

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

Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	St John's Anglican Church
Location (town, suburb or postcode)	Dee Why
Completed by	Father Steven Salmon
Email address	rector@stjohnsdeewhy.org.au
Effective date	26 February 2021
Date completed	4 March 2021

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Instructions to staff and regular notification to congregation: signage, verbally, in emails and on website.

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

Weekly updates with instructions and reminders of current Health Department and Diocesan regulations and advice.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

As above.

Display conditions of entry (website, social media, venue entry).

Prominent signs and information at venue entrances. Information on website and Facebook page as well as regular emails.

Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).

Streamed services being provided.

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Safety Plans for all separate groups and activities not covered by the general church/parish are in place, i.e. Op Shop, Cottage Counselling, Street Mission.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

No spaces hired out or used by outside groups. Partnered groups and organisations have jointly approved Safety Plans. Street Mission café has Safety Plan and has been serving only takeaway. They will begin serving sit-down meals from next week and have a safety plan in place.

Physical distancing

Capacity must not exceed one visitor per 2 square metres of publicly accessible space. Children count towards the capacity limit.

Spaces have been measured and 2 square metre rule will be enforced.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Restrictions and distancing enforced with marked seating and floor markers. Church is monitored when open for private prayer and cleaned frequently at regular intervals and after every service.

Ensure congregants remain seated throughout the service, where reasonably practical.

Done.

Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.

Restrictions and distancing enforced with marked seating and floor markers. Church is monitored when open for private prayer and cleaned frequently at regular intervals and after every service.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

Done.

Use telephone or video for essential meetings where practical.

Zoom, Facetime, messaging and phone calls being used widely where practical.

Review regular deliveries and request contactless delivery and invoicing where practical.

Done.

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.

Current provisions deemed adequate.

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.

Current provisions deemed adequate.

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible and encourage passengers to wear masks whilst in the vehicle.

N/A

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 and physically distance where practicable. Staff should continue to maintain 1.5 metres physical distancing from students where practicable.

Being done.

No more than 30 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, attendees can only participate in singing and chanting if there is 4 square metres of space per person and all attendees older than 12 years wear a face mask, unless exempt.

Being done.

Hygiene and cleaning

Adopt good hand hygiene practices.

Automatic hand sanitiser dispensers at key points; portable hand sanitiser available

throughout premises.

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

Done.

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.

Done

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.

No shared books, leaflets, cups, etc. Pews cleaned after each use and service.

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 being done by professional cleaners and volunteers.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Done.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Done.

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

Done.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

All names and contact details being recorded and kept for 28 days for each occasion. QR Code prominently displayed in multiple locations.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Done.

All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au.

Done.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Done.

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

Yes