

> HELPING BUSINESS GET BACK TO WORK

23 July 2020

COVID-19 Safety Plan

Effective 24 July 2020

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 and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

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: Hamilton Presbyterian Church

Plan completed by: Rev Garry White

Approved by:

> 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.	Warn people in pre-church loop and via announcements each week.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Staff are kept informed via regular Covid-19 updates from church offices.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff are kept informed of leave entitlements.
Display conditions of entry (website, social media, venue entry).	Update church signage at venue and on website.

REQUIREMENTS	ACTIONS
Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Regular weekly services are recorded and made available for members and others who are uncomfortable meeting.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> • Community centres and halls (if hiring out premises) • Restaurants and cafes. • Weddings • Funerals 	Print copies of this plan and leave at church entrances, hall entrances, including kitchen and on a table in the Sunday School room.

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.	Buildings/rooms have been measured and maximum numbers advised on signage in the venues.
Group singing or chanting is particularly high risk and so should continue to be avoided.	Members are advised via pre-service loop and announcements that singing is not allowed.
Wedding services can have a maximum capacity of 150 people, and funeral services can have a maximum capacity of 100 people. See the NSW Government website for wedding and funeral service COVID-19 Safety Plans.	Staff have been updated on the latest NSW Government advice.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Members are advised via pre-service loop and announcements to maintain 1.5m distancing
Reduce crowding wherever possible and promote physical distancing.	Chairs in the hall set apart so people with their cuppa after the service are encouraged to remain seated and not mingle.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	N/a
Use telephone or video for essential meetings where practical.	Zoom is used for meetings where practical.
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.	Catering for morning tea after services is via persons on roster serving members with tea or coffee and a wrapped single serve biscuit.

REQUIREMENTS	ACTIONS
Physical distancing	
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.	N/a
Solo singing and wind instruments can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience.	Solo singing and wind instruments will not normally be undertaken but if it is we will ensure minimum 3m from audience.
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. Staff should continue to maintain 1.5m physical distancing from students where practical.	N/a

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Government recommended signage installed in bathrooms.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Persons on cleaning roster advised to maintain stocks.
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.	Session will consider modifying current practices before our next communion service.
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.	Books have been collected and stored. Regular weekly pew bulletins have ceased.
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/disinfected before and after use.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Cleaners have been advised to maintain recommended solution strengths.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff have been informed and use gloves when cleaning.

REQUIREMENTS	ACTIONS
Record keeping	
<p>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. For households, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>Members who use the premises for any group activities write their names and contact details in a book provided for the purpose.</p> <p>Persons who attend public worship services are ticked off list provided on Sundays. Lists are kept in locked church office.</p>
<p>All places of worship must register their COVID-19 Safety Plan through nsw.gov.au.</p>	<p>Minister to register this plan.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Members advised of the CovidSave app via pre-service announcement loop.</p>