# COVID-19

## > HELPING BUSINESS GET BACK TO WORK

**NSW GOVERNMENT**

# COVID-19 Safety Plan

## 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 or advice changes.

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:** |
| **Plan completed by:** |
| **Approved by:** |

## > 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. | |
| Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. | |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate. | |
| Display conditions of entry (website, social media, venue entry). | |
| Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years). | |

| REQUIREMENTS | ACTIONS |
|---|---|
| **Physical distancing** | |
| Capacity must not exceed 50 visitors for a religious service, 50 guests for a funeral service (excluding the persons involved in conducting the service), 20 guests for a wedding service (excluding the couple, the persons involved in conducting the service and the photographer and the videographer), or 50 visitors for private worship, to a maximum of one person per 4 square metres. | |
| Use signage to communicate the maximum safe capacity. | |
| Move or remove tables and seating as required. | |
| Reduce crowding wherever possible and promote physical distancing. | |
| Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.) | |
| Use telephone or video for essential meetings where practical. | |
| Review regular deliveries and request contactless delivery and invoicing where practical. | |
| Have strategies in place to manage gatherings that may occur immediately outside the premises. | |
| Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue. | |
| Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers. | |
| Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people. | |

| REQUIREMENTS | ACTIONS |
|---|---|
| **Hygiene and cleaning** | |
| Adopt good hand hygiene practices. | |
| Ensure bathrooms are well stocked with hand soap and paper towels. | |
| 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. | |
| Reduce objects that may be passed around such as books and collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these. | |
| Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. | |
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions. | |
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. | |

| REQUIREMENTS | ACTIONS |
|---|---|
| **Record keeping** | |
| 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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely. | |
| Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required. | |