

**> 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	Epping Presbyterian Church
Location (town, suburb or postcode)	Epping, NSW 2121
Completed by	Ed Tsai
Email address	office@eppingpresbyterian.org.au
Effective date	21 December 2020
Date completed	22 December 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 highrisk categories.

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.

Two separate contact details capture system in use - one for church services in the church building and the hall, and one for all facilities at other times in all locations.

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

A separate COVID Safety Plan for booked events (as required) will be made available at the time of booking.

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 300 visitors, OR one visitor per 4 square metres of publicly accessible space, whichever is less. The density limit does not apply if there are 25 visitors or less at the premises. 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.

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.

In Greater Sydney, if a place of public worship has more than one building on the premises, each building can have up to 300 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.**

{Empty}

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, 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.

1.5m signage displayed at entrances. No queuing is occurring as most people are preregistered

for church services and attendance number remain subdued.

Ensure congregants remain seated throughout the service.

Congregants remain seated throughout the service.

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 preregistered 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. Most arrive by private transport.

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, especially if there will be singing or chanting. 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.

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.

Performers standing at prescribed safe distances and congregants are asked not to sing.

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, and gloves. Cleaning procedure documented and 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).

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](https://www.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