

# > 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](http://nsw.gov.au)

BUSINESS DETAILS	
Business name:	St Andrew's Anglican Church Roseville
Plan completed by:	Santino Dimarco - Executive Pastor
Approved by:	Church Wardens & Mal York - Senior Minister

### > REQUIREMENTS FOR BUSINESS

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

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and congregants</b>	
Exclude staff and congregants who are unwell from the premises.	This is regularly made clear to staff and congregants in staff meetings, email communications and signage. For Sunday services we will also do a
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Staff have been provided with this information.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff have been encouraged to take time off (and use leave or sick leave when needed) if they are unwell or need to self-isolate.
Display conditions of entry (website, social media, venue entry).	Signage and emails have communicated these details.

Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Online services are offered to all, including a monthly service aimed at our older congregation members.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>• Community centres and halls (if hiring out premises)</li> <li>• Restaurants and cafes.</li> <li>• Weddings</li> <li>• Funerals</li> </ul>	All who hire our premises will be provided with a Covid-19 Safety Plan.

REQUIREMENTS	ACTIONS
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Physical distancing	
Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.	We are ensuring these conditions are met by requiring all who attend to pre-register. There is signage on site to communicate this.
Group singing or chanting is particularly high risk and so should continue to be avoided.	There will be no congregational singing or wind instruments.
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.	We are limiting capacity to these numbers for weddings and funerals - this is communicated to all involved in these events.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Excess tables and seating have been packed away.
Reduce crowding wherever possible and promote physical distancing.	1.5m physical distancing will be maintained - highlighted in signage on the walls as well as floor markings.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	This has been communicated to staff and is maintained.
Use telephone or video for essential meetings where practical.	Zoom and phone calls are being utilised for this.
Review regular deliveries and request contactless delivery and invoicing where practical.	Contactless delivery and invoicing is in place.
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.	Gatherings after services are not occurring and appropriate physical distancing is being maintained when people arrive for services. N/A re: public transport

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.	Gatherings after services are not occurring and appropriate physical distancing is being maintained when people arrive for services. N/A re: public transport
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.	There will be no congregational singing or wind instruments. Singers leading from the front will be appropriately distanced from others.
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.	Physical distancing will be maintained between leaders and youth/children. Youth and children will be encouraged to maintain good hygiene practices.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitiser, hand wash and good signage are prominently available. Check-in devices, temperature guns and microphones are only operated by one person at a time and will be
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Handwash and paper towels are readily available in all bathrooms on site.
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.	When Communion is shared pre-packaged individual servings will be collected by each person as they enter the building..
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.	There will be no shared books, cups or other objects.
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.	Frequent cleaning of all touch points will occur and be noted in a cleaning record.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	All disinfectants will be used at appropriate strength and to the manufacturer's instructions.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves will be used as well as regular handwashing by all involved in cleaning.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
<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>The names and contact details of all who attend our site are recorded and kept for 28 days (we have the details of those who are St Andrew's members in our database). These are stored</p>
<p>All places of worship must register their COVID-19 Safety Plan through nsw.gov.au.</p>	<p>A COVID-19 Safety Plan has been registered through nsw.gov.au and is displayed on our website.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Staff are aware of the COVIDSafe app and it's benefits re: contact tracing.</p>