

# > HELPING BUSINESS GET BACK TO WORK



REQUIREMENTS

ACTIONS

23 July 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](http://nsw.gov.au)

#### BUSINESS DETAILS

**Business name:** Northmead Uniting Church

**Plan completed by:** Rob Eagleson

**Approved by:** Church Council

### > REQUIREMENTS FOR BUSINESS

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

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. Anyone who states they are unwell or present as unwell to be excluded.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	The only staff member is the Minister, Rev Niall Reid who has read all the relevant documentation
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Rev Niall Reid is aware of his sick entitlements should he be sick or is required to self-isolate
Display conditions of entry (website, social media, venue entry).	Conditions for participation are posted on the website and included in the Church Weekly News. Signage to be displayed at entry.
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Our current decision (as at the 23 July 2020) is not to hold worship services within our Church building due to a significant proportion of Congregation being in the vulnerable age group. Online services are offered each week in addition to a daily offering by our minister.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
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.	The main area of our Church building is 153.75 square metres, thus allowing 38 people in this area. The upper level is just over 32 square metres, thus allowing an additional 8 people.
Use signage to communicate the maximum safe capacity.	Conditions for participation posted on the website and included in Church Weekly News. Signage is at entry. Signage communicating maximum safe capacity displayed.
Move or remove tables and seating as required.	Only seating for maximum numbers allowed will be provided.
Reduce crowding wherever possible and promote physical distancing.	Physical distancing promoted
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)	Physical distancing promoted where practical
Use telephone or video for essential meetings where practical.	Zoom utilised where practical
Review regular deliveries and request contactless delivery and invoicing where practical.	Any regular deliveries are made to the Office in The Cottage.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Entry/exit plan to be in place
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	Those attending, walk or come by car
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	Those attending, walk or come by car
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.	3 metre distance for solo singers. Band repositioned. No congregational singing

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
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.	Rev Niall Reid has the app

REQUIREMENTS	ACTIONS
--------------	---------

<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Sanitiser provided to participants
Ensure bathrooms are well stocked with hand soap and paper towels.	Hand soap & paper towels provided. Hand dryer also available.
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.	No direct contact or rituals allowed
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.	No passing of any objects. No paper order of service provided. Plan for offerings
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.	Remove children's play area. All other areas cleaned after use.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Appropriate disinfectant solutions will be provided and used in accordance with the manufacturer's instructions.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff wear gloves at the appropriate times