

> HELPING BUSINESS GET BACK TO WORK



26 October 2021

COVID-19 Safety Plan

Effective 26 October 2021

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 and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

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: LIVING HOPE FOR THE NATIONS ICC (Using Hall at Belfield Uniting Church)

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> 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.	Staff and parishioners advised accordingly. If unwell they will be prayed for maintaining the social distance of 1.5 and sent home.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	There are no permanent staff on premises. Advice has been provided to parishioners where to get tested, what the physical distancing is (1.5m) and cleaning procedures. Free Sanitizers provided on church premises.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	There are no staff entitled to such entitlements.
Display conditions of entry (website, social media, venue entry).	Conditions of entry to be displayed on website, social media (Facebook) and on venue entry.

Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Alternative arrangements as required are provided to the over 70 years of age. They have the opportunity to assist services from home if they so wish.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Community centres and halls (if hiring out premises) Restaurants and cafes Weddings Funerals. 	COVID-19 Safety Plans are in place on premises licensed to and used by the Living Hope for the Nations.

REQUIREMENTS	ACTIONS
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Physical distancing	
Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.	The size of the congregation is approximately 20 members. The rule of 1 person to 4 m ² is being complied with. The area of the chapel Hall and entry is 104 m ² . The chapel Hall will take 26 members. Any visitor or member above the 26 members cut off will be turned away from the premises.
Group singing or chanting is particularly high risk and so should continue to be avoided.	Group singing is avoided. 5 performers will sing with 1.5 metres between performers. 5 metres to be maintained between performers and audience. Music videos instead are played during service.
Wedding services can have a maximum capacity of 150 people, and funeral services can have a maximum capacity of 100 people. See the NSW Government website for wedding and funeral service COVID-19 Safety Plans.	Should a Wedding or Funeral be required the Uniting Church will be consulted and a new COVID plan formed for that event. The event will not be held without an approved plan.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Will be checked on site prior to every Sunday morning service
Reduce crowding wherever possible and promote physical distancing.	Physical distancing of 1.5 m to be complied with.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	There are no employed staff on premises on behalf of the Living Hope for the Nations. Physical distancing of 1.5 m will be complied with during all other church activities.
Use telephone or video for essential meetings where practical.	Weekly meetings are currently carried out on Zoom App.
Review regular deliveries and request contactless delivery and invoicing where practical.	There are no deliveries on Sunday mornings in relation to the activities carried out by the Living hope for the Nations fellowship.
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.	Gatherings manned by church personnel to ensure the appropriate physical distancing.

Physical distancing and Ventilation	
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.	Parishioners arrive to and leave the premises either by car or on foot.
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	Courtesy vehicles are not used by the fellowship.
Solo singing and wind instruments can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 5 metres distance from the audience.	There are no wind instruments used. No more than 5 performers singing with 1.5 metres between performers and a minimum of 5 m physical distance from the audience.
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. Staff should continue to maintain 1.5m physical distancing from students where practical.	There are no education programs conducted on the premises by the Living Hope for the Nations.
VENTILATION- The premises (Hall at Belfield Uniting Church) are fitted With HVAC.	The system is well maintained every 6 months and is operating correctly

REQUIREMENTS	ACTIONS
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Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitizers are provided on the premises. Masks are mandatory and are to be worn. Members and visitors will be directed to wear masks provided on the premises should the need arise. The exception to this is for clear communication, enunciation and to assist those hard of hearing. Examples of this would be the worship leader, preacher, and members reading the bible during the service.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Hand soap and paper towels are refreshed on a weekly basis and checked upon entry.
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.	Hand sanitizers provided on the premises for hand washing. Leaders will be required to use masks and plastic gloves whilst Administering communion.
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.	No books or drinking cups shared. Tithes/offerings generally are done electronically and on line. Collection bag still in use and handled by a single person. The person responsible for collecting the offering will be wearing a mask and disposable gloves. Gloves should be discarded after use. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and or collections and not shared between parishioners. Wash reusable gloves with detergent and water after use and leave to dry
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.	Chapel area/ entry and toilet area disinfected on times of use (Sunday mornings, before and after the service)

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Complied with. " Dettol Pine O clean " (Hospital grade) antibacterial disinfectant and " Glen 20 " (Hospital grade) spray disinfectant used.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Strictly being complied with during cleaning.

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. For households, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>A list of participants' names, date of attendance and mobile phone numbers will be recorded on a data sheet.</p> <p>All visitors / personnel on church business will be required to sign the attendance sheet on arrival located in Church foyer unless they registered using the QR code.</p> <p>The attendance record sheet(s) will be scanned within 4 hours by the church secretary and stored electronically.</p> <p>Members and visitors will be encouraged and required to register by scanning the LIVING HOPE FOR THE NATIONS QR CODE DISPLAYED ON THE PREMISES.</p>
<p>All places of worship must register their COVID-19 Safety Plan through nsw.gov.au.</p>	<p>COVID-19 Safety Plan registered through nsw.gov.au Registered Email: thefaz@optusnet.com.au</p> <p>(CASE NO. 1343 1766)</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Church Members are being made aware of the COVID Safe app and its benefits.</p>