

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	St Johns Anglican Church Gordon
Location (town, suburb or postcode)	Gordon 2072
Completed by	Meg McDonald (update of original plan dated 30/06/2020)
Email address	office@stjohnsgordon.org.au
Effective date	3 January 2021
Date completed	11 January 2021

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Declarations are required in advance of attendance and confirmed upon arrival. Entry is denied for any person with a temperature over 37.5C or who demonstrates cold or flu-like symptoms.

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

NSW COVID Safe posters are prominently displayed throughout the church buildings. Staff and volunteers have also been informed verbally and are periodically reminded.

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

This has been done.

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

Conditions of entry are on the website, at every physical entry; all congregants are informed by email on a weekly basis.

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

At least one service each Sunday is livestreamed and then maintained for subsequent viewing availability. Many congregants participate in this way. Sermons are transcribed and distributed by post and email.

Bible Study is held via video conference.

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.

Individuals and groups using the facility for non-religious service events or meetings are required to collect and track contact details via electronic methods. Church staff is available to assist when necessary, and periodically checks that this is done properly.

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

A separate COVID-19 Safety Plan for weddings has been developed and submitted. A COVID-19 Safety Plan for funerals will be developed and submitted when needed (when the next funeral is scheduled.)

Physical distancing

Capacity in regions outside of Greater Sydney must not exceed one visitor per 2 square metres of publicly accessible space. In Greater Sydney, capacity at a place of public worship or indoor religious gathering must not exceed 100 visitors, OR one visitor per 4 square metres of publicly accessible space, whichever is less. Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

All separate spaces have been measured and maximum capacity has been calculated. Capacity of one visitor per 4 square metres is clearly delineated and never exceeded. In the church itself, pews are clearly marked to maintain social distancing of 1.5 metres between individuals of different households.

In Greater Sydney, if a place of public worship has more than one building on the premises, each building can have up to 100 persons, OR one person per 4 square metres of publicly accessible space, whichever is less, 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.**

N/A: While there are separate ingress/egress points to the outdoors between the church sanctuary itself and the Hall/offices, activities are not scheduled for both parts of the facility at the same time.

Face masks must be worn by anyone 12 years and over in Greater Sydney, unless exempt.

The wearing of a face mask is a condition of entry for all individuals 12 years and over. Disposable masks are available for anyone who has forgotten their own. Entry would be denied to anyone refusing to wear a mask.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**

- **between seated groups**
- **between staff.**

In the church itself, pews are clearly marked to maintain social distancing of 1.5 metres between individuals of different households. The floors of hallways, entry ways, toilets, etc., are marked with red "X"s at 1.5 metres distance.

Ensure congregants remain seated throughout the service.

Congregants remain seated throughout the service, including during those times that they would normally stand. A new way to physically distribute communion has been developed that ensures no touch, maintains social distancing and there is no standing.

Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.

The floors of hallways, entry ways, toilets, etc., are marked with red "X"s at 1.5 metres distance.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

Staff have separate offices and maintain 1.5 physical distancing.

Use telephone or video for essential meetings where practical.

Formally scheduled meetings are held via video conference and/phone.

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

Deliveries are dropped off without contact and invoices are sent via email.

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.

There is no physical greeting or farewelling of congregants by the ministry team. Ushers are in place to remind departing congregants that they should not gather or bunch up inside.

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.

N/A

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.

N/A

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.

N/A

No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, congregants should not participate in singing or chanting. In outdoor areas, congregants 12 years and older should wear masks if singing or chanting.

There is one cantor who physically distances by more than 5 metres from other members of the ministry team and the congregation. Congregants are not allowed to sing, chant or pray verbally but must sit in silence.

Hygiene and cleaning

Adopt good hand hygiene practices.

This has been done. Handwashing posters are prominently displayed over the sinks. Hand sanitiser is available throughout the facility.

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

This has been done. Handwashing posters are prominently displayed over the sinks.

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.

Communion has been modified to ensure no touching of the wafers with bare hands. Distribution of the wine does not occur. The ministry team wears gloves and masks whenever they are in proximity to the wafers. The priest uses tongs to distribute individual wafers to congregants at their seats.

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.

Nothing is shared.

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.

This is done.

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

This is done.

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

This is done. Disposable gloves are provided.

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).

This is done as much as possible.

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. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Everyone who can use the Service NSW QR Code to check in is required to do so. Those who are not able to, for whatever reason, are tracked via Excel at the time of entry. Records are maintained for the required 28 days.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Attendance records of any non-congregants are deleted after 28 days (e.g., individuals who attend a wedding who are not member of the church). Records of attendance by church members are held securely and access to personal data is granted only to staff and clergy on an as-needed basis.

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

This has been done.

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

This has been done. Staff and volunteers are required to use the ServiceNSW app to track their attendance.

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

Yes