

> HELPING BUSINESS GET BACK TO WORK



23 July 2020

COVID-19 Safety Plan

Effective 24 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:	CARLTON-KOGARAH BAPTIST CHURCH
Plan completed by:	Ken Monro
Approved by:	Steve Tuck, Obi Thomas

> 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.	Staff and congregation will be reminded to stay home if they are unwell. Information in the church bulletin and posters in the building.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Information posters will be placed in the building and relevant information in the church bulletin.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Done
Display conditions of entry (website, social media, venue entry).	Conditions of entry will be communicated via email, WhatsApp and at the venue.

Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Online service will continue to be available to all who require it.
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) • Restaurants and cafes. • Weddings • Funerals 	Groups hiring the premises including the hall will need to complete their own safety plan.
REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.	Auditorium seating area 109m ² = 27 people Foyer area 34m ² = 8 people Stage 26m ² = 6 people
Group singing or chanting is particularly high risk and so should continue to be avoided.	No congregational singing. One or two solo singers on stage at least 3 metres from the congregation.
Wedding services can have a maximum capacity of 150 people, and funeral services can have a maximum capacity of 100 people. See the NSW Government website for wedding and funeral service COVID-19 Safety Plans.	Wedding or funeral services will be planned as required.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Pews have been distanced.
Reduce crowding wherever possible and promote physical distancing.	Congregation will be asked to spread out in the auditorium and not stay in the foyer area.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	Signs are in place advising 1.5 metres distancing (except for families living together)
Use telephone or video for essential meetings where practical.	Meetings will continue to be held via Zoom where practical.
Review regular deliveries and request contactless delivery and invoicing where practical.	No deliveries expected. Only essential mail will be handled.
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.	Attendees who use public transport will be asked to join the service via Zoom.

Physical distancing	
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.	Attendees who use public transport will be asked to join the service via Zoom.
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	No issues.
Solo 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.	Service will have 1 or 2 lead singers. No congregational singing. Song videos can be shown.
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.	Home school will need to conduct their events in accordance with School and premises hire guidelines, if events recommence.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Signs will be placed. Hand sanitiser is available. Kitchenette sink has hand soap and paper towels.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Hand soap and paper towels are available.
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.	No direct contact involved.
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 shared objects. Online offerings are encouraged. One person to collect cash offerings.
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.	Church interior will be cleaned regularly.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Appropriate disinfectant and cleaning sprays are available.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Disposable gloves are provided for use.

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>Names and mobile numbers or email addresses of all attendees will be recorded and kept for 4 weeks.</p>
<p>All places of worship must register their COVID-19 Safety Plan through nsw.gov.au.</p>	<p>COVID-19 Safety Plan is registered</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>COVIDSafe app is promoted via signs and information in the church bulletin</p>