

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



## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	St Pauls Anglican Church, ABN: 79 346 096 909
Business location (town, suburb or postcode)	Wentworthville 2145
Completed by	Murray Grant
Email address	<u><a href="mailto:wardens@wentyanglican.org.au">wardens@wentyanglican.org.au</a></u>
Effective date	8 November 2021
Date completed	10 November 2021

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### Wellbeing of staff and customers

**Exclude staff and congregants who are unwell from the premises.**

Agree

Yes

**Tell us how you will do this**

Signage on entry. Training of Ushers. Communication via email & website.

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

**Agree**

Yes

**Tell us how you will do this**

COVID-19 training available for all staff and volunteers. Refresher for 2021.

**Display conditions of entry including requirements to stay away if unwell and record keeping.**

**Agree**

Yes

**Tell us how you will do this**

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

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## **Physical distancing**

**Capacity must not exceed 1 person per 2 square metres of space of the premises.**

**Agree**

Yes

**Tell us how you will do this**

Main auditorium capacity = 100. Church hall capacity = 50 (children's ministry). Signage indicating capacity of all rooms and areas on property

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Agree**

Yes

**Tell us how you will do this**

Signage and announcements to remind people of social distancing.

**Avoid congestion of people in specific areas where possible.**

Agree

Yes

**Tell us how you will do this**

Floor markings to encourage distancing.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.**

Agree

Yes

**Tell us how you will do this**

Gatherings encouraged to be outdoors, and in small groups.

**Singing and dancing by unvaccinated adults is not allowed in indoor areas (excluding a performer who is performing or rehearsing; a person who is instructing or being instructed in singing or dancing; or at a small funeral or memorial service or a small wedding service).**

Agree

Yes

**Tell us how you will do this**

Vaccination and mask requirement to be announced at each meeting.

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

**Tell us how you will do this**

Ventilation fans to operate during services. All windows to be open during services.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Gatherings after services to be encouraged outdoors. Small group meetings to be conducted outdoors, as practical.

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

Ventilation fans to operate during services. All windows to be open during services.

**In indoor areas, 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).**

**Agree**

Yes

**Tell us how you will do this**

Ventilation fans to operate during services. All windows to be open during services.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Inspect ventilation fans.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**  
Agree

Yes

**Tell us how you will do this**

Expert advice will be sought as required.

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## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**  
Agree

Yes

**Tell us how you will do this**

Face mask requirement communicated to all congregation members. Disposable masks available on entry.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

Agree

Yes

**Tell us how you will do this**

Hand sanitiser and soap distributed around property, including on entry.

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

**Agree**

Yes

**Tell us how you will do this**

Regular restocking of soap, paper towels, hand sanitiser.

**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.**

**Agree**

Yes

**Tell us how you will do this**

Cleaning policy in place, checklists to clean after meetings, responsible people rostered and trained. Cleaning material regularly re-stocked. Cleaning to be done after Sunday church services; building unused during other times of week.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.**

**Agree**

Yes

**Tell us how you will do this**

QR codes available at all church entrances.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and**

**accessible including at entrances to the premises.**

**Agree**

Yes

**Tell us how you will do this**

QR codes and available at all church entrances. Ushers and welcomers to ensure compliance.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

**Agree**

Yes

**Tell us how you will do this**

Paper visitors sign-in at entrance. Staff can sign in volunteers using QR Code.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

N/a

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

Yes