

> HELPING BUSINESS GET BACK TO WORK



30 June 2020

COVID-19 Safety Plan

Effective 1 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

BUSINESS DETAILS	
Business name:	St Johns Anglican Church Gordon
Plan completed by:	Chris Russell
Approved by:	The Church wardens

> 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.	Declarations required in advance and whenever possible - nurse on duty at all services (Office Administrator)
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Sidespersons, Office staff and Church wardens briefed (Office Administrator)
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff aware; (Church wardens & Office Administrator)
Display conditions of entry (website, social media, venue entry).	protocols displayed in the Nathex and near the Hall (Office Administrator)

Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	On line service in place - vulnerable groups recommended not to attend in-person (Church wardens)
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Community centres and halls (if hiring out premises) Conference and function venues Restaurants and cafes. 	All hirers required to complete and register their COVID safety plan and submit to the Church Wardens in advance. (Church wardens & Office Administrator)

REQUIREMENTS	ACTIONS
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Physical distancing	
Capacity must not exceed one visitor per 4 square metres of space (excluding staff).	Church and Hall measured and assessed. (Church wardens & Office Administrator)
The maximum number of people who may attend a funeral is one person per 4 square metres. If the service is held at a place of public worship, it can have up to 50 attendees (without the 4 square metre rule) provided non-household contacts can maintain 1.5 metres of physical distance.	63 persons in the Nave of the Church @ 4sqm/person. (Church wardens & Office Administrator)
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	pews labelled and every second pew excluded; in line seating avoided (Office Administrator)
Reduce crowding wherever possible and promote physical distancing.	every second pew excluded; queueing for receipt of communion supervised and spaced by floor markings (Office Administrator)
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	All areas marked for 1.5m distancing; upper room (kitchen and morning tea) closed; external meeting area also marked for social distancing (Office Administrator)
Use telephone or video for essential meetings where practical.	on line service in place; Bible study via weekly ZOOM. (Church wardens & Office Administrator)
Review regular deliveries and request contactless delivery and invoicing where practical.	Office staff request contactless delivery where possible (Office Administrator)
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.	all areas marked for social distancing; sidespersons to supervise and ensure social distancing guidelines are followed. (Churchwardens & Office Administrator)
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

Physical distancing	
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	NA
High energy dance, as well as 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. Group singing or chanting is particularly high risk and so should continue to be avoided.	No community or choir singing or congregational responses in the liturgy; readings from >3m; all liturgy from the sanctuary; liturgical responses read on behalf of the congregation by the priest or Cantor in the sanctuary; (Church wardens, Acting Rector and Sanctuary Team)
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.	NA

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Sanitiser in place in the Narthex and for the priest and assistant in the sanctuary; Single point of entry to the service; Masks and gloves available in the Narthex on entry. (Office Administrator)
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Professional cleaners in use - all bathrooms checked weekly prior to the service. (Office Administrator)
Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	No distribution of wine during the Communion service; Bread is distributed using tongs by gloved and masked Ministry team. (Acting Rector and Sanctuary Team)
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 books or orders of service distributed on entry; Orders of service placed in the pew 3 days prior to the service and taken by attendees after the service; "Q Reader" code available on entry to allow order of service to be accessed on line. No collection taken during the service - all financial offertory via on-line EFT or by direct deposit at a bank (Church wardens)
Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Cleaned weekly prior to service; no other use of Church between services; If Funerals or Weddings held <3 days prior to the service - additional cleaning and sanitizing carried out. (Office Administrator)
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Available on entry and used by Cleaners. (Office Administrator)
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Sanctuary Team use gloves and masks during handling and distribution of bread and wine. (Acting Rector and Sanctuary Team)

REQUIREMENTS	ACTIONS
Record keeping	
<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>All attendees pre-registered and declarations made re risk. Declarations reconfirmed on entry. (Office Administrator)</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Signs displayed in the Narthex; (Office Administrator)</p>