

**> BE COVID SAFE.
STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	St Pauls Anglican Church, ABN: 79 346 096 909
Location (town, suburb or postcode)	Wentworthville 2145
Completed by	Murray Grant
Email address	wardens@wentyanglican.org.au
Effective date	22 October 2020
Date completed	23 October 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Signage on entry. Training of Ushers. Temperature checks.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

COVID-19 training for staff and volunteers.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Communicate to staff.

Display conditions of entry (website, social media, venue entry).

Signage on entry. Communicate to regular members via email. Public notices on social media and online.

Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).

Live-streaming of service will be available. DVD recordings distributed during the week.

Ensure COVID-19 Safety Plans are in place, where relevant, for community centres and halls (if hiring out premises).

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

COVID Policy adopted at weddings, funerals and other church events.

Physical distancing

Capacity at a place of public worship or religious gathering must not exceed 300 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit.

Main auditorium capacity = 50. Church hall capacity = 25 (children's ministry). Signage indicating capacity of all rooms and areas

If a place of public worship has more than one building on the premises, each building can have up to 300 persons (or 150 for a wedding), or the number of persons that is equivalent to one person per 4 square metres of space (whichever is the lesser), provided that each building has:

- a separate ingress/egress to the outdoors

- **no contact between congregants or staff across these buildings**
- **a separate COVID-19 Safety Plan for each building.**

Second Building used for children's ministry and overflow. Separate sign-in processes and meeting. No contact permitted between buildings

Wedding services in a place of public worship have a maximum capacity of 150 people, or one guest per 4 square metres, whichever is the lesser. Bookings for weddings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

COVID Policy adopted at weddings

Funeral services held in places of worship have a maximum capacity of 100 people, or one guest per 4 square metres, whichever is the lesser.

COVID Policy adopted at funerals

Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.

No singing. Pre-recorded music only.

Move or remove tables and seating as required, where possible. Members of the same household do not need to physically distance.

Pew seating moved to observe 1.5m rule. Other tables and seats to observe 1.5m rule

Reduce crowding wherever possible and promote physical distancing.

Ushers to reduce crowding before services. Mingling discouraged after services.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Staff and members to maintain 1.5m rule on Sundays and during week.

Use telephone or video for essential meetings where practical.

Use of Zoom to continue during the week

Review regular deliveries and request contactless delivery and invoicing where practical.

Contactless delivery where possible. Electronic invoicing already in place.

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.

Mingling before and after services discouraged. Seating to observe 1.5m rule. Morning tea / supper suspended.

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.

Encourage members to avoid crowded public transport.

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible and encourage passengers to wear masks whilst in the vehicle.

Courtesy vehicles not in use.

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 and physically distance where practicable. Staff should continue to maintain 1.5 metres physical distancing from students where practicable.

Youth to meet with main congregation. Children's program to observe good hygiene and 1.5m rule for leaders. Children and Youth to avoid activities involving close physical contact.

Encourage congregants to wear a mask during attendance at places of worship. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.

Masks are recommended at all Sunday meetings.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitiser and soap distributed around property. Food minimised.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Regular restocking of soap, paper towels, hand sanitiser

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.

Lord's Supper to be served via prepackaged cups and juice.

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.

Communal Bibles, notices, hand-outs, etc to be discontinued. Encourage members to BYO Bible.

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.

Cleaning policy in place, checklists to clean after meetings, responsible people to be rostered and trained. Cleaning material regularly re-stocked.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Cleaning according to manufacturers' instructions. Regular members to be trained in cleaning.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Gloves available for all volunteer cleaners.

Record keeping

Keep a record of name and contact number 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. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

Members roll at church entrance. Visitors sheets available. Storage in church safe. Communicate privacy policy.

All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au.

Plan to be registered, and published on church website.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Signage regarding COVIDSafe App.

I agree to keep a copy of this COVID-19 Safety Plan at the premises

Yes