

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

## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	Mt Colah Uniting Church
Business location (town, suburb or postcode)	569 Pacific Highway Mount Colah NSW 2079
Completed by	Joanne TULETT
Email address	<a href="mailto:jotulett@gmail.com">jotulett@gmail.com</a>
Effective date	11 October 2021
Date completed	14 October 2021

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### Wellbeing of staff and customers

**Exclude staff and congregants who are unwell from the premises.**

Agree

Yes

**Tell us how you will do this**

In weekly announcements in prerecorded and live services advise people who are unwell to please stay home

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

Yes

**Tell us how you will do this**

One staff member who is fully vaccinated and completely up to date with current Covid advice/practice including mask wearing, physical distancing and cleaning

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**  
Agree

Yes

**Tell us how you will do this**

Sheets on entrance doors advising requirements of entry. Congregation members will be made aware of requirements before return to face-to-face worship, by announcements in newsletter which is distributed to all members and by announcement in current pre-recorded weekly service. Service NSW QR code to be used. For those with no device, manual record of attendance will be maintained.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to**

**enter the premises.**

**Agree**

Yes

**Tell us how you will do this**

Returning to worship and other on site events will only take place after 80% NSW vaccinated

**People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.**

**Note: This does not apply to a person aged under 16 who is on the premises to carry out work.**

**Agree**

Yes

**Tell us how you will do this**

No congregation members are aged under 16. If a person under 16 attends it is assumed they would be attending with a person from their household - we would ask if that person is fully vaccinated. The most common occasion would be a baptism and at the baptismal interview the minister would advise of the need for attending adults to be fully vaccinated. Congregation members bringing grandchildren are always in attendance with them.

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## **Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Agree**

Yes

### **Tell us how you will do this**

Chairs will be put out according to the 4sqm rule. 2 people from the same household may sit together.

### **Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Agree**

Yes

### **Tell us how you will do this**

Remind people to keep distance when queuing at morning tea and to preferably consume morning tea outside. Not applicable for staff as only 1 staff member.

### **Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

### **Tell us how you will do this**

Remind people to keep distance when queuing at morning tea and to preferably consume morning tea outside.

### **Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.**

**Agree**

Yes

### **Tell us how you will do this**

Remind people to keep distance when queuing at morning tea and to preferably

consume morning tea outside. People usually stagger exit times from worship area so this means there is not a crowd exiting.

**Choirs at a place of worship or in a religious service must not exceed 10 persons. All members of the choir must be fully vaccinated or have a medical exemption.**

**Singing and dancing by congregants is not allowed in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Minister will announce this at beginning of each service and it will be put in church notices on screen which are displayed at beginning of service.

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

**Tell us how you will do this**

This website has been read.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Encourage people to consume morning tea outside. Events which can be held outside

or inside will be held outside

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

We have good ventilation with large areas of louvred windows at each side of the church and doors which can be opened at the back of the worship area, so there is good airflow through the worship area. There are also multiple doors leading to external outdoor courtyard in entry area to church which also allow good airflow. These will be left open.

**In indoor areas, 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).**

**Agree**

Yes

**Tell us how you will do this**

No air conditioning. Fans will not be used. Cross ventilation by natural air flow.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Not applicable as we do not have air conditioning.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

## **Agree**

Yes

### **Tell us how you will do this**

Not necessary as we have good ventilation with large areas of louvred windows at each side of the church and doors which can be opened at the back of the worship area, so there is good airflow through the worship area. There are also multiple doors leading to external outdoor courtyard in entry area to church which also allow good airflow. These will be left open.

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## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

### **Agree**

Yes

### **Tell us how you will do this**

Congregation members will be reminded on entry to church and will be reminded in announcements.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

### **Agree**

Yes

### **Tell us how you will do this**

There are existing signs encouraging hand washing. Hand sanitiser will be available at multiple points including entry to the church. Disposable gloves will be available for people using sound desk and serving morning tea

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

**Agree**

Yes

**Tell us how you will do this**

One person is currently responsible for bathroom supplies; paper towel dispensers have been installed to be used instead of hand dryers.

**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.**

**Agree**

Yes

**Tell us how you will do this**

A person is rostered to clean frequently touched areas with appropriate disinfectant after each church service. Third party users will also clean after their use of the premises.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.**

**Agree**

Yes

**Tell us how you will do this**

NSW Government QR code is located at a variety of places near church entry.



**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

Agree

Yes

**Tell us how you will do this**

NSW Government QR code is located at a variety of places near church entry. Dedicated Covid marshall will check people have checked in.

**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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

Agree

Yes

**Tell us how you will do this**

A dedicated Covid marshall will record manually the details of those people without suitable device.

These can be entered into a spreadsheet and supplied on request.

**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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

Agree

Yes

**Tell us how you will do this**

Our church council has requested copies of Covid plans from all users of our facilities.

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

Yes