

DICKSON BAPTIST CHURCH COVID SAFETY PLAN

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Approved by:	Leadership
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Context	<p>As per ACT Government Guidelines for your COVID Safety Plan: For places of worship and religious ceremonies, a COVID Safety Plan is required for those who wish to have gatherings of more than 25 people.</p> <p>https://www.covid19.act.gov.au/business-and-work/weddings</p> <p>The plan is for services and activities organised and managed by Dickson Baptist Church (DBC).</p>
Obligations and Scope	<p>The ACT Public Health (Restricted Activities– Gatherings, Business or Undertakings) Emergency Direction 2020 imposes a requirement on several categories of business or undertaking to develop and follow a COVID Safety Plan.</p> <p>The range of considerations that have been taken into account when developing this COVID Safety Plan are:</p> <ul style="list-style-type: none"> • Ensuring physical distancing • Cleaning, disinfecting and hygiene activities • Wellbeing of staff and visitors, and Managing staff or customers presenting with illness • Request contact information from the congregation and visitors and record it • Compliance and enforcement
WHS policy statement	<p>DBC is committed to a healthy and safe workplace.</p> <p>Completing a COVID Safety Plan does not replace the responsibilities under the Work Health Safety Act 2011 (ACT).</p>

Ensuring physical distancing	Further information or support material
<p>There must be at least one person per 2 square metre of space available in an indoor or outdoor space.</p> <p>Using the 2 sqm rule, the maximum number of people in each space at DBC is:</p> <ul style="list-style-type: none"> • Church: <ul style="list-style-type: none"> ▪ Floor area: 44 people ▪ Stage area: 8 people ▪ Balcony: 10 people ▪ Sound booth: 2 people ▪ Foyer: 6 people ▪ Cry Room: 4 people or single-family group • Hall: 40 people • Creche: 16 people • Small Meeting room: 6 people • Kitchen: 6 people • Office: <ul style="list-style-type: none"> ▪ Admin Assistant: 2 people ▪ Pastor: 4 people <p>Signage displayed will assist people to adhere to the 2 sqm rule for each room within the building.</p> <p>DBC uses the Check In CBR app. Copies of the QR code are situated at the front and rear doors to DBC.</p>	<p>Places of Worship (ACT Gov & Baptist Association of NSW & ACT Guidelines) Places of worship can continue to open provided they comply with the following revised restrictions:</p> <p>ACT Guidelines and requirements</p> <p>https://www.covid19.act.gov.au/business-and-work/weddings</p> <p>https://www.covid19.act.gov.au/business-and-work/cafes,-restaurants-and-other-hospitality</p> <p>People are required to register via the Check In CBR App or sign in with their name, contact number and the date and time of their visit upon entering the church building</p> <ul style="list-style-type: none"> • Singing carries a high risk due to increased droplet spread. • There will be no congregational singing unless the numbers are no more than 22 on the main floor area of the church or no more than 20 for the church hall. • Service leaders / singers shall be at least two metres away from the congregation, those conducting the service and, if possible, each other when singing. • Musicians must stay at 1.5 metres away from the congregation, those conducting the service and, if possible, each other. <p>Attachment 1 2 sqm rule poster https://www.covid19.act.gov.au/_data/assets/pdf_file/0008/1668374/PICC0048-Capacity-poster-1-per-2-sqm-with-Check-In-CBR.pdf</p>

Social distancing is one of the best things we can do to stop the spread of COVID-19.

Before, during and after a church worship service:

- Appropriate social distancing measures must be put in place, including maintaining a distance of 1.5 metres between people.
- Ensuring people comply to seating plan
- Those from the same household can sit closer together.
- Equipment and furniture will be arranged to allow for this.
- Monitoring attendee numbers to ensure maximums are not exceeded
- Ensure persons attending the premises understands the conditions of entry through signage and electronic notices.

Whenever and wherever we can, the following will be applied:

- the placement of social distancing markers on the floor
- continually monitoring to ensure everyone is keeping the required distance from each other
- hand sanitiser is used by everyone entering the church service
- recording names and phone numbers of all attendees
- providing alternative services for high risk groups
- announcements will be made during the worship services which will include updates on COVID Safe practices.
- Carefully manage the entry, exit and flow of people through the premises.
- DBC will not use collection plates during services. Electronic giving will be encouraged.
- Bibles and children activity packs will not be issued.
- Church bulletins may be issued but not returned. A waste bin will be provided for any returned bulletins.

Official DBC gatherings in households:

- Advice from ACT Government is that there are no limits on visits to your home.
- Physical distancing of 1.5m and the practise of good hygiene will be maintained.
- Indoor spaces must be large enough to allow for one person for every 2 square metres of space.
- Hand sanitiser will be used upon entry to the home.
- Attendance records will be kept for each DBC official gathering in a home.
- People will not attend a gathering if they are feeling unwell.
- Frequently touched areas and surfaces will be cleaned & disinfected before and after the gathering.

Attachment 2

Keeping your distance poster:

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance>

Services will be livestreamed

Gatherings at homes:

<https://www.covid19.act.gov.au/community/groups-and-gatherings#Gatherings-at-home>

<p>Cleaning, sanitising and hygiene activities</p> <p>Hand hygiene</p> <ul style="list-style-type: none"> • DBC will ensure bathrooms are well stocked with hand wash and paper towels. • Hand sanitiser will be available at all entry/exit points, on kitchen bench and offices. • Hand washing and general hygiene signs will be displayed throughout the premises • Clean hands help to reduce environmental contamination. • Soap and water should be used for hand hygiene when hands are visibly soiled and alcohol-based sanitiser at other times (e.g. when hands have been contaminated from contact with surfaces). <p>Practising good hand and sneeze/cough hygiene is the best defence against most viruses. DBC will encourage:</p> <ul style="list-style-type: none"> • Wash hands frequently with soap and water, before and after eating, and after going to the toilet. • Cover coughs and sneezes and dispose of tissues. • Avoid contact with others (touching, kissing, hugging) and keep a 1.5 metre distance from others. <p>Cleaning and Sanitising</p> <ul style="list-style-type: none"> • DBC recognises cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work. • Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection. Any disinfectant used shall be an approved disinfectant for use against COVID-19 that is listed with the Australian Register of Therapeutic Goods (ARTG). • DBC will ensure it will maintain appropriate cleaning and sanitising supplies. • DBC has developed a cleaning plan <p>Communion</p> <p>Communion will be held on the first Sunday of each month during a worship service.</p> <ul style="list-style-type: none"> • Communion cups will be single use/disposable cups. • The persons preparing communion will practice good hand hygiene and wear masks and gloves as required. • During the service the communion servers will wear gloves and masks as required, will bring the communion plates to people seating in their chairs and will serve the bread using tongs. • All items used will be cleaned with water and detergent and/or disinfectant. 	<p>Attachment 3 Prevent the spread of germs poster https://www.covid19.act.gov.au/_data/assets/pdf_file/0011/1554167/Covid-19-Poster-General-Hygiene.pdf</p> <p>Attachment 4 Practise good hand hygiene poster https://www.covid19.act.gov.au/_data/assets/pdf_file/0009/1554165/Covid-19-Poster-Hand-Washing.pdf</p> <p>Attachment 5 DBC Cleaning and Disinfection Guide</p> <p>Attachment 6 Safe Work Australia Cleaning Checklist https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Cleaning-Checklist_26May2020.pdf</p>
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Wellbeing of staff and visitors	
<p>The process of a Covid incident notification is:</p> <ol style="list-style-type: none"> 1. Notify the Covid Safe Responsible Person 2. Secure the site as outlined on the Safe Work Australia information sheet process (Attachment 3) 3. Complete incident reporting process and notify relevant government authority immediately 4. Update the Baptist Association of NSW & ACT office <p>No one is to visit DBC if they have any cold or flu-like symptoms or have been in contact with anyone showing signs of Coronavirus e.g. fever, dry cough and sore throat.</p> <p>If anyone has cold or flu like symptoms, they should seek medical advice, get tested for COVID-19 and self-isolate. They should get tested even if symptoms are mild.</p> <p>If a church worker or volunteer becomes unwell while on the premises, they are to go home immediately.</p> <p>All visitors will be asked if they are experiencing any COVID-19 symptoms before they enter the church and all worship services.</p> <p>Names and phone numbers will be recorded and kept (confidentially) for 30 days.</p> <p>Hand sanitiser will be available at all entry/exit points, on kitchen bench and offices.</p>	<p>In the ACT: persons conducting a business or undertaking (PCBUs) should notify WorkSafe ACT if it is suspected that a person may have contracted COVID-19 and requires treatment in hospital or meets the prescribed serious illnesses from within the workplace. Notification must be made immediately after the PCBU becomes aware of the incident.</p> <p>Notification is made by submitting the online incident notification template or by calling the ACT Government call centre on 13 22 81.</p> <p>Notifications must be made regardless of whether ACT Health Protection Service is already aware of the case. https://www.safeworkaustralia.gov.au/doc/incident-notification-covid-19</p> <p>Attachment 7 What to do if a staff member/visitor has Covid19: https://www.safeworkaustralia.gov.au/doc/what-do-if-worker-has-covid-19-infographic</p>

Request contact information from the congregation and visitors and record it	
<p>Maintain a visitor book to keep a voluntary record of persons who attend the premises, including first name, contact number, and date and time of attendance. The information collected will be held confidentially for at least 30 days, and then carefully destroyed, or held in accordance with normal practices within DBC.</p> <p>Attendance records will be kept for weekly mainly music sessions. The information collected will be held confidentially for at least 30 days, and then carefully destroyed, or held in accordance with normal practices within DBC.</p>	<p>Attachment 8 Attendance Record proforma</p>

Training	
DBC is committed to ensuring staff undertake relevant training. This may include training in infection control practices and displaying signage and guidance material for staff, congregation and visitors.	
Compliance and enforcement	
DBC is committed to complying and enforcing this COVID Safety Plan. We acknowledge that a COVID Safety Plan is an important step in keeping our staff, congregation, visitors, and the broader community safe as we continue to manage the impacts of the pandemic.	
Signage	
Various COVID signage will be displayed at the premises.	
DBC will place our COVID Safety Plan on our website.	
Review and Monitor	
DBC will regularly review policies and procedures to ensure they are consistent with current directions and advice provided by ACT Health and the Baptist Association of NSW & ACT.	
A copy of the DBC COVID Safety Plan will be on file in the church office and a copy will be saved to DBC's OneDrive Folder	

Attachments

Attachment 1

COVID Safe restrictions apply in this business premises (one person per two square metres)

Maximum capacity for this space:

Remember to maintain physical distancing of 1.5 metres between patrons wherever possible and maintain good hand hygiene. People may be refused entry if we are at capacity or if they appear unwell.

Please check in with:



**DOWNLOAD
NOW**



For updates, visit
covid19.act.gov.au



Attachment 2

Coronavirus
(COVID-19)

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **health.gov.au**




Australian Government

Attachment 3

PREVENT THE SPREAD OF GERMS



The virus that causes COVID-19 is thought to spread mainly from person to person in close contact with one another and through droplets produced when an infected person coughs or sneezes.

Good hygiene practices will reduce your risk of getting sick and spreading disease.

Always make sure you do the following:



Wash your hands regularly with soap and water or alcohol-based hand sanitiser for 20 to 30 seconds



Cover your cough and sneeze with a tissue or your inner elbow and wash your hands afterwards



Discard used tissues immediately into a bin



Avoid close contact with people who are sick



Avoid touching your eyes, nose, and mouth



Stay at home and avoid social activities or mass gatherings if you're feeling unwell

For more information on COVID-19 in the ACT, visit health.act.gov.au/novelcoronavirus



ACT
Government

ACT Health

health.act.gov.au

Attachment 4

PRACTISE GOOD HAND HYGIENE



Protect yourself, your family and the community by washing your hands regularly. Washing your hands properly takes about 20 to 30 seconds.

Washing your hands with soap and water or alcohol-based sanitiser kills viruses that may be on your hands. Always use soap and water if your hands are visibly soiled.



1
Wet your hands



2
Put soap on your hands



3
Rub soap over your hands. Don't forget to scrub between your fingers, under your nails and the top of your hands



4
Rinse hands with water



5
Dry your hands



6
Your hands are now clean

For more information and advice visit health.act.gov.au



ACT
Government

ACT Health

Attachment 5

DBC Cleaning and Disinfection Guide

Cleaning and disinfection

Cleaning and disinfecting are two different processes:

Cleaning means physically removing germs, dirt and organic matter from surfaces.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs. Any disinfectant used shall be an approved disinfectant for use against COVID-19 that is listed with the Australian Register of Therapeutic Goods (ARTG).

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first. A 2-in-1 clean and disinfection may be done by using a combined detergent and disinfectant.

Routine Cleaning (refer to Attachment 6)

General church facilities:

The DBC church building will be routinely cleaned on a weekly basis using detergent based cleaning agents.

For routine cleaning, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material.

Church office areas:

Workplaces (DBC staff offices and kitchen plus amenities used by staff constitute a workplace) should clean surfaces at least daily. Special attention should be given to frequently touched surfaces (e.g. tabletops, door handles, light switches, desks, phones, workplace amenities such as toilets, taps, etc. Any surfaces that are visibly dirty, or have a spill, should be cleaned as soon as they are identified, regardless of when they were last cleaned. The Pastor and the Office Assistant will clean their workplace daily as required.

Given that the DBC workplace is attended only by the same small work crew each day and involves little interaction with other people, routine disinfection in addition to daily cleaning may not be always required. A day of higher interaction or attendance by others will be an indicator for the need to disinfect as well as clean at the end of the day.

Further information is available at:

[https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/cleaning?tab=tab-toc-employer#heading--5--tab-toc-how often should i clean?](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/cleaning?tab=tab-toc-employer#heading--5--tab-toc-how%20often%20should%20i%20clean?)

Church Event / Activity / Worship Service disinfecting

In addition to the routine weekly clean all frequently touched surfaces will be disinfected with an approved disinfectant for use against COVID-19 that is listed with the Australian Register of Therapeutic Goods (ARTG) after each event in the church building. If the event carries over into another day then this cleaning will occur at the end of each day of the event.

Sunday Worship Services:

Youth Program and other Church based activities:

All cleaning will be done as per the above in accordance with the procedures set out in the Church Routine COVID Disinfecting role profile.

Where church events are held in individual church member homes the ACT Government advice and guidance will apply in addition to any mandatory requirements that the ACT Government may stipulate from time to time.

Dickson Kids and Mainly Music Programs:

All cleaning will be done as per the above in accordance with the procedures set out in the Church Routine COVID Disinfecting role profile and the cleaning advice section of the COVID Awareness and Cleaning Advice document for Dickson Kids and Mainly Music as per the below.

The following advice is from <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services> as referenced by <https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/coronavirus/prevent-covid19-guide-for-nsw-early-childhood-education-and-care-services.pdf>

Both NSW and Victoria Governments advise that disinfecting and cleaning of toys and equipment is not required after every use - they are only required to be cleaned at the end of the day. Hand hygiene before and after use of shared equipment is recommended. (For example, prior to a new activity).

- Washing toys effectively is very important to reduce spread of disease. Toys need to be washed at the end of each day, especially those in rooms with younger children. Wash toys in warm water and detergent and rinse them well—many toys can be cleaned in a dishwasher (but not at the same time as dishes). All toys, including cloth toys and books, can be dried by sunlight.
- Only buy washable toys and discard non-washable toys that are for general use. Individual non-washable toys may be assigned to a child and kept in the child's cot for the use of that child only.
- Books should be inspected for visible dirt. They can be cleaned by wiping with a moist cloth with detergent on it and allowing to dry. Keep damp or wet books out of use until they are dry.
- Remove toys for washing during the day. Start a 'Toys to wash' box and place toys in it during the day if you see a child sneeze on a toy or put a toy in their mouth, or if the toy has been used by a child who is unwell.
- Toys can also be split into two lots and rotated between washing one day and in use the next.

- In the nappy change area, have a box of clean toys and a box of toys to be washed. Give a child a clean toy if they need one while being changed. Immediately after the nappy change, place the toy in the 'Toys to wash' box.
- Make sure that all cushions, including large floor cushions, have removable cushion covers that can be changed and washed daily, as well as when they are visibly dirty. *(DBC Note: - after each day of use)*

- Carpets and mats should be vacuumed daily, and steam cleaned at least every 6 months. Curtains should be washed every 6 months and when they are visibly dirty. Spot clean carpets, mats and curtains if they are visibly dirty in a small area. *(DBC Note: - after each day of use)*

Attachment 6

swa.gov.au/coronavirus

CHECKLIST: Cleaning

This checklist will assist you to implement health and hygiene measures at your workplace and do a review of your facilities. Don't forget to also check our [COVID-19 website](#) for additional measures for your industry.

Routine cleaning

What do I need?

- Detergent, either as a solution that can be mixed with water, or as wipes, or
- A 2-in-1 detergent and disinfectant solution, or wipes which can be used for routine cleaning.

When should I clean?

- Clean your workplace at the end of the work day using a detergent, or a 2-in-1 detergent and disinfectant solution.

Focus on:

Frequently touched surfaces such as tabletops, door handles, light switches, desks, toilets and toilet doors, taps, TV remotes, kitchen surfaces and cupboard handles

- Clean objects and surfaces used repeatedly by lots of people frequently throughout the day using a detergent, or 2-in-1 detergent and disinfectant solution.

For example:

Trolleys and baskets, checkouts, EFTPOS machines, handrails, elevator buttons

- Clean surfaces and fittings that are visibly soiled or after any spillage as soon as possible using a detergent, or a 2-in-1 detergent and disinfectant solution.
- Instruct workers to clean personal property that has been brought to work and is likely to be handled at work or during breaks with a detergent or 2-in-1 detergent and disinfectant solution, or wipes.

For example:

Sunglasses, mobile phones, ipads, car keys

How to safely clean

- Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required personal protective equipment (PPE). [Also make sure the product is suitable for use on the surface you are cleaning.](#)
- Instruct workers to wear gloves when cleaning and ensure they know to wash their hands thoroughly with soap and water, or to use alcohol-based hand sanitiser if they cannot wash their hands, both before and after wearing gloves.
- If possible, use disposable gloves when cleaning and discard after each use. Otherwise, only use reusable gloves for routine cleaning and do not share gloves between workers.

After cleaning

- Dispose of any disposable cloths in a rubbish bag, or launder reusable cloths in the usual way.

Cleaning if someone in my workplace is suspected or confirmed to have COVID-19

Preparing to clean

- Prevent access to the areas that were used by the suspected or confirmed case as well as any common areas (break rooms, bathrooms) and any known or likely touch points.
- Open outside doors and windows if possible to increase air circulation.

What do I need?

- A detergent, as a solution that can be mixed with water, and



CHECKLIST: Cleaning

- A disinfectant containing alcohol in a concentration of $\geq 70\%$, chlorine bleach in a concentration of 1000 parts per million (see the [Department of Health website](#) for more information on achieving the correct bleach solution), oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds.
- A combined detergent and disinfectant solution.
- Appropriate PPE for cleaning staff, including disposable gloves and safety eyewear.
 - Provide a disposable apron where there is visible contamination with respiratory secretions or other bodily fluids.
- A surgical mask if the person suspected to have COVID-19 is in the room.

What should I clean?

- Thoroughly clean and then disinfect:
 - all areas of suspected or confirmed contamination
 - any common areas (e.g. break rooms, washrooms), and
 - any known or likely touch points in the workplace.

How to safely clean

- Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required PPE. Also make sure the product is suitable for use on the surface you are cleaning.
- Ensure staff are trained in putting PPE on and taking PPE off, including washing or sanitising hands between steps.
- Use disposable gloves where possible, and discard after each use. Wash or sanitise hands before and after wearing gloves.

After cleaning

- Dispose of any single-use PPE, disposable cloths and covers in a rubbish bag and place it inside another rubbish bag and dispose of in general waste.
- Launder any reusable cleaning equipment including mop heads and disposable cloths and completely dry before re-use.
- Empty and re-clean equipment such as buckets with a fresh solution of disinfectant and completely dry before re-use.

For more information:

Visit the Cleaning information on the [Safe Work Australia website](#).



Attachment 7

swa.gov.au/coronavirus

updated: 29 April 2020

COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

The person you are concerned about is at the workplace



1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. CLEAN

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace



1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

If anything is unclear, see detailed guidance on the Safe Work Australia Website

Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your [WHS regulator](#)? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

State and territory health department helplines:

New South Wales
1300 066 055

Queensland
13 432 584

Victoria
1800 675 398

South Australia
1300 232 272

Western Australia
(08) 6373 2222

Tasmania
1800 671 738

Australian Capital Territory
(02) 5124 9213

Northern Territory
(08) 8922 8044



Attachment 8

Attendance Record (example 1)

Activity / Function	Date
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Name:	
Contact number:	

Name:	
Contact number:	

Name:	
Contact number:	

Name:	
Contact number:	

Name:	
Contact number:	

Attendance Record (example 2)

Date	Full Name	Contact No.	Time arrived