

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

Your COVID-19 Safety Plan

Places of worship

Business details

Business name	Hamilton Presbyterian Church
Business location (town, suburb or postcode)	21 Murray St Hamilton 2303
Completed by	Rev Garry White
Email address	gwhite2360@gmail.com
Effective date	18 October 2021
Date completed	17 October 2021

Wellbeing of staff and customers

Exclude staff and congregants who are unwell from the premises.

Agree

Yes

Tell us how you will do this

All staff and congregants who are or have been unwell have been advised to stay at home and go for required testing. Pre-service loop on presentation reinforces responsibilities not to attend church if they are unwell. Also reinforced by

announcements from the pulpit.

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

Agree

Yes

Tell us how you will do this

Information made available including relevant websites to obtain more information. Updates from minister and COM; weekly church email and pre-service loop. Reinforcement of mask utilisation ; hygiene and physical distancing in the pre-service loop.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Signs visible at all entry points.
Repeating advice on pre-service loop.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to

enter the premises.

Agree

Yes

Tell us how you will do this

Worship services are exempt from this requirement.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

Church, hall and associated capacities have been calculated by measurement of areas. Head count is monitored in accordance with applicable space utilisation. If near maximum capacity, we will advise people to make use of alternate remote arrangements.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Tape "X" are affixed to floor at entry points. Church leaders monitor physical distancing

at services. Seated groups are monitored to discern households and single worshippers maintain distancing requirements.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Process similar to point above at points of entry, exit and outside the buildings.
Distancing requirements reinforced in announcements at beginning of each service.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.

Agree

Yes

Tell us how you will do this

Active announcements are included at commencement and conclusion of services highlighting the issues pertaining to intermittent "mingling".
Gatherings will not be arranged or will not occur until relevant health order permit or allow in a safe manner.

Choirs at a place of worship or in a religious service must not exceed 10 persons. All members of the choir must be fully vaccinated or have a medical exemption.

Singing by congregants is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

Pre-service loop advises that singing is not permitted.
Reinforced from the introductory announcements.
Any choir will be advised of the vaccination requirements.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Windows and doors opened (as far as practicable for the front doors due to traffic noise) to allow good ventilation. Agenda item for COM regarding appropriateness of purchasing fans to assist cross flow ventilation.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Outdoor settings generally not possible.
Encourage morning tea participants to gather outside in the shade.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Doors and windows opened where possible for cross ventilation.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

The church worship areas and hall are not airconditioned. Mechanical ceiling fans will not be used to avoid circulation during services, but may be used to assist air to be exhausted before or after services when the buildings are empty.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Air conditioner filters cleaned as required.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Church offices in Sydney consult and advise where necessary.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Church complies.

Congregation is advised of obligations by notice in pre-service loop and announcements.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hand sanitiser stations located at access points and is made available at all meeting locations.

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

Agree

Yes

Tell us how you will do this

Toilets and bathroom are stocked.

Contract cleaners operating procedures contain maintenance of adequate supply and accessibility.

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.

Agree

Yes

Tell us how you will do this

Lessees of hall understand their responsibilities and obligations under their Covid 19 safety plan.

All hard area and touch points are wiped with disinfectant prior to church services and activities.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

Agree

Yes

Tell us how you will do this

QR code required for entry. Congregants encouraged to obtain access to NSW services app.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

QR codes displayed prominently in all entry points.
Process to be implemented for verification of check in.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not

possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Separate check sheet maintained for each service.

Information transferred to spreadsheet following service and maintained for statutory period.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Congregants reminded to check out on leaving to indicate on contact tracing whether or not they continued after the service for morning tea.

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

Yes