

> HELPING BUSINESS GET BACK TO WORK

30 June 2020

COVID-19 Safety Plan

Effective 1 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:	ST STEPHENS ANGLICAN CHURCH NEWTOWN NSW
Plan completed by:	Xanthe Reid, Office Manager
Approved by:	Matthew Aroney, Acting Senior Rector

> 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 have been notified that they should remain at home if unwell. Signs have been posted at all entrances, asking sick people to stay at home. If someone who is visibly unwell arrives or who mentions they are unwell, a staff member or volunteer posted at the entrance to the church will ask them to leave.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Cleaning guidelines and information on COVID-19 have been issued to all staff members and applicable volunteers.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff have been informed that they are to stay at home if they are even slightly unwell or if they are required to self-isolate. They are able to take sick leave or work from home.
Display conditions of entry (website, social media, venue entry).	Signs have been placed at all entries to the church displaying conditions of entry. All congregants are required to confirm that they haven't been sick before they are able to sign in to church. These requirements were emailed to all congregants and are available on our website.

Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	We will continue to provide livestream services over the internet for those in high risk categories and those who are ill or self-isolating in their homes.
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) • Conference and function venues • Restaurants and cafes. 	All hirers are required to fill out and submit COVID-19 Safety Plans, before they are able hire our premises. We will also be conducting spot checks to ensure hirers are following their safety plans.

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one visitor per 4 square metres of space (excluding staff).	We have a limit of 100 people. Congregants are asked to sign in using QR codes and the amount of people signed in, is monitored to ensure it doesn't exceed 100 people.
The maximum number of people who may attend a funeral is one person per 4 square metres. If the service is held at a place of public worship, it can have up to 50 attendees (without the 4 square metre rule) provided non-household contacts can maintain 1.5 metres of physical distance.	We have a limit of 100 people. Congregants are asked to sign in using QR codes and the amount of people signed in, is monitored to ensure it doesn't exceed 100 people.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Pews will be cordoned off to ensure that people can social distance from other congregants. Ushers will be on hand to communicate where congregants are able to sit.
Reduce crowding wherever possible and promote physical distancing.	Congregant's entry and exit from the church will be staggered to promote social distancing. This will be communicated through ushers and from the front.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	Staff have been notified that they should maintain 1.5 metre social distancing at all times. Staff have been encouraged to engage in other forms of greetings to replace handshakes/hugs.
Use telephone or video for essential meetings where practical.	Zoom is available for staff meetings, bible studies, parish council, and all other meetings.
Review regular deliveries and request contactless delivery and invoicing where practical.	Our office requests contactless delivery of items where possible.
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.	Volunteers and staff will be trained to dissuade gatherings immediately outside the church building. Those who meet together in our graveyard will be encouraged to socially distance.
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.	Congregants do not generally use public transport to get to our venue. They generally live in the local area and walk or drive to the venue.

Physical distancing	
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	This is not applicable for our context.
High energy dance, as well as 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. Group singing or chanting is particularly high risk and so should continue to be avoided.	Group singing will be banned for the foreseeable future. This will be communicated by email and social media to our members prior to reopening. This will also be communicated from the front of church. Solo singers will be notified that they are to be 3m away from congregants.
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.	Staff and volunteers will maintain social distancing while teaching Kid's Church.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Signs will be placed at every entrance encouraging good hygiene practices. Hand sanitiser will be placed at every entrance and congregants will be encouraged by ushers to sanitise their hands on entry. Bathrooms will be stocked with hand wash and signage encouraging washing your hands for at least 20 seconds.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	The bathrooms will be checked daily for levels of hand soap and the like. Staff and welcomers will check between services on Sunday.
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.	If we participate in the Lord's Supper, social distancing will be observed. Prepackaged juice and bread will be handed out using gloves and tongs. Hand sanitiser will also be used in full view of the congregation.
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.	Bibles will be removed from the church building. Offertory bags will no longer be passed around and congregants will be encouraged to give online.
Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Frequently used surfaces and areas will be cleaned between services on a Sunday and daily during the week.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Staff and volunteers will be trained on how to appropriately use disinfectant solutions and disinfectant will be checked regularly to ensure they are in date.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff and volunteers will be trained and issued cleaning guidelines including these instructions

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>Every congregant will be asked to electronically 'sign in' with their legal name, email address and phone number. These records will be kept for at least 28 days.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>All staff will be notified of the COVIDSafe App and will be encouraged to download it onto their personal phones.</p>