

> HELPING BUSINESS GET BACK TO WORK



30 May 2020

COVID-19 Safety Plan

Places of worship

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your congregants.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your congregants that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	Mount Colah Uniting Church
Plan completed by:	Alison McMurtrie/Jo Tulett/Nich Cole
Approved by:	Church Council

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and congregants	
Exclude staff and congregants who are unwell from the premises	Tell congregants that they should stay home if they have even mild cold-like symptoms or respiratory illness. An information email will be sent out and message reinforced weekly by email/phone.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning	Council members have accessed the information live Zoom webinars provided by Presbytery. This took the form of Q and A and followed the distribution of government information via email. Access to ongoing Presbytery advice is available.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Only one paid staff member.
Display conditions of entry (website, social media, venue entry).	Conditions of entry will be emailed to congregants prior to resuming face to face church. A link to this document from the website will be available.
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	We are already doing this and will continue to do so.

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed 50 visitors for a religious service, 50 guests for a funeral service (excluding the persons involved in conducting the service), 20 guests for a wedding service (excluding the couple, the persons involved in conducting the service and the photographer and the videographer), or 50 visitors for private worship, to a maximum of one person per 4 square metres.	Seating arrangements will be made for a total of 50 congregants with physical distancing. As our average attendance is under this number, no other action to control numbers is needed.
Use signage to communicate the maximum safe capacity.	As our numbers are relatively small, we can easily adhere to the social distancing rules. We are fortunate to have a large space for worship.

Move or remove tables and seating as required.	See above.
Reduce crowding wherever possible and promote physical distancing.	See above.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)	During morning tea people will be encouraged to use the courtyard and garden, weather permitting. If indoors, people will be encouraged to stand 1.5m apart and no seating will be provided except for anyone who is physically frail. Time for socializing will be limited to leave enough time for cleaning between services.
Use telephone or video for essential meetings where practical.	We are doing this already. Make sure that people are aware that this will continue post-Covid.
Review regular deliveries and request contactless delivery and invoicing where practical.	No deliveries made to church apart from mail.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	For any major gathering there will be a Covid Safe plan formulated and submitted to Church Council for approval. Plan includes sign in sheets, provision hand sanitizer and antiseptic wipes, cleaning done after event, social distancing recommendations made clear to participants. Food available in suitable format eg individual serves For minor gathering, social distancing recommendations made clear to participants. People encouraged to BYO food and drink. At morning tea people will be encouraged to move out from the foyer (where morning tea held) into the courtyard and garden where social distancing is very easy. Church foyer is very large anyway. Signage will be put up in foyer as a reminder to maintain social distance. Elders will remind people verbally to maintain social distancing.
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	1 person comes by public transport. 1 elderly person is given a lift (public transport not suitable for her). Will ensure person travelling on public transport washes hands on arrival at church. He comes to church service very early when there are few people on the bus.
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	Some members of our congregation need to be picked up. They should be made aware of the risk and choose whether they want to come to church. The trips are usually just a couple of minutes as everybody lives locally. Avoid any physical contact in the vehicle and keep sanitizer handy.
Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people	We will abide by the current Government recommendations for singing. The music team will observe social distancing. Encourage musicians to bring own instruments. The piano/organ will need to be wiped down after the service.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	We will have hand sanitizer at the entrance to the church and at other key points in the church. Notices will be displayed to remind people to observe the Covid safe rules.
Ensure bathrooms are well stocked with hand soap and paper towels.	We will clean the bathrooms after the service and keep sanitizer handy. We will use paper towels.
Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	We will not pass the peace with handshaking. We will ensure that communion glasses are spaced out a bit more. Bread will be served in cubes.
Reduce objects that may be passed around such as books and 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 will not be handing out any material such as bibles, children's activity bags and we will not be passing around the collection plate. Those counting money will be asked to sanitize their hands before and after or wear gloves. People will be asked to bring their own mugs for morning tea or use the disposable cups provided.
Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	We will wipe down all surfaces immediately after the service (door handles, tables, taps etc)
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	We will use good quality cleaning products.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves will be provided for serving tea, cleaning and at other times when necessary. Individual wrapped serves of biscuits provided.

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>We will record the names and details of all attendees at the service, both regulars and visitors. The records will be stored in a safe but accessible way.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required</p>	<p>This will be done via an email which will be sent out with other details about Covid practices.</p>