

Faith Community Hospitality Checklist



Scope: The following checklist can be used for any area of ministry that includes some aspect of catering, food preparation, eating food in a common place, or hospitality in the Diocese of Dunedin under COVID-19 Alert Levels 1 and 2. They are to be used in association with the [Diocese of Dunedin Pandemic Response Framework \(September 2021\)](#) and provide extra information/clarification. **Please note, there may be further specific government requirements around the offering of hospitality in Parish settings**

Key Principles:

- 1. Church is a place that includes congregation with human beings (and that means potentially with infection) but ultimately an encounter with the divine.***
- 2. Throughout history our churches have been places where a community can gather, places of refuge and safety, places for worship and hospitality. These guidelines will help us to continue these practices in a safe way for today's context and enable our communities to re-emerge and flourish.***
- 3. Enabling worship and hospitality as part of this to take place safely in our churches is a way of 'loving our neighbours as ourselves' – caring for everyone, especially at-risk people.***
- 4. These guidelines need to be applied to suit the physical context of your Parish Church/Faith Community and facilities.***

Safe Practices for Catering in addition to Overarching Principles for Levels 1 and 2:

- All surfaces to be cleaned and disinfected regularly
- Handwashing before and after meals with soap and water
- No one is to share plates, cutlery or mugs/glassware (individual use only, no communal self-serve food)
- Dishwashers should be used at a temperature of at least 60 degrees Celsius
- Dish sterilisers should be used where available
- Alternative dishwashing using hot soapy water of at least 60 degrees Celsius
- Follow current practice taking place in the hospitality industry i.e. people need to be seated, have enough spacing for physical distancing and have food/beverages served to them with servers wearing face coverings.

Area of Focus	Alert Level 1 and 2– Parish Hospitality	Check/Sign
Parish Kitchens: Level 2	<ul style="list-style-type: none"> Maximum capacity of kitchen assessed with physical distance requirements for those working in kitchen: In our kitchen area _____ people can work safely. <i>Kitchens must not be used as a thoroughfare.</i> 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Maximum seated capacity of area where hospitality provided is provided: In our setting _____ people can be seated safely. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Serve only food prepared in commercial kitchens i.e. food from caterers or purchased from food/grocery outlets (no potluck hospitality or food made at home). <i>NB: This may be reviewed at Level 1.</i> 	<input type="checkbox"/>
	<ul style="list-style-type: none"> No shared platters or plates – individual plates to be used to serve food on (or alternative such as a serviette). 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Food to be individually served by designated people (no helping yourself). 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Tea/coffee poured by designated people into individual mugs/cups. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> All plate clearing personnel to wear face coverings and gloves (we recommend that people either bring their own or use 	<input type="checkbox"/>
	<ul style="list-style-type: none"> One person allocated to procure grocery items prior to gathering. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> All people involved in food hospitality to practice good hygiene i.e. frequent handwashing, not being present if feeling unwell, using appropriate food utensils, physical distancing. 	<input type="checkbox"/>
Home Groups/study Groups	<ul style="list-style-type: none"> Consider whether it is more appropriate to leave until Level 1. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Ensure host is briefed on expectations for physical distancing. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Ensure participants are well and able to participate without being at risk to their own or others' health. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Do not to eat from shared plates – individual plates should be used. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Tea and coffee poured by one person with appropriate personal protection (face coverings, disposable gloves). 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Serve only food prepared in commercial kitchens or purchased from a store/supermarket. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Handwashing before and after meals 	<input type="checkbox"/>

FAQ's

How should we be encouraging hygiene and safety around the giving of hospitality?

The advice around this is very similar to what has been given throughout the pandemic:

- People should not be attending any gathering if they are feeling sick
- Clean all surfaces before and after the gathering with disinfectant.
- Have plenty of places for people to wash hands with soap and water.
- People should not share drinks, cups, plates, cutlery or other items.
- If personal protective equipment, such as masks or gloves, was not needed before COVID-19, it isn't needed now unless you've been given official health advice

See <https://covid19.govt.nz/assets/resources/Covid-19-factsheet-religious-gatherings.pdf>

What about Level 1 – can we be less stringent about how we do things?

If we are in Alert Level 1, we continue with standard Public Health Precautions. This ensures we can maintain protection within an ongoing pandemic. All preparers and distributors of refreshments should follow appropriate hand hygiene precautions, and surfaces cleaned as outlined in the [Workplace advice at COVID-19 alert Levels](#) and following cleaning procedures outlined in the [Diocese of Dunedin Church Buildings Cleaning Checklist](#). The [Ministry of Health has advice on social gatherings](#) at Level 2. You also need to meet current physical distancing requirements: in Level 2 this is 2 metres for people you do not know and 1 metre for those you know. Unless you are actually eating or drinking, you are advised to wear a face covering in any situation where you are closer to others who are not in your immediate family-whanau. If you have a record of who you are sharing food with (a contact tracing register) this means that they are known to you.

What are hospitality standards we should be following at these levels?

For a parish or home hospitality setting, food safety principles need to be considered. The five key principles of food hygiene, according to the World Health Organisation (WHO), are:

1. Prevent contaminating food with [pathogens](#) spreading from people, pets, and pests.
2. Separate raw and cooked foods to prevent contaminating the cooked foods.
3. Cook foods for the appropriate length of time and at the appropriate temperature to kill pathogens.
4. Store food at the proper temperature.
5. Use [safe water](#) and safe [raw materials](#).

See the [New Zealand Food Safety webpage](#) which has a variety of guidelines and resources, including a [Food safety toolkit](#) which has links to some posters you can display and use. This promotes good food practice for any situation (pandemic or not) and it ensuring that food preparation and provision in Parish settings is up to the appropriate standard should be part of regular Health and Safety reviews that your Vestry and Wardens are monitoring. A good idea is to regularly check in and remind people involved in hospitality on expected standards and procedures to ensure they are keeping themselves and others safe.

How should we be serving food and drink?

We are encouraging people to look at how this can be done safely in your areas. You may have a system where people come up to a servery hatch or area and are given food and drink to take with them, or it might work best to take it to groups of people who may be at a table together. What we are trying to stop at Level 2 is people getting food off a common plate or helping themselves to a drink. **As is the case in any hospitality settings, we are asking any servers to wear appropriate personal protection i.e. face coverings and disposable gloves.** We don't want this to feel over the top, but we also recognise that many people will have different feelings and expectations about a simple "having a cup of tea". This will range from "What's all the fuss about" to being quite stressed around moving into a different level of activity. The best way is to be clear with your faith community on how you are going to do this, with the main message being that we may be seen to be more careful than others out there, but it is because we care for and about each other and want everyone to feel safe.

Some may still decide to put any hospitality on hold until Level 1 – and that is fine as well.