

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



## Your COVID-19 Safety Plan

### Places of worship and religious gatherings

#### Details

Name of place of worship	St Andrews Anglican Church Roseville
Location (town, suburb or postcode)	Roseville
Completed by	Bettina Potent
Email address	<a href="mailto:office@standrews.net.au">office@standrews.net.au</a>
Effective date	21 December 2020
Date completed	21 December 2020

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### Wellbeing of staff and congregants

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

Clear signage at all entrances to premises and reinforcement via verbal and written messaging asking those displaying any kind of symptoms or feeling unwell to stay home, get tested and practice social isolation.

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

Staff team updated and reminded of testing, physical distancing, wearing of masks and cleaning protocols at weekly staff meetings and in between staff meetings as restrictions and recommendations change.

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

Staff have been encouraged to take time off if unwell or need to self-isolate while awaiting test results. Staff have been informed of sick leave entitlements.

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

Signs in place at all entrances to premises: Conditions of Entry, Symptom Checker, Social Distance protocol, QR check-in code, Hand Sanitising and COVID Safe Site.

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

Online services offered to all, both contemporary/family services and traditional services designed for church members at higher risk (eg. over 70 yrs)

**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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

Check-in systems in place cover those attending the church building and adjacent hall. This COVID Safe Plan applies site-wide.

**Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.**

All weddings and funerals must comply with the prescribed minimum requirements issued by NSW Health and required to submit a COVID Safe Plan prior to the event.

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## **Physical distancing**

Capacity in regions outside of Greater Sydney must not exceed one visitor per 2 square metres of publicly accessible space. In Greater Sydney, capacity at a place of public worship or indoor religious gathering must not exceed 300 visitors, OR one visitor per 4 square metres of publicly accessible space, whichever is less. The density limit does not apply if there are 25 visitors or less at the premises. 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.*

Physical distancing between households maintained in accord with prevailing NSW Health recommendations as a minimum.

In Greater Sydney, if a place of public worship has more than one building on the premises, each building can have up to 300 persons, OR one person per 4 square metres of publicly accessible space, whichever is less, 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.**

All services are on-line only from Sunday 20 December until restrictions ease. Based on 4 square metres, a maximum of 90 persons are permitted in the church building (excluding ministers & personnel required to manage the service).

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Physical distancing signage is installed at points of entrance and exit, toilets, etc.

**Ensure congregants remain seated throughout the service.**

Congregants are directed to do so and remain seated at all times by the appointed person leading the service (if meeting on-site).

**Reduce crowding wherever possible and promote physical distancing with markers**

**where people are asked to queue or stand.**

Implemented and monitored by staff and check-in teams.

**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 desks are positioned to allow for a minimum of 1.5 metres physical distance.

**Use telephone or video for essential meetings where practical.**

This is done as a regular practice as needed.

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

This is done as much as possible.

**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.**

When services are on-site all people are asked to not mingle after the service and move immediately off the property.

**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.**

Not applicable.

**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.**

Not applicable.

**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.**

Hygiene and physical distance protocols are followed in accord with NSW Health recommendations at minimum.

**Encourage congregants to wear a mask during attendance at places of worship, especially if there will be singing or chanting. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.**

Congregants have been encouraged to wear a mask during attendance  
Church staff model this practice by wearing masks while not leading or preaching (during which times they are well distanced from congregation).

**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, congregants should not participate in singing or chanting. In outdoor areas, congregants 12 years and older should wear masks if singing or chanting.**

Recommendations are being followed in accordance with advice from NSW Health.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Hand sanitiser is available at all entrances to the property and application is encouraged after contact with any common surface and at regular intervals throughout the day. All persons entering the site are asked to use hand sanitiser.

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

Checked daily by staff and/or cleaners.

**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.**

During COVID-19, when it has been possible to offer communion this has been done using pre-packed kits.

**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.**

Printed material and books are not available; bible readings, prayers, notices and lyrics are displayed on screens. Notices can be access via website, app and email communications.

**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.**

All hard and soft surfaces are cleaned after every church service and throughout the day in the office areas.

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

The required solutions are widely available around the property and in plentiful supply.

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

Staff have been asked to comply in this way.

**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).**

Natural ventilation is encouraged in all areas. New air-conditioning systems will be installed in January 2021.

## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

Service NSW App is mandatory for all people visiting the premises.

**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://nsw.gov.au).**

Implemented via Service NSW App.

**All places of worship must complete a COVID-19 Safety Plan and register themselves through [nsw.gov.au](https://nsw.gov.au).**

Completed on 23 July 2020.

Updated 21 December 2020.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Staff have been made aware and reminded at staff meetings.

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

Yes