

S. JAMES'

Bicentenary 2019-2024

Wardens' Message to the Parish re COVID-19

Dear Parishioners, staff, volunteers, and musicians,

This email is to update you on the Acting Rector and Wardens' evolving response to try and contain the spread of the novel Coronavirus (COVID-19) at St James'. This email will be updated and reissued when new information comes to hand.

Worship and the Church Building

Hand sanitisers have been provided at the West Door entry of the church and outside the Chapel of the Holy Spirit. Staff, visitors and worshippers are encouraged to use these hand sanitisers.

Clergy, servers and staff are instructed to use the hand sanitisers provided in the vestry and sanctuary.

Shaking of hands at the sharing of the peace has been suspended, but instead we recommend exchanging the words "Peace be with you" with a nod of the head.

The clergy will not be shaking hands during the peace or at the doors of the church, please do not be offended if people decline to shake hands.

Wafers will be offered instead of bread at the Eucharist, to minimise handling prior to distribution.

The administration of the common cup has been suspended, with the president receiving the Eucharistic wine on behalf of all.

Holy Water in the font at the West Door Baptistry and the stoup by the entrance to the Chapel of the Holy Spirit for signing with the sign of the cross as a reminder of our baptismal covenant, has been removed.

Hard surface areas are disinfected regularly with alcoholic wipes and cleaners. Surface areas cleaned include: collection bowls and donation points, candle holders and the like. Pews and floors are cleaned according to the routine maintenance program.

Toys and books have been removed from the children's area in the church.

Refreshments at Morning Tea will be served by a designated volunteer, rather than by self-service. Normal food hygiene regulations (i.e. washing of hands and wearing of gloves, if appropriate) will be followed.

Fr John Stewart has responsibility for worship arrangements and Warden Sid Blairs has responsibility for the church.

St James' Hall

The managing agent of the St James' Hall (Jones Lang Lasalle) has instituted similar cleaning and sanitising arrangements.

Protocols are in place to manage any close contact with a suspected COVID-19 carrier or in the event that a worker or visitor is identified as having COVID-19.

Warden Sid Blairs has responsibility for the St James' Hall.

Personal elevated good hygiene practices

The World Health Organisation recommends these standard practices:

WASH YOUR HANDS FREQUENTLY: Regularly and thoroughly clean your hands for at least 20 seconds with soap and running water throughout the day and after using the bathroom.

PRACTICE RESPIRATORY HYGIENE: Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately into a covered bin.

MAINTAIN SOCIAL DISTANCING AND AVOID SOCIAL KISSING, HUGGING AND HANDSHAKES: Maintain at least 1 metre distance between yourself and anyone who is coughing or sneezing and avoid social kissing and "air kissing", hugs and handshakes.

AVOID TOUCHING EYES, NOSE & MOUTH: Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick. Avoid touching your eyes, nose and mouth.

IF YOU HAVE FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY: Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

STAY INFORMED AND FOLLOW ADVICE GIVEN BY YOUR HEALTHCARE PROVIDER: Stay informed on the latest developments about COVID-19 by using the resources supplied below, and follow the advice of credible government (see below) and medical authorities rather than social media sources.

NSW Health

<https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>

You can also call NSW Healthdirect: 1800 022 222

The Federal Government has a dedicated coronavirus hotline: 1800 020 080.

St James' staff, volunteers, and musicians

If you or a family member have transited through either Mainland China, Iran, South Korea or Italy or you have been in close contact with a confirmed case of coronavirus, do not come to St James'. It is recommended that you isolate yourself for 14 days.

If you are personally unwell, if you are experiencing symptoms related to coronavirus, including: fever, flu-like symptoms such as coughing, sore throat and fatigue, or shortness of breath, do not come to St James'. It is recommended that you are to stay home.

Warden Holly Raiche has responsibility for staff and volunteer matters.

St James' paid permanent, paid permanent part time and paid casual staff

To ensure the safety and well-being of your colleagues, if you are unwell, you are instructed to stay home on paid personal sick leave. Also, if you are isolated for 14 days, you are instructed to stay home on paid personal sick leave.

If your symptoms change and you wish to return to work, SJKS will require you provide a medical certificate advising that you are fit to return to work.

The following information relates to permanent employees who have low personal leave balances and to casual employees:

- a) Permanent employees with low leave balances: upon the presentation of a medical certificate, SJKS will provide an advance on individual employee personal leave credits to ensure continuity of earnings at this time.
- b) Casual employees: upon the presentation of a medical certificate, SJKS will provide to casual employees up to the equivalent of 1 years' accrued personal leave to cover the period of work to which you have been contracted for.

Note: this arrangement relates only to the current situation of the novel coronavirus and does not set a precedent for any future arrangements relating to employee entitlements. This arrangement will be in place for a maximum term of 30 days from 13 March 2020 and may be extended at the sole discretion of the Wardens of SJKS.

We are reviewing the circumstances of paid sessional musicians and already booked guest artists.

Warden Holly Raiche has responsibility for staff and volunteer matters. Warren Trevelyan-Jones has responsibility for musicians.

Should anyone have any concerns, please don't hesitate to be in touch with either the Acting Rector or any of the Wardens.

We acknowledge that these are challenging times and the heightened level of concern within the community in general may be distressing to our community, please continue to pray for all those suffering from the virus, those caring for them, and those affected in other ways.

Yours in Christ,

Wardens Holly Raiche, Sid Blairs and Chris Lock

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