

# > HELPING BUSINESS GET BACK TO WORK



29 March 2021

## COVID-19 Safety Plan

### Places of worship and religious gatherings

**Effective 29 March 2021**

#### 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 to your premises, briefly describe why.

Once you complete the COVID-19 Safety Plan, a confirmation email will be sent to you with a copy of your plan attached as a PDF.

To complete the COVID-19 Safety Plan offline, print a blank copy of the form using the print button.

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

#### 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](mailto:chair@nrcc.unitingchurch.org.au)

## Requirements for business

### Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

- Agree
- Not applicable

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

- Agree
- Not applicable

Display conditions of entry including requirements to stay away if unwell and record keeping.

- Agree
- Not applicable

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.

- Agree
- Not applicable

### Physical distancing

Capacity must not exceed the greater of one person per 2 square metres of space in the premises, or 25 persons.

- Agree
- Not applicable

Support 1.5m physical distancing where possible.

- Agree
- Not applicable

Avoid congestion of people in specific areas where possible.

- Agree
- Not applicable

Consider having strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.

- Agree
- Not applicable

## Hygiene and cleaning

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

- Agree
- Not applicable

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

- Agree
- Not applicable

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.

- Agree
- Not applicable

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).

- Agree
- Not applicable

## 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.

- Agree
- Not applicable

Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

- Agree
- Not applicable

Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

- Agree
- Not applicable

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

## How many people are allowed?

Full details are provided in the physical distancing section of the COVID-19 Safety Plan.

<b>Services at a place of public worship</b>	<b>Maximum capacity summary</b>
Services and singing indoors at places of worship	Capacity must not exceed the greater of one person per 2 square metres of space in the premises.

## NRCC Church Areas for COVID Determination

Room/Space	size (m x m)	area m <sup>2</sup>	2m <sup>2</sup> rule
Orana Room	10 x 6	60	30
Church	20 x 8.5	170	85
Orana/Church Connect		230	115
Main Hall	9.7 x 10.6 + 3.6 x 6.8	124	62
Winston Hall		45	25
Paddock (Outdoors)		1000	500

We are members of the Uniting Church and acknowledge the Wallumattagul, the original inhabitants of the Ryde area.

Copyright © 2021