

# > HELPING BUSINESS GET BACK TO WORK



17 December 2021

## COVID-19 Safety Plan

Effective 15 December 2021

### Places of worship

<https://www.nsw.gov.au/covid-19/business/safety-plans/places-of-worship-covid-19-safety-plan>

**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: [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** 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.

Places of worship can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

- **Agree** and will do this by: Supporting and encouraging vaccinations

## Physical distancing

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

- **Agree** and will do this by: Remind about 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 pinch points.

## 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 when possible 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 where 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

Places of worship can require staff, volunteers and visitors to wear face masks in line with their face mask policy.

- **Agree** and will do this by: Encouraging all staff, volunteers and congregants to wear masks.

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

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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: Engaging Professional cleaning. Surfaces are cleaned after use as required.

## Record keeping

Places of public worship must take reasonable steps to ensure that staff, volunteers and visitors check-in using the NSW Government QR code system when they enter the premises.

- **Agree** and will do this by: NRCC is registered as COVID Safe and has the NSW Government QR Code for electronic record keeping

Processes should 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.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

- **Agree** and will do this by: Following the Protocols on the Website <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> including; Telling the worker who has tested positive for COVID-19 to return home directly and follow the advice from NSW Health. <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-confirmed.aspx> and ensure the safety of the workplace and workers, for example by arranging for professional cleaning and disinfecting all areas used by the person who tested positive for COVID-19. Notify SafeWork NSW on 131050. Assess how much contact other workers had with the person who tested positive for COVID-19, while that person was infectious in the workplace. Use the Contact Classification Tool, the contact risk assessment for general workplace settings and any industry-specific guidance to help with this assessment. (All available on <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> for more information.

- **Agree** and will do this by: Following the advice on <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>

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

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