

**> 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 John's Anglican |
| Location (town, suburb or postcode) | Moss Vale, NSW, 2577 |
| Completed by | Bronwyn Dean |
| Email address | brondean@gmail.com |
| Effective date | 3 January 2021 |
| Date completed | 10 January 2021 |

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Ask those who are unwell to stay home

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

Done

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

Done

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

Conditions of entry displayed on website and social media and at the entrance to the building.

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

Live-stream of 10:30 service available for those who are not able to attend in person.

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.

Wedding and funeral organisers to provide COVID-19 Safety Plans.

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.

2 square metre physical distancing to be adhered to for those not from the same household.

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.**

Church building can hold 118 people. Entrance is via the back of the building and exit at the front.

Hall can hold 94 people.

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

We are exempt

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.**

Congregation asked to sit 1.5m from each other except those from the same household

Ensure congregants remain seated throughout the service.

Except when singing

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

Physical distancing promoted during gatherings and after

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

Done

Use telephone or video for essential meetings where practical.

Zoom available for small groups and meetings where necessary.

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

N/A

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.

Physical distancing promoted after gatherings and people asked not to gather in large groups.

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.

N/A

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.

N/A

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.

K2Six and Forge to practice hand hygiene and leaders to maintain 1.5m physical distancing.

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.

Physical distancing between singers and congregation.

Singing allowed indoors by congregants, masks are advised but not mandatory.

Hygiene and cleaning

Adopt good hand hygiene practices.

Signs posted and hand sanitiser stations placed at entrance.

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

Stock of hand towels and soap checked regularly.

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 placed on individual plates and to take place in seats.

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.

Bibles and prayer books stored away and congregants encouraged to bring their own

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.

Premises are cleaned between services and frequently touched services cleaned regularly.

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

Disinfectant made as per instructions

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

Gloves provided and staff encouraged to practice hand hygiene

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).

Doors left open during services.

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.

Attendance taken of all who enter the building. Service NSW QR Code placed at the front of the building and all attendees encouraged to use it.

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](https://www.nsw.gov.au).

All records kept secure

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

Done

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

Done

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

Yes