

**> BE COVID SAFE.
HELP NSW 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	3 January 2021
Date completed	13 January 2021

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.

Communicated 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 services. DVD recordings distributed during the week on request.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

N/a

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 in regions outside of Greater Sydney must not exceed one visitor per 2 square metres of publicly accessible space. In Greater Sydney, capacity at a place of public worship or indoor religious gathering must not exceed 100 visitors, OR one visitor per 4 square metres of publicly accessible space, whichever is less. Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

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

In Greater Sydney, if a place of public worship has more than one building on the premises, each building can have up to 100 persons, OR one person per 4 square metres of publicly accessible space, whichever is less, 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.**

Only one church property. 100 person cap applies.

Face masks must be worn by anyone 12 years and over in Greater Sydney, unless exempt.

Face mask requirements communicated to all congregants and online. Additional masks available at entry.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Ushers to support social distancing when entering / exiting building, and seating groups in services. Signage and announcements to remind people of social distancing.

Ensure congregants remain seated throughout the service.

All attendees to remain seated during services. Staff and rostered volunteers may move around according to their roles.

Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.

Ushers to reduce crowding. Floor markings to encourage distancing.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

Staff and rostered volunteers to maintain 1.5m distancing on Sundays and during week. In person meetings minimised.

Use telephone or video for essential meetings where practical.

Use of Zoom to continue for meetings 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.

No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, congregants should not participate in singing or chanting. In outdoor areas, congregants 12 years and older should wear masks if singing or chanting.

Song leaders to comply with requirements. Congregation not to sing. Pre-recorded songs may be used in some cases.

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.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Ventilation fan to be used. Western slats to be opened to encourage air flow.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

QR codes and members roll available at church entrance. Electronic copies available on request.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an

electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

QR codes provided by nsw.gov.au. Paper copies stored in church safe. Privacy policy available.

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

Plan is 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