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| **MINISTRY UNIT:** |  | **TRAFFIC LIGHT SETTING** ***(highlight one)*:** | **RED ORANGE GREEN** |
| **ACTIVITY:** |  | **MY VACCINE PASS** ***(highlight one)*:** | **USED[[1]](#footnote-1) NOT USED[[2]](#footnote-2)** |
| **DATE / TIME (or RECURRING):** |  | **GATHERING or EVENT[[3]](#footnote-3):** | **GATHERING EVENT** |

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| **AREA***What do we need to consider in planning this gathering/event safely and within government framework and diocesan policy?* | **LIMITS / CONSIDERATIONS***What limits do we need to work within?**What health measures need to be considered?* | **PLAN** *How will we manage these limits and considerations?* | **RESPONSIBILITY***Who will be responsible for this on the day?* |
| Gathering NumbersPhysical Distancing |  |  |  |
| Face Coverings  |   |  |   |
| QR Scanning / Record Keeping |  |  |  |
| Checking My Vaccine Passes  |  |  |  |
| Vaccine Mandates  |  |  |  |
| Communion |  |  |  |
| Singing and Choirs |  |  |  |
| Sharing the Peace  |  |  |  |
| Venue Hygiene |  |  |  |
| Ventilation |  |  |  |
| Hospitality |  |  |  |
| Signage  |  |  |  |
| Care for the Vulnerable  |  |   |  |
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| **NOTES / COMMENTS:** |
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| **REVIEW** *(date on which this plan will be reviewed – what worked, what needs further thought and action?)***:** |
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| --- | --- | --- | --- |
|  | Name: | Role: | Date: |
| Plan Prepared by: |  |  |  |
| Plan Approved by: *Minister in Charge or MST* |  |  |  |

1. Where My Vaccine Pass is used, this Safety Plan can be used for internal planning and preparation. Once signed off by the Minister in Charge or MST, the gathering or event can proceed. [↑](#footnote-ref-1)
2. Where My Vaccine Pass is NOT used, this Safety Plan must be forwarded to the Bishop’s Office, via the online form, for approval as a part of the Diocesan Dispensation Process. [↑](#footnote-ref-2)
3. See Guidelines for Ministry and Worship for definition. [↑](#footnote-ref-3)