

# > HELPING BUSINESS GET BACK TO WORK



1 October 2020

## COVID-19 Safety Plan

Effective 28 September 2020

### Places of worship

#### How to complete the COVID-19 Safety Plan

Record the action/s you will put in place under all the Safety Plan sections:

- wellbeing of staff and customers
- physical distancing
- hygiene and cleaning
- record keeping.

**Each requirement must be addressed** in each section. If a requirement does not apply, briefly describe why.

Remember to keep a copy of your COVID-19 Safety Plan on your premises at all times.

#### NSW Health updated advice regarding singing and chanting for places of worship

In accordance with advice from the Chief Health Officer, NSW Health recommends the following measures for singing and chanting.

- A small group of up to 5 people may sing together in a large well-ventilated (preferably outdoor) area if:
  - all singers face forwards and not towards each other
  - have physical distancing of 1.5 metres between each other and any other performers, and 5 metres from all other people including the audience and conductor.

Ensembles and other musical groups should rehearse and perform outdoors or in large, well-ventilated indoor spaces

### Details

#### Name of place of worship

North Ryde Community (Uniting) Church

#### Location (town, suburb or postcode)

North Ryde NSW 2113

If your place of worship has multiple premises, complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location.

#### Plan completed by (Full name)

Howard Clark

#### Email address

chair@nrcc.unitingchurch.org.au

## Requirements for business

### Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Advertising and instruction for unwell staff and congregants (or those in quarantine or recent contact with a sick person or attended 'hot spots' see <https://www.nsw.gov.au/covid-19/latest-news-and-updates#self-isolate-and-get-tested-immediately-if-youve-been-to-these-locations>) to NOT attend. Instructions presented in Weekly Contact and by notice at the church. Greeters asked to reinforce entry rules.

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

Information on testing, physical distancing and personal cleaning be presented in the Weekly Contact and by physical notice on-site and instruction from the pulpit.

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

Staff (Admin Assistant) has been informed of his leave entitlement. Staff and volunteers involved in the service understand their requirements regarding illness or requirements to self-isolate.

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

Conditions of entry will be displayed on website and venue entry.

Conditions include; 100 people max (further limited by 1 person/4 sqm) use of sanitiser on entry and leaving and physical distancing at 1.5m

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

Online services will be continued to be offered for any and all

Ensure COVID-19 Safety Plans are in place, where relevant, for community centres and halls (if hiring out premises).

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

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

COVID-19 Safety Plans are in place, where relevant, for hall hirers and Weddings and Funerals beyond the service component.

### Physical distancing

Capacity at a place of public worship must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit in places of worship.

Greeters keep a Register of people attending and a count (including all staff and volunteers) and close entry once site limit has been reached. **Church/Orana Room combined limit for congregants at NRCC is 46 people**

If a place of public worship has more than one building on the premises, each building can have up to 100 persons (or 150 for a wedding), or the number of persons that is equivalent to one person per 4 square metres of space (whichever is the lesser), provided that each building has:

- a separate ingress/egress to the outdoors

- no contact between congregants or staff across these buildings
- a separate COVID-19 Safety Plan for each building.

Hirers keep a Register of people attending and a count (including all staff and volunteers) and close entry once site limit (<50) has been reached.

**Main Hall limit at NRCC is 25 people**

**Winston Hall limit at NRCC is 11 people**

Wedding services in a place of public worship have a maximum capacity of 150 people, or one guest per 4 square metres, whichever is the lesser. Bookings for weddings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

Wedding services at NRCC will be allowed 46 congregant/guests (limit for Church/Orana Room combined space)

Funeral services held in places of worship have a maximum capacity of 100 people, or one guest per 4 square metres, whichever is the lesser.

Funeral services at NRCC will be allowed 46 congregant/mourners (limit for Church/Orana Room combined space)

Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.

In accordance with advice from the Chief Health Officer, fewer than 5 people will sing together in NRCC and all singers face forwards and not towards each other have physical distancing of 1.5 m between each other and any other performers, and 5 m from all other people including the congregation/audience and conductor.

Ensembles and other musical groups are strongly recommended to rehearse and perform outdoors or in large, well-ventilated indoor spaces

Move or remove tables and seating as required, where possible. Members of the same household do not need to physically distance.

Move/remove/barricade seating as required, signs encourage distancing

Hymn books and other material have been removed from pews

Reduce crowding wherever possible and promote physical distancing.

Crowding reduced by utilising the whole space and discouraging conversation and not offering refreshment.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face masks if practical.

One member of staff on site in office. Volunteers physically distance in the grounds and non-office other buildings

Use telephone or video for essential meetings where practical.

Online meetings will be continued to be offered for any and all occasions

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

No deliveries during worship services.

Contactless delivery and invoicing during office working week.

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.

Strategies include; No refreshments to be served as part of the service. Informal gatherings (greetings/conversations) in Orana Room or service to be kept to minimal times. Participants reminded of the 1.5m distancing requirement.

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.

Public transport to/from worship is responsibility of attendee.

Attendees travelling by car and sharing with non-family members should observe physical distancing as much as possible.

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.

Inform volunteer drivers to observe physical distancing rules and not overload their vehicle.

Hard surfaces should be wiped with appropriate disinfectant before/after transporting attendees.

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.

Our Congregation does not currently offer any programs not outside formal worship

Encourage congregants to wear a mask during attendance at places of worship. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks..

Mask use is recommended as an addition to physical distancing

## Hygiene and cleaning

Adopt good hand hygiene practices.

Hand washing facilities are available and hand sanitiser will be available on entry. Hand washing/sanitising will be required of all attendees.

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

Toilets (M/F/D) are regularly checked to make sure soap and paper towels are fully stocked prior to worship.

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.

All rituals have been modified to maintain physical distancing. For online services, communion elements provided by communicants for self-consumption. Hand shaking or other close contact behaviour is not carried out at all.

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 hymn books are used; there will be no singing. No refreshments are offered. No passing of an offering plate. Collection is recommended to be on-line or accepted as a retiring offering.

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.

Cleaning requirements observed. Hard surfaces (pew edges/door handles etc) disinfected prior to and after service. Disinfectant wipes are available for congregants' use.

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

Directions for use of commercial products to be observed by professional cleaners and congregants use commercial sanitiser materials

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

Staff and volunteers are reminded by signs to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. Staff and volunteers to observe hand washing before and after service. Use of hand sanitiser encouraged at any time during the service.

## Record Keeping

Keep a record of name and contact number 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. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Greeters to maintain a register of attendance or Service NSW e-Check in. Privacy requirements to be maintained and such records to be kept secure in the office and will be destroyed after 28 days.

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

This is the COVID Safety Plan for NRCC and NRCC has been registered with NSW Health

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

Staff have been made aware of the COVID Safe app and its benefits to support contact tracing if required.

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