

GUIDELINES AND POLICY FOR MINISTRY AND WORSHIP DURING COVID-19 ALERT LEVELS

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

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

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

	Level 4	Level 3	Level 2	Level 1
Under 100 people (INDOORS)	✗	✗	✓	✓
Under 500 people (OUTDOORS)	✗	✗	✓	✓
100+ people (INDOORS)	✗	✗	✗	✓
500+ people (OUTDOORS)	✗	✗	✗	✓
Online	✓	✓	✓	✓

Alert Level	Risk Assessment	Range of Measures (can be applied locally or nationally)
Level 4 – Lockdown Likely the disease is not contained	<ul style="list-style-type: none"> Community transmission is occurring. Widespread outbreaks and new clusters. 	<ul style="list-style-type: none"> People instructed to stay at home (in their bubble) other than for essential personal movement. Safe recreational activity is allowed in local area. Travel is severely limited. All gatherings cancelled and all public venues closed. Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics, petrol stations) and lifeline utilities. Educational facilities closed. Rationing of supplies and requisitioning of facilities possible. Reprioritisation of healthcare services.

Maintaining social distancing and contact tracing requirements

CHURCH SERVICES/GATHERINGS		PASTORAL CARE, COUNSELLING, SUPPORT TO ACW CLIENTS		ADMINISTRATION	
Under 100 people (INDOORS)	✗	Home visits/communion	✗	Office staff may work in office	✗
Under 500 people (OUTDOORS)	✗	Hospital visits	✗	Leadership/Team meetings in person	✗
100+ people (INDOORS)	✗	Rest Home visits/services	✗	Governing Body meetings in person	✗
500+ people (OUTDOORS)	✗	Prayers at the Time of Death	✗	Online meetings (incl. above)	✓
Online	✓	Online/Phone calls	✓	Virtual communications	✓
LITURGICAL PRACTICES		Home meals delivery	✗	OUTREACH	
Holy Communion in one kind	✗	GROUPS		Op Shops	✗
Holy Communion in full	✗	Home groups	✗	Food bank collections in parishes	✗
Sharing the Peace	✗	Choir	✗	Community gardens	✗
WELLBEING		Children's groups	✗	Community gatherings	✗
High Risk people at gatherings	✗	Youth groups	✗	EDUCATION/EVENTS	
People who are sick at gatherings	✗	Prayer groups	✗	Study groups	✗
Ensure contact tracing	✓	Online (incl. above groups)	✓	Clergy/Lay Training Days	✗
Good venue and personal hygiene	✓	BUILDINGS		Conferences	✗
Maintain physical distancing	✓	Churches open for personal prayer	✗	Online	✓
FUNERALS AND WEDDINGS		Access for cleaners	✗	SOCIAL SERVICES	
Use of Church for these services	✗	Access for admin/ministry teams	✗	ECE (Following review of each ECE)	✗
Funerals (max 10 people)	✗	Access for facility users	✗	Day Centres for elderly	✗
Cremation/Burials (max 10 people)	✗	Building/Property inspections	✗	Growing through Grief	✗
Weddings (max 10 people)	✗	Emergency maintenance	✓	Family Service centres	✗
Online all above	✓	Other maintenance	✗	OSCAR	✗
Receptions/Catering	✗	Building Projects	✗	SWISS	✗
				Community meals in parish buildings	✗

Level 3 – Restrict

High risk the disease is not contained

- Community transmission might be happening.
- New clusters may emerge but can be controlled through testing and contact tracing.
- People instructed to stay home in their bubble other than for essential personal movement – including to go to work, school if they have to or for local recreation.
- Physical distancing of two metres outside home (including on public transport), or one metre in controlled environments like schools and workplaces.
- People must stay within their immediate household bubble, but can expand this to reconnect with close family / whānau, or bring in caregivers, or support isolated people. This extended bubble should remain exclusive.
- Schools (years 1 to 10) and Early Childhood Education centres can safely open, but will have limited capacity. Children should learn at home if possible.
- People must work from home unless that is not possible.
- Businesses can open premises, but cannot physically interact with customers.
- Low risk local recreation activities are allowed.
- Public venues are closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, playgrounds, markets).
- Gatherings of up to 10 people are allowed but only for wedding services, funerals and tangihanga. Physical distancing and public health measures must be maintained.
- Healthcare services use virtual, non-contact consultations where possible.
- Inter-regional travel is highly limited (e.g. for essential workers, with limited exemptions for others).
- People at high risk of severe illness (older people and those with existing medical conditions) are encouraged to stay at home where possible, and take additional precautions when leaving home. They may choose to work.

Maintaining social distancing and contact tracing requirements – Subject to change on Government Advice

CHURCH SERVICES/GATHERINGS		PASTORAL CARE, COUNSELLING, SUPPORT TO ACW CLIENTS		ADMINISTRATION	
Under 100 people (INDOORS)	✗	Home visits/communion	✗	Office staff may work in office	✗
Under 500 people (OUTDOORS)	✗	Hospital visits	✗	Leadership/Team meetings in person	✗
100+ people (INDOORS)	✗	Prayers at the Time of Death	✗	Governing Body meetings in person	✗
500+ people (OUTDOORS)	✗	Rest Home visits/services	✗	Online meetings (incl. above)	✓
Online	✓	Online/Phone calls	✓	Virtual communications	✓
LITURGICAL PRACTICES		Home meals delivery	✗	OUTREACH	
Holy Communion in one kind	✗	GROUPS		Op Shops	✗
Holy Communion in full	✗	Home groups	✗	Food bank collections in parishes	✗
Sharing the Peace	✗	Choir	✗	Community gardens	✗
WELLBEING		Children's groups	✗	Community gatherings	✗
High Risk people at gatherings	✗	Youth groups	✗	EDUCATION/EVENTS	
People who are sick at gatherings	✗	Prayer groups	✗	Study groups	✗
Ensure contact tracing	✓	Online (incl. above groups)	✓	Clergy/Lay Training Days	✗
Good venue and personal hygiene	✓	BUILDINGS		Conferences	✗
Maintain physical distancing	✓	Churches open for personal prayer	✗	Online	✓
FUNERALS AND WEDDINGS		Access for cleaners (ECEs as needed)	✗	SOCIAL SERVICES	
Use of Church for these services	✓	Access for admin/ministry teams	✗	ECE (Following review of each ECE)	✓
Funerals (max 10 people)	✓	Access for facility users	✗	Day Centres for elderly	✗
Cremation/Burials (max 10 people)	✓	Building/Property inspections	✗	Growing through Grief	✗
Weddings (max 10 people)	✓	Emergency maintenance	✓	Family Service centres	✗
Online all above	✓	Other maintenance	✗	OSCAR	✗
Receptions/Catering	✗	Building projects	✗	SWISS	✓
				Community meals in parish buildings	✗

Level 2 – Reduce

The disease is contained, but the risk of community transmission remains

- Household transmission could be occurring.
- Single or isolated cluster outbreaks.

- Physical distancing of one metre outside home (including on public transport).
- Gatherings of up to 100 people indoors and 500 outdoors allowed while maintaining physical distancing and contact tracing requirements.
- Sport and recreation activities are allowed if conditions on gatherings are met, physical distancing is followed and travel is local.
- Public venues can open but must comply with conditions on gatherings, and undertake public health measures.
- Health services operate as normally as possible.

- Most businesses open, and business premises can be open for staff and customers with appropriate measures in place. Alternative ways of working encouraged (e.g. remote working, shift-based working, physical distancing, staggering meal breaks, flexible leave).
- Schools and Early Childhood Education centres open, with distance learning available for those unable to attend school (e.g. self-isolating).
- People advised to avoid non-essential inter-regional travel.
- People at high risk of severe illness (older people and those with existing medical conditions) are encouraged to stay at home where possible, and take additional precautions when leaving home. They may choose to work.

Maintaining social distancing and contact tracing requirements – Subject to change on Government Advice

CHURCH SERVICES/GATHERINGS		PASTORAL CARE, COUNSELLING, SUPPORT TO ACW CLIENTS		ADMINISTRATION	
Under 100 people (INDOORS)	✓	Home visits/communion (With caution)	✓	Office staff may work in office	✓
Under 500 people (OUTDOORS)	✓	Hospital visits (Follow DHB rules)	✓	Leadership/Team meetings	✓
100+ people (INDOORS)	✗	Prayers at the Time of Death	✓	Governing Body meetings	✓
500+ people (OUTDOORS)	✗	Rest Home visits (Follow site rules)	✓	Online meetings (incl. above)	✓
Online	✓	Online/Phone calls	✓	Virtual communications	✓
LITURGICAL PRACTICES		Home meals delivery	✓	OUTREACH	
Holy Communion in one kind	✓	GROUPS		Op Shops	✓
Holy Communion in full	✗	Home groups	✓	Food banks	✓
Sharing the Peace	✗	Choir	✓	Community gardens	✓
WELLBEING		Children's groups	✓	Community gatherings	✓
High Risk people at gatherings	✗	Youth groups	✓	EDUCATION/EVENTS	
People who are sick at gatherings	✗	Prayer groups	✓	Study groups	✓
Ensure contact tracing	✓	Online (incl. above groups)	✓	Clergy/Lay Training Days	✓
Good venue and personal hygiene	✓	BUILDINGS		Conferences	✓
Maintain physical distancing	✓	Churches open for personal prayer	✓	Online	✓
FUNERALS AND WEDDINGS		Access for cleaners	✓	SOCIAL SERVICES	
Use of Church for these services	✓	Access for admin/ministry teams	✓	ECE	✓
Funerals	✓	Access for facility users	✓	Day Centres for elderly (Assessed as req'd)	?
Cremation/Burials	✓	Building/Property inspections	✓	Growing through Grief	✓
Weddings	✓	Emergency maintenance	✓	Family Service centres	✓
Online all above	✓	Other maintenance	✓	OSCAR	✓
Receptions/Catering	✓	Building Projects	✓	SWISS	✓
				Community meals in parish buildings	✓

Level 1 – Prepare

The disease is contained
in New Zealand

- COVID-19 is uncontrolled overseas.
- Isolated household transmission could be occurring in New Zealand.

- Border entry measures to minimise risk of importing COVID-19 cases.
- Intensive testing for COVID-19.
- Rapid contact tracing of any positive case.
- Self-isolation and quarantine required.
- Schools and workplaces open, and must operate safely.
- Physical distancing encouraged.

- No restrictions on gatherings.
- Stay home if you're sick, report flu-like symptoms.
- Wash and dry hands, cough into elbow, don't touch your face.
- No restrictions on domestic transport – avoid public transport or travel if sick.

Social distancing encouraged – Subject to change on Government Advice

CHURCH SERVICES/GATHERINGS		PASTORAL CARE, COUNSELLING, SUPPORT TO ACW CLIENTS		ADMINISTRATION	
Under 100 people (INDOORS)	✓	Home visits/communion	✓	Office staff may work in office	✓
Under 500 people (OUTDOORS)	✓	Hospital visits (Follow DHB rules)	✓	Leadership/Team meetings in person	✓
100+ people (INDOORS)	✓	Prayers at the Time of Death	✓	Governing Body meetings in person	✓
500+ people (OUTDOORS)	✓	Online/Phone calls	✓	Online meetings (incl. above)	✓
Online	✓	Rest Home visits (Follow site rules)	✓	Virtual communications	
LITURGICAL PRACTICES		Home meals delivery	✓	OUTREACH	✓
Holy Communion in one kind	✓	GROUPS		Op Shops	✓
Holy Communion in full	?	Home groups	✓	Food banks	✓
Sharing the Peace	✗	Choir	✓	Community gardens	✓
WELLBEING		Children's groups	✓	Community gatherings	
High Risk people at gatherings	✓	Youth groups	✓	EDUCATION/EVENTS	✓
People who are sick at gatherings	✗	Prayer groups	✓	Study groups	✓
Ensure contact tracing	✓	Online (incl. above groups)	✓	Clergy/Lay Training Days	✓
Good venue and personal hygiene	✓	BUILDINGS		Conferences	✓
Maintain physical distancing	✓	Churches open for personal prayer	✓	Online	
FUNERALS AND WEDDINGS		Access for cleaners	✓	SOCIAL SERVICES	✓
Use of Church for these services	✓	Access for admin/ministry teams	✓	ECE	✓
Funerals	✓	Access for facility users	✓	Day Centres for elderly	✓
Cremation/Burials	✓	Building/Property inspections	✓	Growing through Grief	✓
Weddings	✓	Emergency maintenance	✓	Family Service centres	✓
Online all above	✓	Other maintenance	✓	OSCAR	✓
Receptions/Catering	✓	Building Projects	✓	SWISS	✓
				Community meals in parish buildings	✓