



Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	Epping Presbyterian Church
Location (town, suburb or postcode)	9 Bridge St Epping NSW
Completed by	Ed Tsai
Email address	ed@eppingpresbyterian.org.au
Effective date	20 November 2020
Date completed	26 November 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Emails to staff and congregation advises those with symptoms to stay away. Signage displayed at all entrances.

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

Provide government guidelines on staying COVID safe at work.
<https://www.nsw.gov.au/covid-19/safe-workplaces/workers>

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

Staff leave entitlements are available from the church treasurer.

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

All relevant signage displayed at entrances to premises (capacity, social distancing, hygiene, health status) Conditions also available on church website.

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

For those not wishing to return to in-church services livestreaming of services is being implemented. The children's program is separate from the space used by those in high-risk categories.

Ensure COVID-19 Safety Plans are in place, where relevant, for community centres and halls (if hiring out premises).

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

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

Copies of the Safety Plan will be made available to out-of-church groups.

Physical distancing

Capacity at a place of public worship or religious gathering must not exceed 300 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit.

Capacity at an outdoor religious service must not exceed the lesser of 500 people, or one person per 2 square metres if seating is assigned or 1 person per 4 square metres if seating is within allocated seated areas.

Signs showing the maximum capacity of each room/space as per current regulations are displayed at the relevant entrances and doors. Total capacity of the whole church is limited to 300 through the Sunday service attendance registration system.

If a place of public worship has more than one building on the premises, each building can have up to 300 persons (or 150 for a wedding), or the number of persons that is equivalent to one person per 4 square metres of space (whichever is the lesser), 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.**

An outdoor religious service at a place of public worship must not start or end at the same time as another religious gathering in another separate area at the place to prevent mingling between groups.

No outdoor services are planned.

Wedding services in a place of public worship have a maximum capacity of 150 people, or one guest per 4 square metres, whichever is the lesser. Bookings for weddings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

Maximum number of people attending a funeral or wedding will be 62 due to the church building's 4 sq metre limit.

Funeral services held in places of worship have a maximum capacity of 100 people, or one guest per 4 square metres, whichever is the lesser.

Maximum number of people attending a funeral or wedding will be 62 due to the church building's 4 sq metre limit.

Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.

No congregational singing at services until further notice. Live music participants will be separated from congregants by a minimum of 5 metres.

Where possible, ensure congregants comply with 1.5 metres physical distance, such as by moving or removing tables and seating as required, or marking out grassed areas for outdoor religious services. Members of the same household do not need to physically distance.

In the church, every second pew closed off with signage. In the hall, number of chairs match the maximum capacity for the room/space. Excess tables and chairs have been stored elsewhere.

For outdoor religious services, ensure congregants remain seated throughout the service.

No outdoor services are planned.

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

1.5m signage displayed at entrances. No queuing is occurring as most people are pre-registered for church services.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Staff has been advised to maintain 1.5m physical distancing and face masks are available for everyone on-site.

Use telephone or video for essential meetings where practical.

Online meetings are current practice.

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

Deliveries to be left in the hall foyer where practical.

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.

Congregants are encouraged to leave after the service and not mingle. Ministers will not

be greeting congregants as they arrive or depart from the service.

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.

Congregants are encouraged to leave after the service and not mingle. Ministers will not be greeting congregants as they arrive or depart from the service.

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.

Staff and leaders to maintain 1.5m distance from each other and children / youth where practical. Children / youth to sanitise their hands on entry and as required. Room capacity will adhere to the 4 sq metre limit.

Encourage congregants to wear a mask during attendance at places of worship. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.

Electronic communication to congregants about wear of mask. Greeters to encourage congregants about wear masks on arrival if asked.

Hygiene and cleaning

Adopt good hand hygiene practices.

All persons entering the premises must sanitise their hands. Sanitising stations and signage are located at all entrances.

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

Soap and paper towels monitored and stocked by the office.

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.

The serving of Communion modified to single-use and single-touch communion cups. Congregants sanitise their hand on arrival with dispensers provided at entrances.

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.

Congregational bibles and hymn books have been removed from the church. Congregants are encouraged to bring their own bibles. Bible readings will be displayed on the overhead screens. No collection plates will be used. A free will offering box is located in the church and hall.

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.

All areas used for church services and Sunday School will be thoroughly cleaned with disinfectant immediately after the meeting, as per the cleaning procedure. The church office to be cleaned regularly during the day (depending on visitors). The staff offices to be cleaned at least once a day.

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

We are using an approved disinfectant, Viraclean, which is provided in spray bottles in the cleaning kits.

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

Cleaning kits are provided to all staff and volunteers cleaning the premises after meetings. Kits include spray disinfectant, cloths, gloves and masks. Cleaning procedure

documented and provided - wearing of gloves and masks are required.

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).

Windows will be opened where possible and if appropriate.

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.

1. Service attendees are encouraged to register online.
 2. Other people must text their details to the specific mobile number displayed on the premises. Manual recording also available.
 3. Until further notice no third party users have access to hiring the premises.
- All details are stored electronically for a minimum of 28 days. This is managed by the church office

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.

Records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely.

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

The church's COVID-19 Safety Plan has been registered with nsw.gov.au

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

Staff are aware of the COVIDsafe app.

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

Yes