

# 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

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 4 April 2022

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

If a person with COVID-19 has been at a ministry unit building or workplace, you need to advise the HSWG at [keepsafe@aucklandanglican.org.nz](mailto:keepsafe@aucklandanglican.org.nz).

Likewise, if a clergyperson, 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.

Any Government or other health authority-required notifications must also be made.

There are a number of things the ministry unit will need to do to reduce the chance of others getting sick too, including:

- telling other people who were there at the same time
  - *Note: the name or any personal information of the person who has COVID-19 cannot be shared, as this is private and confidential health information*
- isolating the spaces the person may have spent significant time in and ensure cleaning is undertaken before they are able to be used.

More information on what needs to be done can be found here:

Auckland Regional Public Health Service – [Guide for Places of Worship](#)

Ministry of Health – [Guidance for Businesses: What to do if an employee tests positive for COVID-19](#)

Ministry of Health – [Guidance for workplaces with staff impacted by COVID-19](#)

Ministry of Health – [COVID-19: Cleaning frequently asked questions](#)

The individual and their household contacts will need to isolate in line with Government requirements. More information is available [here](#).

If any clergyperson, ministry unit employee, volunteer or parishioner tests positive for COVID-19 and **pastoral support from the person concerned is requested**, please contact the Archdeacon.

## SUSPECTED EXPOSURE TO COVID-19

Updated 4 April 2022

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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?

Any people in the ministry unit church/buildings/office at the same time do not need to isolate but they should monitor for symptoms. If symptoms develop they should immediately get a test and stay at home as per Government isolation requirements.

Premises should be cleaned following confirmation of a confirmed case.

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 4 April 2022

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) you should get a test. If you are unsure, talk to your local health provider or call ring Healthline on 0800 358 5453.

There are two types of tests available in New Zealand: Rapid Antigen Tests (RATs) and Polymerase Chain Reaction Tests (PCRs).

Information on how and when to get a test is [here](#).

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

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### COVID-19 LEAVE

New 4 April 2022

Where clergy and staff are required to isolate according to Government regulations and are unable to work from home, paid special leave will be provided.

In instances of a confirmed COVID-19 case, clergy and staff will be provided with paid special leave to isolate when recovering from COVID-19. After the special paid leave has been used, other leave provisions, including sick and annual leave, will be able to be accessed.

The return to work should be agreed by the person affected and their employer, or in the case of clergy, by an authorised representative of the Bishop's Office.

## HOW DO I KEEP MYSELF AND OTHERS SAFE?

Updated 4 April 2022

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
- wear a face mask based on government advice
- 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
- keep a record of places and people you visit
- 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 masks, hand washing, etc.

## CARING FOR PEOPLE

Updated 4 April 2022

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).

When developing safety plans for worship services, programmes, sites, gatherings or events, consult with , and give special consideration to, vulnerable persons and groups, including people with disabilities that might be affected, to make sure their needs are met.

## 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 AND MY VACCINE PASS

### VACCINATION MANDATES

Update 4 April 2022

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#### CLERGY

From 11.59pm 4 April 2022, the Diocesan requirement for clergy to be vaccinated is removed.

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#### STAFF AND VOLUNTEERS

From 11.59pm 4 April 2022, whether employees, volunteers<sup>1</sup> and contractors require vaccination to perform their roles will continue to be a local decision following completion of a risk assessment. Any mandates currently in place for these groups will require a review of the risk assessment to determine whether mandates are to be removed or are to remain. The employer should communicate in writing the outcome of that review to those impacted.

A risk assessment [template](#) to assist with this has been designed by the Diocese and it is important employers undertake these processes in consultation with their staff.

Where vaccinate mandates are lifted any personal information kept on file to manage the process is now no longer required and therefore as per the Privacy Act 2020 this information should be securely destroyed.

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 where the risk assessment deems vaccination to be mandatory. All records will be kept in line with the diocesan privacy statement.

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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

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

Updated 4 April 2022

From 11:59pm on 4 April 2022, there is no requirement to use My Vaccine Pass and as a result the need for My Vaccine Pass dispensations is redundant.

The Archdeacons are available to answer any questions or discuss any concerns you may have regarding the se changes.

## RECORD KEEPING/CONTACT TRACING

Updated 4 April 2022

From 11.59pm 25 March 2022 there is no requirement for people to scan in or for ministry units to display a QR code poster or have mandatory record keeping.

Ministry units may wish to leave the QR code poster displayed for those who still want to keep a record of their movements. It is important for people to continue to keep track of where they have been and who they have been with, for contact tracing purposes for confirmed cases. The NZ COVID Tracer app remains the easiest way to do this.

Any records kept for contract tracing purposes need to be collected, used, stored, disclosed and disposed of safely and securely. Guidance is available [here](#).

## FACE MASKS

Updated 4 April 2022

Face masks help reduce the spread of COVID-19. Under the Red and Orange Protection Framework settings, face masks must be worn by those working or volunteering in public-facing roles at indoor gatherings and events. These must be medical grade masks (Type IIR/Level2 masks or above<sup>2</sup>). All workers (paid or unpaid) at faith-based gatherings must wear a face mask throughout the gathering. At the Red setting attendees must also be masked at indoor events and gatherings.

For people who have a disability or health condition that means they may not be able to wear a face mask, exemption cards can be requested. More information and details on who to contact to request an exemption card can be found [here](#).

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<sup>2</sup> These include the widely available 'blue' medical-grade mask.

## COMMUNICATION

Updated 4 April 2022

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 any service requirements 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 or gatherings starting.

You should continue to think about and implement 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 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 4 April 2022

Whether working from home or the ministry unit buildings 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 and 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 4 April 2022

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

Each ministry unit situation is different and will need to work through the financial impact of COVID-19 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 as an option. 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?

Updated 4 April 2022

From 11.59 4 April 2022, ministry units can make a local decision whether employees, volunteers and contractors require vaccination to perform their roles. A risk assessment will need to be undertaken for each of their workers' and volunteers' roles to determine if the role holder should be vaccinated. A risk assessment [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.

Any mandates currently in place for these groups will require a review of the risk assessment to determine whether to remove or retain mandates, and the employer will need to communicate in writing the outcome to those impacted.

## 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 4 April 2022

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 with targeted financial support.

#### 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 4 April 2022

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) and subsequent government support payments.

Diocesan Council agrees that for the purposes of the COVID-19 RSP or similar support payments, 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

or subsequent support payment (e.g. COVID-19 Support Payment (CSP)) 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 4 April 2022

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](#).

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 4 April 2022

Information about support available for those affected by COVID-19 can be found on the Work and Income [website](#).

## PROPERTY

Updated 4 April 2022

### INSURANCE

The diocese's insurers had advised that cover would not be affected if damage to buildings occurred or the building warrant of fitness (BWOFF) 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

[COVID-19: Building and construction sector guidance Auckland Council](#)

## PASTORAL CARE

Updated 4 April 2022

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 masks if appropriate and follow good personal hygiene practices. Keep your own contact tracing records for any visits that you do make.

The relevant office shall give appropriate support to those who are impacted by the effects of COVID-19, including those who have contracted the disease, are experiencing termination of their role or redeployment, or are suffering other anxieties related to COVID-19.

## DISPENSATION PROCESS

Updated 4 April 2022

As of 11.95pm 4 April 2022, there is no requirement to use My Vaccine Pass and as a result My Vaccine Pass dispensations are no longer required.

## GUIDELINES FOR PLACES OF WORSHIP

Updated 4 April 2022

Places of worship can operate at all Framework settings (Red, Orange, Green) and must follow the Framework guidance for places of worship.

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

Updated 4 April 2022

Services can take place with up to 200 people indoors based on the maximum number of people who could occupy the space if each person was 1 metre apart.

There is no limit for gatherings outdoors.

Children and babies are included in the gathering limits, but not people working (including volunteers) at a gathering.

Face masks must be worn by everyone.

Face masks must not be removed while singing.

All those working or volunteering in a public-facing role at gatherings and events must wear a medical grade mask (for example a Type IIR/Level2 mask or above<sup>3</sup>) throughout the gathering.

Record keeping/scanning is not mandatory.

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

##### ENSURING PHYSICAL DISTANCING

Updated 4 April 2022

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 some framework levels, 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>.

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<sup>3</sup> These include the widely available 'blue' medical-grade mask.

<sup>4</sup> Information about defined spaces at Red can be found [here](#).

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 4 April 2022

If you have multiple defined spaces in a venue, you can operate multiple activities at once. This includes operating activities in different defined spaces 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. Workers can move between gatherings held in different defined spaces.

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

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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

Updated 4 April 2022

All those working or volunteering in a public-facing role at gatherings, such as clergy and leaders, must wear a medical grade mask (for example a Type IIR/Level2 masks or above<sup>5</sup>).

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 but face masks must not be removed.

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<sup>5</sup> These include the widely available 'blue' medical-grade mask.

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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

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

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

### CLEANING VESSELS

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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

Updated 4 April 2022

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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.

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. People do not need to sit down to eat or drink. Where face masks are required, these can be removed while eating and drinking.

If you are operating as an event, at Red attendees must be seated and separated for the service of food and drink.

Workers, including volunteers, must wear a face covering (for workers at events these must be medical grade).

### 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 4 April 2022

Other church congregations who use your building are able to hold their services but must 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, personal and venue hygiene, wearing of face masks and record keeping/contact tracing.

## WEDDINGS AND FUNERALS

Updated 4 April 2022

### WEDDINGS

Wedding ceremonies may be held with up to 200 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:

- Clergy, leaders, workers and volunteers must wear a medical grade mask (a Type IIR/Level2 mask or above<sup>6</sup>) unless they are exempt.
- Attendees do not need to wear a face mask if the wedding party has exclusive use of the indoor space. Attendees **must** wear a face mask if they do not have exclusive use of the defined space where the wedding is taking place.
- 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.

### FUNERALS AND TANGIHANGA

Funerals and tangihanga may be held with up to 200 people indoors, 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.

In addition:

- Face masks are required for workers and volunteers. Workers (e.g. clergy, leaders) will need to wear a medical grade mask (a Type IIR/Level2 mask or above<sup>7</sup>) when working in public facing roles.
- Those attending do not need to wear a face mask if the funeral or tangihanga has exclusive use of a venue.
- 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](#).

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<sup>6,7</sup> These include the widely available 'blue' medical-grade mask

## GATHERINGS AND MEETINGS

Updated 4 April 2022

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.

Up to 200 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 masks are required for workers and volunteers.
- Workers in public facing roles need to wear a medical grade mask (a Type IIR/Level2 mask or above<sup>8</sup>).
- Face masks must be worn when attending a gathering.
- Food and drink can be served. Face masks are required for workers and volunteers when serving and handling food.
- 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

Updated 4 April 2022

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.

Events can have up to 200 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 workers or volunteers.

In addition:

- Face masks are required for workers and volunteers.
- Workers in public facing roles need to wear a medical grade mask (a Type IIR/Level2 mask or above<sup>9</sup>).
- Face masks must be worn when attending an indoor event.
- If food and drink is served, attendees must be seated and separated.
- Keep high personal and venue hygiene standards.

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<sup>8,9</sup> These include the widely available 'blue' medical-grade mask.

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.

## PROGRAMMES

New 4 April 2022

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.

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 4 April 2022

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

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, attendees must be seated and separated.

At both gatherings and events, workers and volunteers must wear a medical grade face mask.

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

Updated 4 April 2022

If a group is a gathering, they can use the church and buildings but must 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 under the Framework level, including physical distancing, personal and venue hygiene, wearing of face masks.

## **SITES AND WORKPLACES**

Updated 4 April 2022

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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, face mask wearing.

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

Op shops and local food banks should follow the government framework guidelines for that activity (retail).

## ORANGE

### WORSHIP SERVICES

Updated 14 April 2022

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

Face masks are required for workers and volunteers at indoor gatherings and events. Workers and volunteers in public facing roles will need to wear a medical grade mask (a Type IIR/Level2 mask or above<sup>10</sup>) unless they are speaking from the front and maintaining a distance of 2 metres from others.

Attendees are actively encouraged to wear face masks when gathering.

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### PHYSICAL DISTANCING AND 'SAFE GATHERING NUMBER'

#### ENSURING PHYSICAL DISTANCING

Updated 4 April 2022

There are no physical distancing requirements.

#### OPERATING MULTIPLE ACTIVITIES AT THE SAME TIME

Updated 14 April 2022

If you have multiple spaces in a venue, you can operate multiple activities at once. This includes operating activities in different spaces at the same time.

Rooms should be well ventilated and good hygiene practices followed e.g. high touch surfaces such as door handles should be cleaned between groups.

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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.

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<sup>10</sup> These include the widely available 'blue' medical-grade mask.



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

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

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.

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## CONGREGATIONAL AND CHORAL SINGING

Updated 4 April 2022

Congregational and choral singing can go ahead for services. Face masks are encouraged to be worn.

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## EUCHARIST

Updated 4 April 2022

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.

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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.

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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 can be administered in full.
- 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

Updated 4 April 2022

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

If you are operating as a gathering, food and drink can be served with no additional requirements. People should not share drinks, cups, plates, cutlery or other items. Where face masks are required, these can be removed while eating and drinking.

Workers, including volunteers, must wear a medical grade mask when serving and handling food and drink.

### 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 4 April 2022

Other church congregations who use your building are able to hold their services but must 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 the framework level, including physical distancing, personal and venue hygiene, wearing of face masks.

## WEDDINGS AND FUNERALS

Updated 4 April 2022

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### WEDDINGS

Wedding ceremonies may be held with no limits on the number of attendees (indoors or outdoors) or physical distancing requirements.

In addition:

- Workers and volunteers at gatherings must wear face masks unless they are exempt.
- Wearing of face masks by attendees is encouraged.
- 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.

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## FUNERALS AND TANGIHANGA

There are no limits on the number of attendees, both indoors or outdoors, or physical distancing requirements.

In addition:

- Face masks are required for workers and volunteers.
- Wearing of face masks by attendees 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](#).

## GATHERINGS AND MEETINGS

Updated 14 April 2022

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.

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

In addition:

- At indoor gatherings, workers and volunteers in public facing roles need to wear a medical grade mask (a Type IIR/Level2 mask or above<sup>11</sup>).
- Personal and venue hygiene requirements must be met.
- Food and drink can be served with no additional requirements. When serving food and drink, workers, including volunteers, must wear a face mask.

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

Updated 4 April 2022

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.

A safety plan must be undertaken for all events.

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

Workers, including volunteers, must wear a face covering (for workers at events these must be medical grade<sup>12</sup>).

In addition:

- Face masks are strongly encouraged for attendees.
- 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.

## PROGRAMMES

Updated 4 April 2022

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.

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<sup>11,12</sup> These include the widely available 'blue' medical-grade mask.

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

## SAFETY PLANS

Updated 4 April 2022

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 4 April 2022

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

If you are operating as a gathering or event, food and drink can be served with no additional restrictions. People should not share drinks, cups, plates, cutlery or other items. Where face masks are required, these can be removed for eating and drinking.

At both gatherings and events, workers and volunteers must wear a face mask (medical grade<sup>13</sup>) when serving and handling food.

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

Updated 4 April 2022

If a group is a gathering, they can use the church and buildings but 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 including for physical distancing, personal and venue hygiene, wearing of face masks.

## SITES AND WORKPLACES

Updated 4 April 2022

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### ACCESS TO SITES AND WORKPLACES

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<sup>13</sup> These include the widely available 'blue' medical-grade mask.

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 face mask use.

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

Op shops and local food banks should follow the government framework guidelines for that activity (retail).

## GREEN

### WORSHIP SERVICES

Updated 14 April 2022

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

Ministry units and their attendees are encouraged to keep up healthy habits.

Wearing of face masks indoors is encouraged to help reduce the spread of COVID-19, especially in poorly ventilated areas or when around people you do not know.

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### PHYSICAL DISTANCING AND 'SAFE GATHERING NUMBER'

#### ENSURING PHYSICAL DISTANCING

Updated 4 April 2022

There are no physical distancing requirements.

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### VENUE HYGIENE

Updated 4 April 2022

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

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

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.

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## CONGREGATIONAL AND CHORAL SINGING

Congregational and choral singing can take place for services.

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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.

Full Communion can be administered for services.

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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.

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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).

#### 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.

If you are operating as a gathering, food and drink can be served with no additional requirements.

Workers and volunteers must wear a face mask 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 4 April 2022

Other church congregations who use your building are able to hold their services but must 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, personal and venue hygiene, and wearing of face masks.

## WEDDINGS AND FUNERALS

Updated 4 April 2022

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### WEDDINGS

Wedding ceremonies may be held with no limits on the number of attendees or physical distancing requirements.

In addition:

- 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.
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### FUNERALS AND TANGIHANGA

There are no limits on the number of attendees, both indoors or outdoors, and there are no physical distancing requirements.

In addition:

- Wearing of face masks indoors is encouraged to help reduce the spread of COVID-19, especially in poorly ventilated areas or when around people you do not know.
- 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](#).

## GATHERINGS AND MEETINGS

Updated 4 April 2022

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.

**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:

- Wearing of face masks 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.

## EVENTS

Updated 4 April 2022

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.

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. Workers, including volunteers, must wear a face covering (for workers at events these must be medical grade<sup>14</sup>).

In addition:

- Wearing of face masks 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.

## PROGRAMMES

Updated 4 April 2022

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.

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

## SAFETY PLANS

Updated 4 April 2022

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 4 April 2022

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

If you are operating as a gathering or event, food and drink can be served with no additional requirements.

Workers and volunteers must wear a face mask when serving and handling food (for workers at events these must be medical grade<sup>15</sup>).

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

Updated 4 April 2022

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<sup>14,15</sup> These include the widely available 'blue' medical-grade mask.

If a group is a gathering, they can use the church and buildings but must provide 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 including for physical distancing, personal and venue hygiene, wearing of face masks.

## **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, and personal and venue hygiene.

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

Op shops and local food banks should follow the government framework guidelines for that activity (retail).

## OTHER RESOURCES

Updated 4 April 2022

There are 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

## FACE MASKS

For information on face masks and how to use a face mask safely:

### UNITE AGAINST COVID-19

<https://covid19.govt.nz/prepare-and-stay-safe/keep-up-healthy-habits/wear-a-face-mask/how-to-wear-a-face-mask-safely/>

### MINISTRY OF HEALTH

<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>

## 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/>



## 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 **37 connections via Zoom** (this represented 52 people in total)

Date	Day	Hour	Service	Officiant	Communicants	Attendance	Preacher	Notes
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