

8 November 2021

COVID-19 Safety Plan

Effective 8 November 2021

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
- ventilation
- hygiene and cleaning
- record keeping.

Each requirement must be addressed in each section by briefly telling us how you will put these practices into place.

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

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.

North Ryde NSW 2113

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.

- **Agree** and will do this by

Posting exclusion notices in the Weekly Contact, on the doors of the church and training greeters.

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

- **Agree** and will do this by

Reminding staff and by notices in the Weekly Contact, on the doors of the church and training greeters.

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

- **Agree** and will do this by

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

Physical distancing

Capacity must not exceed one person per 2 square metres of space of the premises.

- **Agree** and will do this by

Measuring the space and limiting congregants/participants.

Ensure 1.5m physical distancing where possible, including: at points of mixing or queuing between seated groups between staff.

- **Agree** and will do this by

Ensuring by reminder the 1.5m physical distancing where possible, including and especially: at points of ingress and egress and between groups in church

Avoid congestion of people in specific areas where possible.

• **Agree and will do this by**

Having the QR code outside to reduce internal queue and by marshalling people through ingress and egress processes with and prior to and after services and activities.

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

• **Agree and will do this by**

Encouraging congregants to not congregate at egress doors and pinch points.

Singing and dancing by unvaccinated congregants is not allowed in indoor areas (excluding a performer who is performing or rehearsing; or person who is instructing or being instructed in singing or dancing; or at a wedding service or gathering after a wedding service).

• **Agree and will do this by**

Not allowing singing or dancing by unvaccinated congregants. Only vaccinated performers will be allowed.

Ventilation

Review the 'COVID-19 guidance on ventilation' <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

• **Agree and will do this by**

Opening windows and doors to encourage cross ventilation and only using our well-maintained air-conditioning if required.

Use outdoor settings wherever possible.

• **Agree and will do this by**

Using our outdoor garden/paddock settings wherever possible.

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

• **Agree and will do this by**

Opening windows and doors to encourage cross ventilation wherever possible.

In indoor areas, 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 and will do this by

Opening windows and doors to encourage cross ventilation wherever possible.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree and will do this by

Ensuring mechanical ventilation systems are regularly maintained.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree and will do this by

Considered consulting relevant experts.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree and will do this by

All staff, volunteers and congregants wearing masks except when actually speaking from the front or singing in the choir.

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

Agree and will do this by

Have hand sanitiser at key points around the venue.

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

Agree and will do this by

Ensuring bathrooms are well stocked with hand soap and paper towels.

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 and will do this by**

Professional cleaning is engaged and frequently touched areas and surfaces are cleaned when used/required.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

- **Agree and will do this by**

NRCC is registered as COVID Safe and has the NSW Government QR Code for electronic record keeping

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

- **Agree and will do this by**

Greeters supervising QR code check in processes. For services, one entry point is used

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

- **Agree and will do this by**

Admin Assistant proving a 'roll' for non-QR Code check-in.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree and will do this by

All hirers are required to have their own COVID Safe Plan and may check in with their own Services NSW QR Code or the Church QR Code.

Non-formal worship activities follow this COVID Safe Plan and NRCC QR Code

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

Agree

How many people are allowed?

Church Areas for COVID Determination

Room/Space	size (m x m)	area m ²	4m ² rule	2m ² rule
Orana Room	10 x 6	60	15	30
Church	20 x 8.5	170	42	85
Orana/Church			57	115
Main Hall	9.7 x 10.6	100	25	50
Stage	3.6 x 6.8	24	6	12
Whole Hall			31	62
Winston Hall		45	11	23
Paddock Total (Outdoors)		700	180	360

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

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