

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

## Your COVID-19 Safety Plan

### Places of worship

#### Details

Name of place of worship	St John's Anglican Moss Vale
Location (town, suburb or postcode)	Moss Vale
Plan completed by	Bronwyn Dean
Email address	<a href="mailto:brondean@gmail.com">brondean@gmail.com</a>
Date	7 October 2020

#### Wellbeing of staff and congregants

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

Advise staff that they must stay home if feeling unwell and get tested if they have COVID symptoms.

Ask congregants if they are feeling unwell or been in contact with someone who has COVID as they enter before a gathering.

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

Staff advised to remain at home if they feel unwell and to get tested if they suffer any symptoms of COVID. Staff advised to physical distance when on the premises, wear a mask and to clean all surfaces that have come into human contact.

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

Staff advised of leave entitlements

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

Posters placed at entrance to building, on website detailing conditions of entry.

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

10:30 service is live-streamed for those who are high risk or choose not to attend. For those without internet, hard copy material is delivered.

**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](http://nsw.gov.au).

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

Bride and groom asked to provide a COVID-19 Safety Plan before their wedding. Families asked to provide a COVID-19 Safety Plan before funerals.

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## **Physical distancing**

**Capacity at a place of public worship must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit in places of worship.**

Measurements of building taken to calculate capacity. The building can currently hold 59 people. Seating has been placed in socially distanced spots. Family members are advised they can sit together

**If a place of public worship has more than one building on the premises, each building can have up to 100 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.

Size of our buildings does not allow for more than 100 so our premises will not exceed 100.

**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.**

Couples will be advised of this.

**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.**

Building size does not allow for more than 100.

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

No more than 5 singers at one time with 1.5m physical distancing between them and other musicians and five metres from congregants.

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

Pews have been removed and single seats placed 1.5 meters apart. Members of the same family are advised they can sit together.

**Reduce crowding wherever possible and promote physical distancing.**

Congregants requested to maintain physical distancing once gatherings have ended. Large groups not to congregate outside the premises.

**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.**

Leaders and staff members are to maintain physical distancing during services and group meetings or to wear a face mask.

**Use telephone or video for essential meetings where practical.**

Parish Council meetings will take place via zoom unless a fact to face meeting is required

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

Most deliveries are received at our PO Box

**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.**

Interaction after gatherings is time limited. Those gathering outside the building asked to maintain physical distancing and where possible keep to groups of 2 or 3.

**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 to us.

**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.**

Not applicable to us.

**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.**

Those attending K2Six and the Forge are asked to sanitise their hands as they enter the building. Leaders asked to maintaining 1.5 metres physical distancing.

**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.**

Congregants encouraged to wear a mask to minimise risk, but advised that it is not mandatory and physical distancing must still be maintained.

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Hand sanitiser stations have been placed at the entrance and signage placed in the building to encourage hand washing and sanitising.

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

Supplies of soap and paper towels maintained to ensure we don't run out.

**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 cups and taken where seated.

**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, prayer and hymn books removed from chairs and congregants encouraged to bring their own. Bulletins are emailed or home delivered.

**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.**

All hard surfaces and chairs cleaned after each gathering.

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

Disinfectant made up in spray bottles according to manufacturer's instructions

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

All staff provided with gloves for cleaning and soap and paper towels stocked up.

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## **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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.**

Attendance records kept by wardens for all who attend gatherings and small groups, visitors asked to provide contact details for tracing purposes. This information is kept securely on the premises.

QR Code to be made available for those who want to enter details themselves.

**All places of worship must complete a COVID-19 Safety Plan and register themselves through [nsw.gov.au](https://nsw.gov.au).**

Registration completed and COVID-19 Safety Plan completed and updated as necessary.

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

Signage placed in building

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

Yes