

# > HELPING BUSINESS GET BACK TO WORK



23 July 2020

## COVID-19 Safety Plan

**Effective 24 July 2020**

### Places of worship

**We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your congregants.**

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your congregants that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](https://nsw.gov.au)

BUSINESS DETAILS
Business name: St Marys Presbyterian Church
Plan completed by: Damien Choi
Approved by: Committee of Management

### > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and congregants</b>	
Exclude staff and congregants who are unwell from the premises.	All members of the church are advised to stay home if unwell. Only one paid staff in church who will have regular testing and stay home if unwell.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Weekly announcements to remind members and volunteers to keep physical distancing. Volunteers roster to wipe down and clean hard surfaces before service starts.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Applicable only to one paid staff (minister) who has regular updates and follow up from the denomination's head office.
Display conditions of entry (website, social media, venue entry).	Condition of entry to be printed and displayed at entry.

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and congregants</b>	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Services are live streamed over Zoom viewing at home.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>• Community centres and halls (if hiring out premises)</li> <li>• Restaurants and cafes.</li> <li>• Weddings</li> <li>• Funerals</li> </ul>	

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.	The main church hall restricted to 20 people (excluding necessary people for the running of the service). The rear hall is restricted to 20 people.
Group singing or chanting is particularly high risk and so should continue to be avoided.	No singing out loud. Alternative offered is to hum or sing softly with a mask on.
Wedding services can have a maximum capacity of 150 people, and funeral services can have a maximum capacity of 100 people. See the NSW Government website for wedding and funeral service COVID-19 Safety Plans.	The church building cannot safely seat 100 people for funeral or wedding. After 20 guests in the main hall, spill over of 20 more seats will be provided in the second hall. For numbers greater than those that can be safely seated, outdoor space will be used with appropriate social distancing.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Pews are marked for safe distances and extra seats removed.
Reduce crowding wherever possible and promote physical distancing.	Announcements made every week to promote social distancing and to move outside for short time of fellowship.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	No food or drinks served on the premise.
Use telephone or video for essential meetings where practical.	Zoom video conference is used when it is not practical to meet physically with safe distancing.
Review regular deliveries and request contactless delivery and invoicing where practical.	Deliveries not received at church building.
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services. This may involve suspending or adjusting the practice of greeting congregants as they arrive or depart to ensure appropriate physical distancing.	Suspension of regular fellowship time over morning tea until it is safe to do so. Encourage people to spend minimal time of fellowship outside the building.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur.	Not applicable as most members travel by own car or walk.
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	Not applicable.
Solo singing and wind instruments can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience.	In place of a person leading the singing at the front, music is played through the audio system accompanied by powerpoint presentation. If a band is to play, the singer will remain on the stage and the first row of seats will be placed 3m beyond the stage.
Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.	Sunday school lessons will be held outdoors when appropriate. The main teacher and 1 helper will maintain 1.5m physical distancing.

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Provide hand sanitisers at every entry points. Provide anti-bacterial soap at all bathrooms. Regular announcements to remind people to sanitise their hands.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Committee of management regularly checks for stock of hand sanitisers, soaps, antibacterial wipes and other toiletries.
Consider modifying religious rites or rituals to avoid direct contact where practical, such as communion or other similar practices. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	Communion to use prepackaged individual elements which will be picked up on entry into the church. No distribution of the elements by the elders during the service.
Avoid sharing books, drinking cups or other shared objects used during the service such as collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these.	All Bibles and Rejoice hymn books have been stored and will not be distributed. Collection plates not used. Members are encouraged to place their offering into a collection box or to transfer money electronically into church account. No religious objects in building that people will touch as part of worship.
Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.	Follow government guidelines on environmental cleaning.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Follow government guidelines on environmental cleaning.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Follow government guidelines on environmental cleaning.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. For households, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>Place sign in sheet for all visitors and members at entry. Provide electronic means to register visitation via online entry.</p>
<p>All places of worship must register their COVID-19 Safety Plan through <a href="http://nsw.gov.au">nsw.gov.au</a>.</p>	<p>Register this plan with government.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	