

**> 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	St Andrews Wahroonga
Location (town, suburb or postcode)	Wahroonga
Completed by	Sarah Hunziker
Email address	office@standrewswahroonga.org
Effective date	12 February 2021
Date completed	15 February 2021

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

We have communicated that any unwell people should not attend our premises or services via signage, emails, social media and our website.

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

We have spoken with all staff

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

All staff have been made aware and are updated each month via their pay slips

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

Our conditions of entry are on signage, social media and our website. These include: must check in via Service NSW QR Code, not to enter if they have any COVID 19 Symptoms, and use hand sanitiser upon entry.

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

A livestream is provided of at least one service each Sunday.

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.

At each point of entry we ask people to register electronically via the Service NSW QR Code. If they are unable or have issue we have someone there to assist them.

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

As Weddings and Funerals are occasional services we review restrictions at the time of booking and prepare a safety plan in accordance.

Physical distancing

Capacity must not exceed one visitor per 2 square metres of publicly accessible space. Children count towards the capacity limit.

Our church can seat 136 (gallery included), Foyer 92, Hall 92, West Room 26, East Room 32 and meeting room 10 based on the 1 person per 2 Square Meter rule.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Where possible our staff and ushers ensure 1.5m physical distancing at points of entry , toilets, exit and collecting children; between seated groups and staff.

Ensure congregants remain seated throughout the service, where reasonably practical.

We verbally remind all that they are required to remain seated during the service.

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

We use safety cones where there are times people may need to queue (ie entering the building).

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

Staff are reminded of this

Use telephone or video for essential meetings where practical.

We livestream services and have meetings over zoom where practical.

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

All deliveries are contactless where possible.

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.

We have stopped any touching and ask people to depart at the conclusion of 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.

Most people walk or drive their own vehicle to our church, so not required.

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.

We ask anyone who is using a courtesy vehicle to be vigilant. We do not provide this service.

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.

Our leaders are kept up to date with the details and requirements for their programs.

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.

Our band is not larger than 5 members and there is no singing for indoor events. If we do hold a service outside then we will ensure that those singing do wear a mask.

Hygiene and cleaning

Adopt good hand hygiene practices.

We ask all people entering our premises to use hand sanitiser.

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

Our bathrooms are cleaned and checked prior to each service.

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.

Communion is served in pre-filled individual serves which are handed out on entering the premises.

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.

All shared objects have been removed.

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.

Prior to each service a full clean of all surfaces is conducted by the welcoming/Cleaning team.

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

A cleaning checklist and instructions are provided on the cleaning station for those rostered to this job.

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

This instruction is on our instruction sheet.

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).

All windows are kept open and fans circulating in the church, the air conditioning is run in the hall when in use.

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.

We were using our own QR code for entry to premises, but moved to the Service NSW Code from 3rd January for ease of contact tracing. Anyone who has difficulty using the QR code will be provided with assistance by a greeter.

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.

All data previously collected was placed into a separate folder in our database. Using the Service NSW app will ensure that we don't keep separate records.

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

This is an updated plan and we are registered.

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

All staff have been made aware.

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

Yes