

> HELPING BUSINESS GET BACK TO WORK



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:	St Matthews Anglican Church, West Pennant Hills
Plan completed by:	Ron Irving, Jane Ford
Approved by:	Ron Irving, Jeremy Foord, Steve Jones and Sarah-Jane Leon on 11 June 2020

> 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.	Staff and congregants advised not to attend if unwell. Congregants/ visitors to answer questions on symptoms and travel and provide contact details prior to attending the premises or upon arrival.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Powerpoint slides to be shared with staff covering when to get tested, physical distancing, cleaning, leave entitlements and the COVIDSafe app. Slides to be covered once per month at staff meetings or whenever NSW government advice re COVID changes.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Powerpoint slides to be shared with staff covering when to get tested, physical distancing, cleaning, leave entitlements and the COVIDSafe app. Slides to be covered once per month at staff meetings or whenever NSW government advice re COVID changes.
Display conditions of entry (website, social media, venue entry).	Conditions of entry and a link to provide contact details and responses to health/ travel screening questions will be available on the church website, facebook pages, and circulated by email newsletter. Signage with a scan code link to provide contact details and responses screening questions will be displayed at the premises entry.
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Zoom services will remain in place for the majority of the congregation. Those who fall into high risk categories will be advised to consider carefully the need to attend the premises and if attending consider wearing a mask (where practicable).

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.	Minister to convey premises capacity to St Matts members, prospective wedding and funeral attendees.
Use signage to communicate the maximum safe capacity.	Signage to be placed at the premises entry detailing the maximum safe capacity of each area.
Move or remove tables and seating as required.	Seats to be removed from the sanctuary area and remaining seats to meet the one person per 4 square metre rule. Markings to be placed in halls used for small gatherings indicating appropriate chair placement to maintain social distancing.
Reduce crowding wherever possible and promote physical distancing.	Ushers to be used for gatherings of >10 people to promote physical distancing and appropriate seating.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)	Encourage staff to work from home where possible. Limit number of staff in the office at any one time. Where practicable, meetings are to be held in larger areas where increased air flow is possible.
Use telephone or video for essential meetings where practical.	Staff meetings and parish council meetings to be conducted on Zoom. Other meetings encouraged to be online/ via telephone where possible.
Review regular deliveries and request contactless delivery and invoicing where practical.	Administrative staff to communicate request for contactless delivery to providers. Signage to be placed at the church entrance to indicate phone contacts for each day of the week to limit non-essential entry to the premises.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Markings to be placed at entry to the premises to indicate appropriate places to stand while queuing. Ushers and parking wardens to encourage social distancing before and after events/ gatherings held on the premises and monitor number of people on site at any one time. Parent drop-offs at the church premises entry to be encouraged with additional leaders present to escort children into the church building.
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	N/A
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	N/A
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.	No congregational singing. Bands to be limited in size and only include keyboard, drums and string instruments. Limit number of singers at the front of the church (aside from instrumentalists) to 2 and ensure they are at least 3 metres from the congregation and each other

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitiser to be available at the entry/ exit to the premises. Good hand hygiene signage to be placed nearby. Guidelines on safe food and hygiene practices to be distributed to any group using the premises.
Ensure bathrooms are well stocked with hand soap and paper towels.	Bathrooms to be checked daily to ensure they are well stocked with hand soap and paper towels. Stock of hand soap and paper towels to be increased and monitored weekly.
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.	Communion (if celebrated) to use 'stations' rather than circulating the elements. Ushers to wear gloves and use pre-packaged juice and wafers.
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 offering plates to be circulated. A box to be placed at the entry/ exit for offerings and online giving to be encouraged. Prayer books and bibles to be removed from the church. Limit handling of news-sheets to ushers (wearing gloves); have email copies distributed prior to services and a scan code on site to allow people to download news-sheets instead of taking a paper copy.
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.	Daily cleaning of main door handles, main light switches, bathroom taps and sinks, exterior of microwave, kettle, coffee machine, fridge
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Administrative staff to confirm with cleaning staff that the disinfectant solutions are being used in appropriate ratios. Signage to be added to the cleaning cupboard with instructions on products to be used by volunteers.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Ensure adequate supply of gloves of multiple sizes and communicate availability and placement to staff/ volunteers.

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.	An online (encrypted) database has been established to record name, phone number and responses to health screening questions. Staff, volunteers, visitors and contractors are to be provided with a link to a form for completion before attendance or upon entry. A scan code linking to the form will be displayed at the entrance of the premises; form details are directly imported to the online database.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Powerpoint slides to be shared with staff will cover the COVIDSafe app.