

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Funerals, memorial services and wakes

#### Business details

Business name	St Andrews Anglican Church
Business location (town, suburb or postcode)	Wahroonga
Completed by	Sarah Hunziker
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Effective date	29 January 2021
Date completed	2 February 2021

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#### Wellbeing of staff and attendees

**Ensure attendees are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.**

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

**Consider reminding attendees that it's important they don't attend if they are feeling unwell and encourage them to get tested.**

We verbally remind people at the start of the service as well as on our signage.

**If an attendee has symptoms and asks if they should attend, encourage them to see their GP or attend a local COVID clinic. If they are tested for COVID-19 they must isolate until they get a negative result.**

We verbally remind people at the start of the service as well as on our signage.

**Think about ways in which attendees can be involved through a video broadcast or live stream, if they can't attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.**

We offer a live stream of services to families when planning a funeral service.

**If you are aware of attendees that are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity, consider offering an online service.**

We offer a live stream of services to families when planning a funeral service.

**If you intend to serve alcohol at the wake or service, consider ways to ensure there is responsible use, such as limiting bar tabs or drinks packages. In indoor areas, alcohol should only be consumed by seated patrons.**

We do not host refreshments after the service.

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## **Physical distancing**

Capacity in regions outside of Greater Sydney must not exceed one attendee per 2 square metres of publicly accessible space. In Greater Sydney, capacity must not exceed 300 attendees, OR the number of people allowed by the square metre rule applicable to the premises at which the event is being held, whichever is less.

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.*

Our church can seat 68 (gallery included), Foyer 46, Hall 46, West Room 12, East Room 15 and meeting room 5 based on the 1 person per 4 Square Meter rule.

**In Greater Sydney face masks must be worn by public facing staff in hospitality venues, and by public facing staff and anyone older than 12 years in indoor areas at a place of worship, unless exempt.**

We supply masks face to anyone who doesn't have one and request that they wear it whilst on our site.

**Consider seating guests from the same household next to each other, to make it easier to fit everyone safely together.**

We have ushers who ensure we comply with physical distancing requirements.

**Remind participants of the importance of physical distancing before, during and after the funeral or memorial service. Whilst it is a very natural instinct to hold or hug each other when grieving, this is where COVID-19 can spread easily. Consider alternative ways people could offer condolences that don't involve close contact, such as through a condolence book or recorded messages.**

Our minister gives instructions as to how the service will run at the beginning and reminds them at the end of physical distancing.

**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, audience members should not participate in singing or chanting. In outdoor areas, audience members older than 12 years should wear masks if singing or chanting.**

Our band is not larger than 5 members and there is no singing for indoor events.

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## **Hygiene and cleaning**

**Consider alternatives to cash donation collections, such as online donations or**

## **electronic funds transfers.**

We do not take a cash collection during services.

**Think about how other hygiene risks can be minimised, such as not sharing food or cigarettes/e-cigarettes and making sure people can remember which glassware is theirs.**

We do not host any refreshments.

**If you would like a condolence book, consider asking guests to bring their own pen, or have a plan to clean any shared pens and the area around the book in-between guests signing. Consider alternatives like a digital condolence book that can be filled in from home.**

Our funeral directors take care of this and have new pens for each guest to use.

**Consider alternatives to books, booklets, or other shared objects used during the service.**

We have an order of service which is the only shared item handed out at the commencement of the service.

**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 are opened and our fan is running to maximise airflow.

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, guests and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an

authorised officer.

*Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

All check in is via the Service NSW QR code - anyone unable to check in this way is helped by an usher to check in.

**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)**

We only use the service NSW QR code for funeral services.

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

Yes