

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



## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	St Johns Anglican Church Gordon
Business location (town, suburb or postcode)	Gordon 2072
Completed by	Meg McDonald
Email address	<a href="mailto:office@stjohnsgordon.org.au">office@stjohnsgordon.org.au</a>
Effective date	2 August 2021
Date completed	15 August 2021

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### Wellbeing of staff and customers

**Exclude staff and congregants who are unwell from the premises.**

Agree

Yes

**Tell us how you will do this**

Minimal, essential staff are allowed on the premises, and remain separate except for Sunday livestreamed service. Staff who are feeling at all unwell are excluded. The rector ensures that no one shows any sign of illness, and would exclude anyone who did.

Congregants are not allowed to attend at this time.

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

**Agree**

Yes

**Tell us how you will do this**

Staff have already been instructed on the requirement to wear a mask at all times when indoors, provided with information on when and where to get tested, and reminded about physical distancing. They have been provided with information on cleaning and supplies are checked regularly by administrative staff.

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

**Agree**

Yes

**Tell us how you will do this**

Conditions of entry are posted at all entries. This includes instructions to stay home if unwell, the requirement to check in via QR code every time, and that records are kept for 28 days. Further, should the need arise, staff are instructed to cooperate fully with the Health department and contact tracers.

**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**

Yes

### **Tell us how you will do this**

There is no public access to the premises. Only staff are allowed.

### **Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

### **Tell us how you will do this**

All staff (and congregants) have been reminded, on numerous occasions, by phone, email and at the end of the Sunday service livestream, on the importance of getting vaccinated. Assistance in obtaining a vaccine (sign up, transport) have been offered. These reminders and offers of assistance will continue. Many of the community have already received one or both doses.

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## **Physical distancing**

**Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.**

**Agree**

Yes

### **Tell us how you will do this**

A maximum of five staff are allowed to attend church for purposes of livestreaming Sunday's service.

During the week, staff mainly work from home. When it is necessary to enter the premises, staff are expected to remain in their personal work space; they do not mingle in common areas, bathrooms, etc.

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**

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

**Agree**

Yes

**Tell us how you will do this**

Minimal staff are allowed at any time. A maximum of five attend for purposes of livestreaming Sunday's service; they maintain 1.5m physical distance and wear masks. (Two of the staff live in the same household which further restricts the possibility of infection across the five attendees.)

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

Minimal staff are allowed at any time. A maximum of five attend for purposes of livestreaming Sunday's service; they maintain 1.5m physical distance and wear masks. (Two of the staff live in the same household which further restricts the possibility of infection across the five attendees.)

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

**Agree**

Yes

**Tell us how you will do this**

Staff do not linger or mingle after the service, but leave immediately and individually. (Two individuals are members of the same household and travel together.)

**Singing by congregants is not allowed in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Congregants are not allowed to attend. Communal hymns have been removed from the service.

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**Hygiene and cleaning**

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

**Agree**

Yes

**Tell us how you will do this**

Individuals must wear a face mask to be allowed into the building. In the unlikely event that an exempt individual's attendance would be necessary, we would make special arrangements to segregate that person from others.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser is available throughout the facility, including in the sanctuary itself. Staff have been instructed to use this regularly, especially on entering and exiting the facility.

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

**Agree**

Yes

**Tell us how you will do this**

Staff and professional cleaners check the bathrooms and vestry sinks on a regular basis. Hand soap, paper towels and hand sanitiser are available at each sink.

**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**

Yes

**Tell us how you will do this**

Much of the facility is completely unused. Staff has been instructed on proper cleaning methods, and provided with supplies.

**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**

Yes

**Tell us how you will do this**

Windows are kept open whenever individuals are on site.

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**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**

Yes

**Tell us how you will do this**

This is done and will continue to be.

**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**

Yes

**Tell us how you will do this**

The rector will ensure that all have checked in using the QR Code for Sunday streaming services. During the week, the rector and/or administrative staff will perform this function. QR code check in posters are posted outside, at every entrance, within the office suite and in the church itself.

**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**

Yes

**Tell us how you will do this**

All staff are able to provide contact details using the QR code check in system. No others are allowed on the premises.

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

Yes