



The Methodist Church of New Zealand  
Te Hāhi Weteriana o Aotearoa

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Caring for Our People Manaakitia ā Tātou Tāngata

# METHODIST CHURCH COVID-19 LEVEL 1 PANDEMIC PLAN

*Finally, whatever is true, whatever is honorable, whatever is just, whatever is pure,  
whatever is lovely, whatever is commendable, if there is any excellence, if there is  
anything worthy of praise, think about these things. Philippians 4:8*

**Version 1**

**Tue 08 June 2020**

## **How to get the latest documents**

Email [healthandsafety@methodist.org.nz](mailto:healthandsafety@methodist.org.nz) if you require copies of any documents.

Unfortunately while the Methodist Church website is available again, it is out of date. The latest documents are still to be loaded on to the website and we cannot guarantee when this will happen.

## Alert Level 1 – Prepare

The disease is contained in New Zealand.

### Risk assessment

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

### Range of measures that can be applied locally or nationally

- 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.
- No restrictions on personal movement but people are encouraged to maintain a record of where they have been.
- No restrictions on gatherings but organisers encouraged to maintain records to enable contact tracing.
- Stay home if you're sick, report flu-like symptoms.
- Wash and dry your hands, cough into your elbow, don't touch your face.
- No restrictions on domestic transport — avoid public transport or travel if you're sick.
- No restrictions on workplaces or services but they are encouraged to maintain records to enable contact tracing.

**At Alert Level 1, all restrictions are removed. The responsibility still remains to maintain good hygiene habits, and to trace where we have been (as individuals), and who has been attending our services and buildings (as parishes).**

Our Church Activities	Remember!
<b>Sunday Services, Communion, Baptisms, Funerals and Tangihanga, Church travel</b>	<b>Permitted with no restrictions</b> <ul style="list-style-type: none"> <li>• Refer to document <b>V1 Methodist Church Looking Forward – Cleaning 19 May 2020</b></li> <li>• Refer to document <b>V2 Methodist Church Communion – Communion 04 June 2020</b></li> <li>• Refer to document <b>V1 Methodist Church Looking Forward – Contact Tracing 04 June 2020</b></li> </ul>
<b>Online Services and Resources</b>	<b>Please continue supplying online resources</b> <ul style="list-style-type: none"> <li>• Not everyone is fit, well or yet willing to attend services</li> </ul>
<b>Building Use</b>	<b>No restrictions</b> <b>Ensure the building has a QR Code poster for people to use</b> <ul style="list-style-type: none"> <li>• Refer to document <b>V1 Methodist Church Looking Forward – Contact Tracing 04 June 2020</b></li> </ul> <b>Maintain an attendance register – record everyone who attends</b> <ul style="list-style-type: none"> <li>• Keep your register secure for 2 months, and then destroy it</li> <li>• Examples of registers are attached, editable versions are available. Email <a href="mailto:healthandsafety@methodist.org.nz">healthandsafety@methodist.org.nz</a></li> </ul> <b>Maintain public hygiene</b> <ul style="list-style-type: none"> <li>• Keep surfaces clean – particularly surfaces that are touched often</li> <li>• Buildings should be cleaned often</li> <li>• Handwashing facilities should be stocked and available</li> <li>• Keep public touch areas clean (door handles, toilet facilities, kitchen facilities, chairs, microphones)</li> <li>•</li> </ul>
<b>Parish offices</b>	<u>In addition to “Building Use” above:</u> <b>Work safely. While there are no restrictions, you may still continue any of the Level 2 advice</b> <ul style="list-style-type: none"> <li>• If workers are sick with symptoms of COVID-19, tell them to seek a test and to stay home.</li> <li>• Talk with your team to identify risks and ways to manage them.</li> <li>• Ask everyone, workers, contractors and customers, with cold or flu-like symptoms to stay away</li> <li>• Keep contact-tracing records of anyone who will have close interaction (workers, contractors or customers).</li> <li>• Reduce the number of shared surfaces, and regularly disinfect them.</li> <li>• Wash your hands. Wash your hands. Wash your hands.</li> </ul> <b>Visitors and drop ins</b> <ul style="list-style-type: none"> <li>• Maintain sanitisation</li> <li>• Have fun and laughter and maintain the connexion!</li> </ul>
<b>Food</b>	<b>There are no restrictions</b> , however please take continuing ensuring hygenic food and drink preparation.

Our Church Activities	Remember!
<p><b>Landlord responsibilities with tenants</b></p>	<p><b>Our responsibilities</b></p> <ul style="list-style-type: none"> <li>• Keep your contractual obligations in mind</li> <li>• Refer to document <b>V1 Methodist Church Looking Forward – Cleaning 19 May 2020</b></li> <li>• Decide the cleaning regime and regularity – particularly public surfaces that are touched often</li> <li>• Keep tenants informed of the changes of the steps you are taking</li> <li>• Only instigate contact tracing for the offices/building areas you work in</li> <li>• Seek further assistance if you are unsure</li> </ul> <p><b>Their responsibilities</b></p> <ul style="list-style-type: none"> <li>• They are responsible for their tenancy area, staff, and business operations</li> <li>• Contact tracing for their business is their job</li> </ul>
<p><b>Op Shops</b></p>	<p><u>Also refer to</u></p> <ul style="list-style-type: none"> <li>• “Building Use”</li> <li>• “Parishes offices”</li> </ul> <p><b>Maintain a contact register</b></p> <p><b>Hygiene and sanitisation</b> While there are no restrictions, you may wish to continue:</p> <ul style="list-style-type: none"> <li>• Encouraging customers to touch with their eyes before they use their hands</li> <li>• More sanitisation than used prior to COVID-19</li> </ul> <p><b>Play it Safe</b></p> <ul style="list-style-type: none"> <li>• Only open if you have willing and able bodied people</li> <li>• Maintain enough people for standard security protocol</li> </ul>
<p><b>Uniting Parishes</b></p>	<p><b>Care for Our People</b></p> <ul style="list-style-type: none"> <li>• All Participating Partners care for the wellbeing of their people.</li> <li>• Please take the steps you feel most comfortable with to ensure your wellbeing</li> <li>• The Methodist Church welcomes you to share your stories of this journey so we all may learn.</li> </ul>
<p><b>Sharing buildings with other groups</b></p>	<p><u>In addition to “Building Use” above:</u></p> <p><b>Other groups need to maintain their own Contact Tracing solutions</b></p> <p><b>Cleaning is still important</b></p> <p><b>Maintain standards or keep others out.</b></p>
<p><b>Continue with kindness</b></p>	<p>Lockdown and social isolation is tiring. It is stressful. Some of us cope better than others Be kind with your words and actions. Consider what other people are going through too.</p> <p style="text-align: center;"><b>And be kind to one another, tender hearted, forgiving each other, just as God also in Christ forgave you. Ephesians 4:32</b></p>

Our Church Activities	Remember!
<b>Pastoral care</b>	<b>This section is still under development.</b> We note that strange times may be stressful. Further information will be added this week to provide options of places to seek support and guidance.
<b>Self-isolation, quarantine and testing</b> <b>Do you have flu-like symptoms?</b>	<p><b>Probable or confirmed cases of COVID-19, or who are a close contact of a case,</b></p> <ul style="list-style-type: none"> <li>• will have to self-isolate for 14 days, or until cleared by a doctor.</li> </ul> <p><b>People arriving from overseas</b></p> <ul style="list-style-type: none"> <li>• will continue to be placed in managed-isolation for 14 days, or quarantine if they are showing symptoms.</li> </ul> <p><b>Play it Safe with symptoms!</b> Contact your doctor or Healthline 0800 611 116</p>
<b>Government Support</b>	<p><b>Refer to the Methodist website</b> <a href="http://www.methodist.org.nz/caring_for_our_people/coronavirus_2019_-_advice">http://www.methodist.org.nz/caring_for_our_people/coronavirus_2019_-_advice</a></p> <ul style="list-style-type: none"> <li>• Government Support package 26 March 2020</li> </ul> <p>Employer wage subsidy and leave payment information sheet 26 March 2020</p>
<b>Op Shopss</b>	<p><u>Also refer to</u></p> <ul style="list-style-type: none"> <li>• "Building Use"</li> <li>• "Parishes offices"</li> </ul> <p><b>Maintain a contact register</b> <b>Hygiene and sanitisation</b> While there are no restrictions, you may wish to continue:</p> <ul style="list-style-type: none"> <li>• Encouraging customers to touch with their eyes before they use their hands</li> <li>• More sanitisation than used prior to COVID-19</li> </ul> <p><b>Play it Safe</b></p> <ul style="list-style-type: none"> <li>• Only open if you have willing and able bodied people</li> <li>• Maintain enough people for standard security protocol</li> </ul>

Please send further questions to [davidb@methodist.org.nz](mailto:davidb@methodist.org.nz) or [trudyd@methodist.org.nz](mailto:trudyd@methodist.org.nz) and we will assist you.