

# > 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: City Central Presbyterian Church Wollongong
Plan completed by: Brett Richardson (Minister)
Approved by: John Morris (Session Clerk)

### > 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.	<p>Staff have been educated on the symptoms of covid-19 and people are asked when entering the building if they are symptomatic. If they are then they are asked to not enter the ministry centre, organise to be tested for Covid-19 and stay home.</p> <p>If there are decreed hot spots for the virus then people entering the church buildings will be asked if they have recently been to any of them (unless the life circumstances of people are well known and render the question unnecessary). If it established that someone has recently been in a hot spot then they will be advised that they are required to be tested and to stay at home pending the outcome of the test.</p> <p>Three members of the church have been rostered to, on rotation, oversee the arrangements for entry to church services and at least one remains by the entry door throughout the service so that all the procedures are applied to late arrivers. Soon after services commence the inner, glass, doors are closed to reduce external noise. The person standing by these doors throughout a service opens them for late comers so that the doors do not become a potential source of spread of the virus.</p>
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<p>Part of the education of staff has been training in the correct way to wash hands when entering the building, social distancing and general hygiene of work areas.</p> <p>The cleaner has been directed to clean all surfaces, pews, handles and railings with hospital grade disinfectant throughout the ministry centre.</p>

	<p>This includes the church building, hall, kitchen, meeting rooms and toilets. This is to be completed at a convenient time after the Sunday gathering. All paper towels and any other disposables to be placed in plastic bags before placing in bins and gloves to be regularly changed during cleaning. In addition to this, for the purpose of keeping high use areas clean during the week, the staff have been requested to wipe down surfaces that they have just used, including after running programmes, and apply disinfectant sprays to railings and handles.</p>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>The Session Clerk will organise for staff to know how to check their leave entitlements.</p>
<p>Display conditions of entry (website, social media, venue entry).</p>	<p>Downloaded information from NSW Government Health site is displayed at the entrance to the church and conditions of entry displayed at the entry and on the church's web and social media sites.</p>

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and congregants</b>	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Church services are being live streamed and DVDs provided on request to church members who are not able to attend services or access livestreaming. Care is being taken to encourage people to make wise choices about attending church services with regard to their health situation and age.
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>	The hall and other parts of the church building will only be hired to groups who commit to appropriate vetting of people entering the premises, adhering to social distancing, hygiene and record keeping requirements and whose activities are not among those banned (e.g. no singing or chanting), Hand sanitizer dispensers have been placed throughout the premises. Arrangements for weddings and funerals will be in accordance with those for church services plus the specific NSW Government requirements for such occasions. The above constitutes the relevant plans.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.	A tally of all people entering the church building is kept. If the number approaches the 72 maximum under the four square metres per person rule then some people will be ushered to the hall where livestream viewing is available from appropriately distanced seating. If the total number reaches 100 then no further entry will be allowed.
Group singing or chanting is particularly high risk and so should continue to be avoided.	No group singing or chanting is occurring. Instead prerecorded songs are screened. Recording of songs is done in a Covid safe way (e.g. Only members of the one family singing together.)
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.	As per church services, the four square metre per person rule will be applied and a tally of people entering the building is kept, The maximum combined capacity of the church building and hall under that rule is 112 and we will comply with the 100 limit for funerals..
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Pews have been moved together so that people can only use every second one. Marks on pews indicate the only places where people can sit if not in a family group.
Reduce crowding wherever possible and promote physical distancing.	As indicated above, access to every second church pew has been removed. Cross marks at the entrance to the church building indicate where people need to stand while their attendance is recorded and an usher ensures that people move quickly to seating. Cross marks on pews indicate where people can sit in accordance with the social distancing rules To ensure compliance, people are ushered to seating. Morning tea arrangements ensure a one-way flow of people and people are reminded before morning tea not to block aisles leading away from the serving area.
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 and the Congregation have been educated on social distancing and there is sufficient space in the offices to enable social distancing for staff.
Use telephone or video for essential meetings where practical.	All meetings and home groups use zoom apart from Youth Group where the following variations on this plan are being applied: <ul style="list-style-type: none"> <li>• Youth are encouraged to socially distance and they must do so from the leaders who must themselves socially distance from each other.</li> <li>• Meeting spaces are allocated that enable adherence to the four square metre rule.</li> <li>• Youth bring their own pens and Bibles</li> <li>• Where possible, games promote COVID safe practices among the youth (i.e. not sharing equipment, not involving unnecessary close contact or excessive breathing and no sharing of food). While we acknowledge that youth aren't required to socially distance, we</li> </ul>

	<p>want to promote healthy practices.</p> <ul style="list-style-type: none"> <li>• Pre-packaged food is served by a leader (meeting the hygiene requirements in this plan) with tongs and youth have to wash and sanitise hands before eating. All food is served is individually packaged and youth are not allowed in the kitchen.</li> </ul>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>NA</p> <p>If any deliveries do need to occur then they can by arrangement be left outside the door closest to the offices.</p>
<p>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.</p>	<p>People are encouraged to move directly off the site after leaving the premises. Crosses on the floor at the entry to the church building identify where people must stand while waiting to be signed in and use sanitiser before being ushered to seating. Those involved with the recording of entry and ensuring that people sanitise their hands on entry monitor the situation outside the door of the church building and if necessary will remind people to socially distance.</p>

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
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.	NA
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	NA
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.	More than 3 metres space will be allowed if this occurs but we are currently using recorded singing to which people listen. (See earlier.)
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.	Kids Church teachers have been advised.

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	<p>The cleaner has been given cleaning protocols and volunteers and staff have been educated to clean surfaces after use. Bottles of hand sanitizer are spread around the church buildings and at services people are asked to sanitise their hands on entry, with there being someone each week who oversees the sanitizing.</p> <p>The importance of sanitising of hands and social distancing is being reinforced at services and people are urged to consider wearing masks as an act of consideration for other people (and of course to protect themselves). Masks are also being made available at the entrance being handed over by a person wearing gloves and using tongs.</p> <p>Only commercially sealed individual portions of biscuits, etc are provided at morning teas. Coffee and tea (including added milk) are served by designated people wearing gloves. Disposable paper cups are used. As part of social distancing, no touching of hands by people not living in the same household is allowed.</p>
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	The bathrooms are stocked with soap and we have both hand dryers and paper towels.
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.	We will not be celebrating the Lord's Supper until it is safe to do so.
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.	All books have been removed with people having to bring their own Bibles or read text on the church projector screen. People's phone contact details are recorded by those rostered to supervise entry to the staff. The collection is via a box (or boxes if there is also a special collection) located at one side of the church. Those handling the money do so in a Covid-safe way. Being a protestant church we do not have any shrines, relics, etc.
Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently	The cleaner has been made aware of the importance of thorough cleaning.

<p>touched areas and surfaces several times per day.</p>	
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p>	<p>The cleaner has been made aware.</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<p>Staff are aware and gloves have been made available.</p>

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>A list of all people coming into the ministry Centre and phone numbers will be kept for 28 days. Records are stored away from the general use area. They will not be used for any other purpose other than if required by health authorities and the noting of total attendance each week.</p>
<p>All places of worship must register their COVID-19 Safety Plan through nsw.gov.au.</p>	<p>The existence of our plan has been registered. This version of the plan is totally consistent with the one extant at the time of registration but contains more detail.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Staff have been reminded about the app.</p>