COVID-19

> HELPING BUSINESS GET BACK TO WORK

NSW GOVERNMENT

30 May 2020

COVID-19 Safety Plan

Places of worship

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your congregants.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your congregants that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to **nsw.gov.au**

BUSINESS DETAILS	
Business name:	NMUC (Ladies Dinner @ Northmead Bowling Club))
Plan completed by:	Rev Niall Reid
Approved by:	Church Council , Northmead Uniting Church

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and congregants	
Exclude staff and congregants who are unwell from the premises.	All who attend are asked about the status of their health.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	The only staff member who attends is Susan Stevenson who is aware of information
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Susan Stevenson is aware of her sick entitlements
Display conditions of entry (website, social media, venue entry).	Conditions for participation are posted on the website and included in the Church Weekly News
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Not applicable

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed 50 visitors for a religious service, 50 guests for a funeral service (excluding the persons involved in conducting the service), 20 guests for a wedding service (excluding the couple, the persons involved in conducting the service and the photographer and the videographer), or 50 visitors for private worship, to a maximum of one person per 4 square metres.	Capacity at Club is determined by government & can vary from time-to-time
Use signage to communicate the maximum safe capacity.	Numbers must be indicated prior to night to enable table to be booked.
Move or remove tables and seating as required.	As per rules of the Club
Reduce crowding wherever possible and promote physical distancing.	As per rules of the Club
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)	Physical distancing is observed as per rules applying within Club
Use telephone or video for essential meetings where practical.	Not applicable
Review regular deliveries and request contactless delivery and invoicing where practical.	Not applicable
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Participants leave Club once evening concludes
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	Those attending come by car
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	Not applicable
Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people.	There is no singing

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Sanitiser provided within Club
Ensure bathrooms are well stocked with hand soap and paper towels.	Participants advised that if they use toilets in Club need to ensure precautions in place
Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	There is no direct contact or rituals that require it
Reduce objects that may be passed around such as books and collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these.	There is no passing of any objects
Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Not applicable
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Not applicable
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Not applicable

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	A register with the relevant details of all those who attend is kept and names ticked off on occasions they attend
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Importance of App communicated to participants