a local policy decision about when they are willing to open their buildings to other congregations for services, gatherings, programmes, groups or meetings. A COVID-19 safety plan must be provided to the ministry unit. If you agree that they can use your building/s, you must ensure you are satisfied with their public health arrangements for physical distancing, use of My Vaccine Pass, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

Events cannot operate without My Vaccine Pass.

## **WEDDINGS AND FUNERALS**

Updated 1 December 2021

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### **WEDDINGS**

#### **With My Vaccine Pass**

If My Vaccine Pass is used, wedding ceremonies may be held with no limits on the number of attendees or physical distancing requirements.

In addition:

- Face coverings are required for workers and volunteers.
- Record keeping/scanning is required.
- Consumption of food and drink is permitted.
- High personal and venue hygiene standards must be met.
- Anyone who is sick, has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend.
- 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.

#### **Without My Vaccine Pass**

For weddings that will not use My Vaccine Pass, a dispensation must first be obtained.

If the dispensation is approved, up to 50 people can attend, based on the maximum number of people who could occupy the space if each person was 1 metre apart.

In addition:

- Face coverings are required for workers and volunteers.
- Record keeping/scanning is required.
- Consumption of food and drink is permitted.

- Personal and venue hygiene 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.
- 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.

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## FUNERALS AND TANGIHANGA

### With My Vaccine Pass

If My Vaccine Pass is used, there are no limits on the number of attendees, both indoors or outdoors, or physical distancing requirements.

In addition:

- Face coverings are required for workers and volunteers.
- Record keeping/scanning is required.
- High personal and venue hygiene standards must be met.
- Use video conferencing or live-streaming to include others.
- Food and drink may be served.
- Anyone who is sick, has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend.
- 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.

See more information about funerals and tangihanga [here](#).

### Without My Vaccine Pass

For funerals that will not follow vaccination pass requirements, a dispensation must first be obtained.

If the dispensation is approved, up to 50 people can attend, based on the maximum number of people who could occupy the defined space if each person was 1 metre apart. The limit includes children under 12 but not staff.

In addition:

- Face coverings are required for workers and volunteers.
- Record keeping/scanning is required.
- Personal and venue hygiene requirements must be met.
- Use video conferencing or live-streaming to include others.
- Food and drink may be served.
- Anyone who is sick, has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend.
- 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.

## GATHERINGS AND MEETINGS

New 1 December 2021

Under the protection framework a gathering is defined as:

- a group of people who are intermingling.

Services at a place of worship, or a prayer group in an individual's home are an example of a gathering.

### With My Vaccine Pass

My Vaccine Pass must be used for any worship service, programme, gathering, group or meeting and a safety plan must be undertaken.

There are no gathering number or physical distancing requirements for attendees at a worship service, programme, gathering, group or meeting.

In addition:

- Face coverings are required for workers and volunteers.
- Record keeping/scanning is required.
- Personal and venue hygiene requirements must be met.
- Food and drink can be served.

If people are sick at all, have COVID-19 symptoms or are required to be self-isolating, they should not participate in any worship service, programme, gathering, or meeting.

### Without My Vaccine Pass

Where My Vaccine Pass is not to be used, a dispensation must first be obtained.

If the dispensation is approved, up to 50 people can attend, based on the maximum number of people who could occupy the space if each person was 1 metre apart.

In addition:

- Face coverings are required for workers and volunteers.
- Food and drink can be served. Face coverings are required for workers and volunteers when serving and handling food.
- Record keeping/scanning is required.
- Personal and venue hygiene requirements must be met.

## EVENTS

New 1 December 2021

An event is defined as an activity organised by a business or service:

- that takes place at a commercial or private indoor or outdoor premises or a publicly owned premises hired for that purpose



- that has controlled access of customers or clients via ticketing, fee paying on premises, registration, or other practicable means of controllable entry
- unless that activity is an outdoor community event or a gathering.

Ticketed concerts held at places of worship are an example of an event.

### **With My Vaccine Pass**

My Vaccine Pass must be used for any event and a safety plan must be undertaken.

There are no gathering number or physical distancing requirements for attendees at events. Food and drink can be served without additional requirements.

In addition:

- Record keeping/scanning is required.
- Face coverings are strongly encouraged but are required when workers and volunteers are serving and handling food.
- Keep high personal and venue hygiene standards.

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

### **Without My Vaccine Pass**

Events cannot operate.

## **PROGRAMMES**

New 1 December 2021

### **With My Vaccine Pass**

Programmes are considered to be gatherings and must adhere to the same criteria. There may, however, be specific additional requirements that programmes will need to consider, depending on the type of programme being run and those attending.

### **Without My Vaccine Pass**

Programmes not using My Vaccine Pass need to apply for a dispensation. If a dispensation is approved, gathering number limits and other requirements must be followed.

Refer also to the section on *Gatherings and Meetings*.

## **SAFETY PLANS**

New 1 December 2021

Ministry units should prepare a COVID-19 safety plan to manage the risk of transmission and exposure of COVID-19 for all activities. Safety plans will be required to be attached to all dispensation applications. A safety plan [template](#) has been created that may be helpful for those who are new to safety plans. It can be adapted to suit your particular environment.

## HOSPITALITY

Updated 1 December 2021

The provision of hospitality (e.g. morning tea) needs to be carefully considered. Risks need to be identified and managed appropriately.

### With My Vaccine Pass

If you are operating as a gathering, food and drink can be served but people should not share drinks, cups, plates, cutlery or other items.

At both gatherings and events, workers and volunteers must wear a face covering when serving and handling food.

Food and drink can be served at events without additional requirements.

### Without My Vaccine Pass

If My Vaccine Pass is not to be used for gatherings, programmes, groups or meetings, a dispensation must first be obtained. If the dispensation is approved, hospitality can be offered in line with framework requirements.

Workers and volunteers must wear a face covering when serving and handling food.

Events cannot operate.

## WHAT ABOUT OTHER GROUPS WHO USE OUR CHURCH AND BUILDINGS?

Updated 1 December 2021

### With My Vaccine Pass

If a group is a gathering, they can use the church and buildings but must use My Vaccine Pass, produce a safety plan and be able to meet within the protection framework level parameters.

Refer to the [COVID-19-Protection-Framework-Guidelines-for-places-of-worship](#) for definitions of gatherings and events.

Ministry units should make a local policy decision about when they are willing to open their buildings to other groups. If you agree that they can use your building/s, you must ensure you are satisfied with their public health arrangements for physical distancing, use of My Vaccine Pass, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

### Without My Vaccine Pass

If My Vaccine Pass is not to be used, ministry units should make a local policy decision about when they are willing to open their buildings to other groups for services, gatherings, programmes, groups or meetings. The groups/users should provide a COVID-19 safety plan to the ministry unit. If you agree that they can use your building/s, you must ensure you are satisfied with their public health arrangements for physical distancing, use

of My Vaccine Pass, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

Events cannot operate without My Vaccine Pass.

## SITES AND WORKPLACES

Updated 1 December 2021

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### ACCESS TO SITES AND WORKPLACES

Access to sites and workplaces is as per ministry unit policy, however a COVID-19 safety plan must be undertaken by the ministry unit and access must be within Government requirements.

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### CHURCH OFFICES/WORKPLACES/SITES

Access to workplaces and sites are based on Government mandate or safety plan. A COVID-19 safety plan must be completed for all workplaces and sites. The plan should be 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.

Make sure you are operating safely. You must comply with framework level requirements for gathering, events, physical distancing, personal and venue hygiene, and record keeping/contact tracing.

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### OP SHOPS/LOCAL FOOD BANKS

Where My Vaccine Pass is used, op shops and local food banks should follow the government framework guidelines for that activity (retail).

## GREEN

### WORSHIP SERVICES

New 1 December 2021

#### With My Vaccine Pass

Services can take place with no limits on the number of attendees or physical distancing requirements, at both indoor or outdoor venues.

Record keeping/scanning is required.

#### Without My Vaccine Pass

Services cannot take place unless a dispensation is obtained.

If a dispensation is approved, services can take place with up to 100 people based on the maximum number of people who could occupy the space if each person was 1 metre apart.

Record keeping/scanning is required.

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## PHYSICAL DISTANCING AND 'SAFE GATHERING NUMBER'

### ENSURING PHYSICAL DISTANCING

Updated 1 December 2021

#### With My Vaccine Pass

There are no physical distancing requirements.

#### Without My Vaccine Pass

Prior to any service, gathering, or meeting taking place, the spaces need to be arranged to adhere to the government's gathering number and physical distancing guidelines. There are limits on the number of people that can gather at each framework level, however with physical distancing measures in place, some churches (especially many smaller churches) will have far lower capacity. Capacity limits do not include workers or volunteers but do include all other people (adults and children) within the defined space<sup>4</sup>.

You will need to arrange your seating with physical distancing in mind. People must be spaced 1 metre apart from each other in all directions (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).

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.

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## CALCULATING AND STAYING WITHIN THE 'SAFE GATHERING NUMBER'

Updated 1 December 2021

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'.*

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## OPERATING MULTIPLE ACTIVITIES AT THE SAME TIME

New 1 December 2021

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<sup>4</sup> A defined space is a single indoor or outdoor space separated from other spaces. It is:

- an indoor area that has no direct airflow to another indoor area that is being used;
- or an outdoor area that is separated from other outdoor areas by 2 metres.

If you have multiple defined spaces in a venue, you can operate multiple activities at once. This includes operating activities in different defined spaces with and without My Vaccine Pass at the same time.

Separate spaces must be managed so that groups do not have contact with each other or mix entering, leaving, or using the premises, e.g. in entrances, exits, kitchens and toilets.

Rooms should be well ventilated and high touch surfaces e.g. door handles should be cleaned between groups.

Everyone (staff, volunteers and visitors) must be told which activities are or are not using the My Vaccine Pass requirements. A dispensation must be approved before any gatherings, meetings, services or programmes are held without My Vaccine Pass.

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## VENUE HYGIENE

Updated 1 December 2021

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. Information on cleaning and disinfecting can be found [here](#).

Increasing the supply of fresh air into rooms can help reduce the transmission of COVID-19 by preventing virus particles accumulating in the air.

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## LEADING WORSHIP

Where My Vaccine Pass is required, all those involved in the worship service will need to be vaccinated.

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.

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## 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).

Keep following good hygiene practices, such as cleaning or disinfecting shared surfaces or frequently touched items often.

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## COLLECTION PLATES

Be aware of the risks associated with shared surfaces and follow good hygiene practices. Where possible clean and disinfect shared surfaces. 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. Alternatively, continue encourage contactless/automatic payment donations.

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## EXCHANGING THE PEACE

### With My Vaccine Pass

People can make physical contact during The Peace. Care should be taken with those who may be uncomfortable with this, and congregations should be encouraged to be considerate of this.

### Without My Vaccine Pass

People can make physical contact during The Peace. Care should be taken with those who may be uncomfortable with this, and congregations should be encouraged to be considerate of this.

---

## CONGREGATIONAL AND CHORAL SINGING

### With My Vaccine Pass

Congregational and choral singing can take place for services using My Vaccine Pass.

### Without My Vaccine Pass

Congregational and choral singing can take place for services using not My Vaccine Pass.

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## EUCCHARIST

When celebrating 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.

Full Communion can be administered for services both with or without My Vaccine Pass.

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## 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

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- 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

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- 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

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- Full Communion can be administered.
- 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

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

## FOLLOWING THE SERVICE

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### HOSPITALITY / MORNING TEA

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The provision of hospitality (e.g. morning tea) needs to be carefully considered. Risks need to be identified and managed appropriately.

### **With My Vaccine Pass**

If you are operating as a gathering, food and drink can be served.

Workers and volunteers must wear a face covering when serving and handling food.

### Without My Vaccine Pass

Hospitality following services cannot take place unless a dispensation is obtained first.

If My Vaccine Pass is not to be used, a dispensation must first be obtained. If the dispensation is approved for the service, hospitality can be offered.

Workers and volunteers must wear a face covering when serving and handling food.

### VENUE HYGIENE

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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).

See the section on *Venue Hygiene* for more information.

### THE OFFERTORY

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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.

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## OTHER CHURCH CONGREGATIONS

Updated 1 December 2021

### With My Vaccine Pass

Other church congregations who use your building are able to hold their services but must use My Vaccine Pass and provide a COVID-19 safety plan to the ministry unit. Ministry units can make a local decision about when/if this is feasible. Work out with each of those congregational leaders whether or not they are a congregation that is able to meet within the current framework level parameters.

If they are, and you are in agreement, you must ensure that their practices are consistent with these guidelines and public health arrangements, especially around physical distancing, use of My Vaccine Pass, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

### Without My Vaccine Pass

If My Vaccine Pass is not to be used, ministry units should make a local policy decision about when they are willing to open their buildings to other congregations. A COVID-19 safety plan must be provided to the ministry unit. If you agree that they can use your building/s, you must ensure you are satisfied with their public health arrangements for physical distancing, adhering to gathering limit restrictions, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

## WEDDINGS AND FUNERALS

Updated 1 December 2021

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### WEDDINGS



### With My Vaccine Pass

If My Vaccine Pass is used, wedding ceremonies may be held with no limits on the number of attendees or physical distancing requirements.

In addition:

- Record keeping/scanning is required.
- Food and drink can be served.
- High personal and venue hygiene standards must be met.
- Anyone who is sick, has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend.
- 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.

### Without My Vaccine Pass

For weddings that will not use My Vaccine Pass, a dispensation must first be obtained.

If the dispensation is approved, up to 100 people can attend, based on the maximum number of people who could occupy the space if each person was 1 metre apart.

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## FUNERALS AND TANGIHANGA

### With My Vaccine Pass

If My Vaccine Pass is used, there are no limits on the number of attendees, both indoors or outdoors, or physical distancing requirements.

In addition:

- Record keeping/scanning is required.
- Wearing of face coverings indoors is encouraged.
- High personal and venue hygiene standards must be met.
- Use video conferencing or live-streaming to include others.
- Food and drink may be served.
- Anyone who is sick, has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend.
- 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.

See more information about funerals and tangihanga [here](#).

### Without My Vaccine Pass

For funerals that will not follow vaccination pass requirements, a dispensation must first be obtained. If the dispensation is approved, up to 100 people can attend, based on the maximum number of people who could occupy the space if each person was 1 metre apart. The limit includes children under 12 but not staff.

## GATHERINGS AND MEETINGS

New 1 December 2021

Under the protection framework a gathering is defined as:

- a group of people who are intermingling.

Services at a place of worship, or a prayer group in an individual's home are an example of a gathering.

### With My Vaccine Pass

My Vaccine Pass must be used for any worship service, programme, gathering, or meeting and a safety plan must be undertaken.

There are no gathering number or physical distancing requirements for attendees at a worship service, programme, gathering, or meeting.

In addition:

- Record keeping/scanning is required.
- Wearing of face coverings indoors is encouraged.
- Personal and venue hygiene requirements must be met.
- Food and drink can be served.

If people are sick at all, have COVID-19 symptoms or are required to be self-isolating, they should not participate in any worship service, programme, gathering, or meeting.

### Without My Vaccine Pass

Where My Vaccine Pass is not to be used, a dispensation must first be obtained.

If the dispensation is approved, up to 100 people can attend a worship service, programme, gathering, or meeting, based on the maximum number of people who could occupy the space if each person was 1 metre apart.

## EVENTS

New 1 December 2021

An event is defined as an activity organised by a business or service:

- that takes place at a commercial or private indoor or outdoor premises or a publicly owned premises hired for that purpose
- that has controlled access of customers or clients via ticketing, fee paying on premises, registration, or other practicable means of controllable entry
- unless that activity is an outdoor community event or a gathering.

Ticketed concerts held at places of worship are an example of an event.

### With My Vaccine Pass

There are no gathering number or physical distancing requirements for attendees at events, both indoor and outdoor. Food and drink can be served without additional requirements.

In addition:

- Record keeping/scanning is required.
- Wearing of face coverings indoors is encouraged.
- Personal and venue hygiene requirements must be met.

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

### **Without My Vaccine Pass**

Where My Vaccine Pass is not to be used, a dispensation must first be obtained.

If the dispensation is approved, up to 100 people can attend a worship service, programme, gathering, or meeting based on the maximum number of people who could occupy the space if each person was 1 metre apart.

Attendees must be seated and separated for service of food and drink.

In addition:

- Record keeping/scanning is required.
- Wearing of face coverings indoors is encouraged.
- Personal and venue hygiene requirements must be met.

## **PROGRAMMES**

New 1 December 2021

### **With My Vaccine Pass**

Programmes are considered to be gatherings and must adhere to the same criteria. There may, however, be specific additional requirements that programmes will need to consider, depending on the type of programme being run and those attending.

### **Without My Vaccine Pass**

Programmes not using My Vaccine Pass need to apply for a dispensation. If a dispensation is approved, gathering number limits and other requirements must be followed.

Refer also to the section on *Gatherings and Meetings*.

## **SAFETY PLANS**

New 1 December 2021

Ministry units should prepare a COVID-19 safety plan to manage the risk of transmission and exposure of COVID-19 for all activities. Safety plans will be required to be attached to all dispensation applications. A

safety plan [template](#) has been created that may be helpful for those who are new to safety plans. It can be adapted to suit your particular environment.

## HOSPITALITY

Updated 1 December 2021

The provision of hospitality (e.g. morning tea) needs to be carefully considered. Risks need to be identified and managed appropriately.

### With My Vaccine Pass

If you are operating as a gathering, food and drink can be served. If operating as an event with My Vaccine Pass, food and drink can be served without additional requirements.

At both gatherings and events, workers and volunteers must wear a face covering when serving and handling food.

### Without My Vaccine Pass

Services, gatherings, programmes, groups or meetings or events cannot take place unless a dispensation is obtained. If the dispensation is for a service, gathering, programme, group or meeting and it is approved, hospitality can be offered in line with framework requirements.

If the activity is an event and a dispensation is approved, event attendees must be seated and separated for the service of food and drink.

At both gatherings and events, workers and volunteers must wear a face covering when serving and handling food.

## WHAT ABOUT OTHER GROUPS WHO USE OUR CHURCH AND BUILDINGS?

Updated 1 December 2021

### With My Vaccine Pass

If a group is a gathering, they can use the church and buildings but must use My Vaccine Pass, produce a COVID-19 safety plan and be able to meet within the protection framework level parameters.

Refer to the [COVID-19-Protection-Framework-Guidelines-for-places-of-worship](#) for definitions of gatherings and events.

Ministry units should make a local policy decision about when they are willing to open their buildings to other groups. If you agree that they can use your building/s, you must ensure you are satisfied with their public health arrangements for physical distancing, use of My Vaccine Pass, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

### Without My Vaccine Pass

If My Vaccine Pass is not to be used, ministry units should make a local policy decision about when they are willing to open their buildings to other groups/users. The groups/users should provide a COVID-19 safety plan

to the ministry unit. If you agree that they can use your building/s, you must ensure you are satisfied with their public health arrangements for physical distancing, adhering to gathering limit restrictions, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

## **SITES AND WORKPLACES**

Updated 1 December 2021

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### **ACCESS TO SITES AND WORKPLACES**

Access to sites and workplaces is as per ministry unit policy, however a COVID-19 safety plan must be undertaken by the ministry unit and access must be within Government requirements.

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### **CHURCH OFFICES/WORKPLACES/SITES**

Access to workplaces and sites are based on Government mandate or safety plan. A COVID-19 safety plan must be completed for all workplaces and sites. The plan should be 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.

Make sure you are operating safely. You must comply with framework level requirements for gathering, events, physical distancing, personal and venue hygiene, and record keeping/contact tracing.

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### **OP SHOPS/LOCAL FOOD BANKS**

Where My Vaccine Pass is used, op shops and local food banks should follow the government framework guidelines for that activity (retail).

## OTHER RESOURCES

New 2 December 2021

There a number of resources available to assist you in your planning and decision making. These are available on the diocesan website [Health and Safety page](#).

On this page you will find:

- Guidelines for Ministry and Worship
- Risk Assessment for Lay Workers and Volunteers
- Safety Plan Template and Example
- A guide to Using My Vaccine Pass

## APPENDIX A – SERVICE REGISTER EXAMPLE TEMPLATE

New 9 April 2020

See section *Statistics of Online Worship*

### 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	<b>37 connections via Zoom</b> (this represented 52 people in total)
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Date	Day	Hour	Service	Officiant	Communicants	Attendance	Preacher	Notes
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## APPENDICES B,C,D – CONTACT TRACING FORMS - SERVICE USE, GENERAL USE AND RECORD KEEPING SLIP

Updated 8 September 2021

See the following three pages for the forms







## RECORD KEEPING SLIPS – General Use

*Print out copies of the below slips so people can fill in their own details and put into a record keeping box provided by the ministry unit. Attach a copy of the privacy statement to the collection box.*

**Date:**

**Time:**

**Name:**

**Contact Number:**

*This information is being collected to assist in the management of the COVID-19 pandemic. It will be given only to public health officials in the event that it is required for contact tracing. We will not use it for any other purpose and will destroy it after 60 days. It will be kept securely here at [name of the establishment]: \_\_\_\_\_*

## APPENDIX E – FACE COVERINGS

New 17 September 2021

See here for information on how to use a face covering safely:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/covid-19-use-masks-and-face-coverings-community/covid-19-how-use-face-mask-safely>

# COVID-19



## HOW TO USE A FACE MASK SAFELY

If you choose to wear a face mask – one you purchase or make yourself – you need to know how to use it safely. This includes how you put it on, what to do while wearing it, how to take it off and how to handle it safely after use to avoid the risk of infection.

### SOME KEY POINTS

- ▶ Never share face masks with other people.
- ▶ Face masks should not be worn by young children or anyone unable to remove them without assistance.
- ▶ Face masks should not be worn by people who have trouble breathing.

### WHILE WEARING A FACE MASK

- ▶ Do not touch the front of the face mask. If you do, clean your hands and dry thoroughly.
- ▶ Avoid touching your face, as infection can still be introduced by touching your eyes or if you are not wearing your face mask correctly.
- ▶ Face masks should not be adjusted during use. This includes being pulled up or pulled down below your chin. If you need to remove your mask (for example, to eat) - remove it safely, dispose of it appropriately (or wash if a home-made facial covering or cloth mask) and clean your hands.
- ▶ Replace the face mask if it becomes damp, damaged or soiled.

### HOW TO SAFELY PUT ON A FACE MASK



1. Ensure your face mask is clean and dry and is not damaged.



2. Before putting on your face mask, clean your hands with soap and water or use hand sanitiser (containing at least 60 percent alcohol). Ensure your hands are dry.



3. Place the face mask over your nose and mouth and secure with ties or loops. Make sure the mask fits snugly, moulded to your face and around your nose. Make sure the mask fully covers your nose, mouth and chin. Your mask should be comfortable, with no gaps around the mask and your face, and allow you to breathe easily.

4. Clean your hands again (as above).

### HOW TO SAFELY REMOVE A FACE MASK



1. Clean your hands with soap and water or use hand sanitiser (containing at least 60 percent alcohol). Ensure your hands are dry.



2. Remove the face mask (do not touch the front of the mask) by untying ties or removing loops and pull it away from your face. Be careful not to touch your eyes, nose and mouth when removing your mask.



3. Wash or dispose of it appropriately

4. Clean your hands again (as above).

### SAFELY DISPOSING OF SINGLE-USE FACE MASKS

1. Dispose in a closed lidded bin or place into a bag and seal before putting into a rubbish bin or taking home.
2. Clean your hands after disposing of the face mask (as above)
3. Do not re-use or try to disinfect single-use disposable face masks.

### CLEANING HOME-MADE FACIAL COVERINGS OR CLOTH MASKS

1. Wash fabric masks to highest temperature material can withstand with detergent and water either by hand or in a washing machine.
2. After putting the mask in the washing machine, clean your hands (as above)
3. Dry the mask completely before you use it again. Do not use a damp mask.

## SOURCES

### ANGLICAN DIOCESE OF AUCKLAND

Diocesan COVID-19 Protection Policy

COVID-19 Protection Framework Guidelines for Ministry and Worship

### TE KĀWANATANGA O AOTEAROA NEW ZEALAND GOVERNMENT

COVID19 Protection Framework Guidelines for places of worship

<https://covid19.govt.nz/assets/COVID-19-Protection-Framework/COVID-19-Protection-Framework-Guidelines-for-places-of-worship.pdf>

Traffic Lights

<https://covid19.govt.nz/traffic-lights/>

### MINISTRY OF HEALTH MANATŪ HAUORA

COVID-19: General cleaning and disinfection advice

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-general-cleaning-and-disinfection-advice>

COVID-19: Cleaning frequently asked questions

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-general-cleaning-and-disinfection-advice/covid-19-cleaning-frequently-asked-questions#10>

Guidance for workplaces that have a case of COVID-19

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/contact-tracing-covid-19/guidance-workplaces-have-case-covid-19#contacttracing>

### PRIVACY COMMISSIONER TE MANA MĀTĀPONO MATATAPU

Guidance on mandatory record keeping for supporting COVID-19 contact tracing

<https://privacy.org.nz/publications/guidance-resources/guidance-on-mandatory-record-keeping-for-contact-tracing/>

Information for hospitality businesses and event organisers

<https://www.privacy.org.nz/resources-2/privacy-and-covid-19/covid-19-information-for-hospitality-businesses/>

Information for employers and employees

<https://www.privacy.org.nz/resources-2/privacy-and-covid-19/covid-19-information-for-employers-and-employees/>