

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

Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	St Andrew's Anglican Church, Wahroonga
Location (town, suburb or postcode)	Wahroonga 2076
Completed by	Andrew Rees
Email address	office@standys.org.au
Effective date	22 October 2020
Date completed	6 November 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Staff and Congregation have been advised of this requirement, via the website, email, and signage throughout the premises.

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

Staff have been advised.

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

Staff have been advised.

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

Physical and digital signage is in place.

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

Provision of livestream services are in place.

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.

Rental of facilities is currently on hold due to our building project. Weddings - our first one will be in December and we are currently monitoring NSW Health requirements and will prepare a safety plan in accordance with the current requirements closer to the event. We have a Funeral safety plan in place dated July 28th 2020 - this will be reviewed if we have a funeral booked.

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.

The overall capacity of the buildings on our site is 260. The church has a capacity of 68, Vestry 1 4, Vestry 2 3, toilet 1, foyer 46, Ministry Hub 4, Kitchen 7, Toilets Male 2, Female 2, Disabled 2, Small Hall (East Room) 16, Stage in East Room 6, Meeting Room 5, Memorial Hall 46, West Room 12, Upstairs office 20, Upstairs Meeting 1 - 6, Upstairs Meeting 2 - 10.

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.

Our overall capacity on site is 260 as listed above and this plan covers our whole site.

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.

We have a wedding booked for December - with guest numbers being below our maximum of 150. A wedding safety plan will be completed closer to the event, taking into consideration the latest health requirements.

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.

Our funeral plan in place is dated July 28th 2020 and will be reviewed when we have another funeral.

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

Our bands are aware of the requirements and will always be less than 5 singers at a time. We continue to monitor each week for changes to requirements.

Move or remove tables and seating as required, where possible. Members of the same household do not need to physically distance.

We have moved excess furniture to comply.

Reduce crowding wherever possible and promote physical distancing.

Each event on site has a plan thought through as to people movement and location. The leader promotes physical distancing and fellowship is encouraged by staying seated or moving to outside physically distanced seating.

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 are cautious of these requirements and ensuring that they meet in a COVID safe manner.

Use telephone or video for essential meetings where practical.

Meetings that can be conducted via zoom are done so where practical.

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

Most deliveries are contactless

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 greeters who ensure that contact details are collected, people sanitise hands on entry, are seated physically distanced quickly and and at the conclusion stay seated to fellowship or move quickly outside to gather in the garden where we have physically distanced seating. We encourage people to not mingle and depart quickly as part of our announcements.

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.

To be communicated at registration - most people do however drive themselves or walk to church.

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.

To be communicated at registration

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 youth programs ensure they meet NSW government regulations for schools.

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.

We continue to encourage the wearing of masks and have them available for people to wear on arrival if they do not have their own.

Hygiene and cleaning

Adopt good hand hygiene practices.

Sanitiser stations are positioned throughout the premises and sign posted for easy identification.

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

Completed prior to each service/meeting

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.

Sanitiser stations are positioned throughout the premises and when we have communion as part of a service we place portioned sealed serves at each seat using gloves prior to the service commencing.

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.

We have removed all shared items and frequently sanitise the building prior to each service.

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.

30 minutes prior to each service we have a team who sanitise all surfaces that are touched.

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

Instructions for cleaning procedure and how to use are clearly provided at the cleaning station.

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

All people are asked to wear gloves and use fresh cloths when cleaning the building.

Record keeping

Keep a record of name and contact number for all staff, volunteers, visitors and contractors for a period of at least 28 days. For households, one contact is sufficient to support contact tracing. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

All people who enter our building are checked into our database and logged against the event to which they are attending. This data collection is a permanent record. We are

looking into using a self registration QR code for adults.

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

This is a replacement COVID Safety Plan and we are already registered as an organisation.

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