

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	St Andrew's Anglican Church
Business location (town, suburb or postcode)	Roseville
Completed by	Bettina Potent on behalf of The Wardens
Email address	office@standrews.net.au
Effective date	11 September 2021
Date completed	4 October 2021

Wellbeing of staff and customers

Exclude staff and congregants who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Clear signage at all entrances to premises and reinforcement via verbal and written communications. Note in weekly news and on front page of website saying "If you are experiencing symptoms including fever, cough, sore throat, runny nose, loss of taste or

smell, shortness of breath or other known symptoms of COVID please join us via livestream on this link - tiny.cc/StAR-YT". We encourage you to 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.

Agree

Yes

Tell us how you will do this

Staff team are updated at staff meetings and via written reminders regarding testing, physical distancing, wearing of masks, sanitising and cleaning protocols as restrictions and recommendations change. Weekly reminders provided and refresher training for staff and volunteers in how to report COVID-19 exposure as per Sydney Anglican Diocese guidelines.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Signs are in place at all entrances to the church buildings and office areas. All attendance on site is recorded via QR code check-in.

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

Additional protocols are in place for children and youth activities on the site. Pilates classes that use the site provide individual COVID Safety Plans and operate with separate QR code check-in procedures.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All staff are double vaccinated. All volunteers will be asked to vaccinate as on-site ministry resumes.

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

The maximum capacity for each area on the site is displayed. The staff member coordinating the gathering is responsible for ensuring compliance. At outdoor queuing points signs and floor stickers encourage social distancing between groups.

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

A COVID Safety Officer is present at each church service to ensure social distancing and other safety protocols are observed. Physical distancing of 1.5m is achieved by increasing the space between chairs, ensuring sufficient distancing between households and ushering people to appropriate seating.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

COVID Safe spacing while queuing is managed by signage, staff and a team of appropriately briefed volunteers at entry/exit points. Staggered arrival and departure times are implemented if needed.

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

In accordance with prevailing restrictions, visitors are asked to move off the premises immediately following the service or ministry activity.

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

Agree

Yes

Tell us how you will do this

The church building is currently not open to members of the public and congregational singing or dancing is not permitted in accordance with the current NSW Government guidelines. Music is currently only pre-recorded as allowable under NSW Government guidelines.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on nsw.gov.au 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

Windows and doors are open as much as possible during services, ministry activities and in staff offices. Split system air-condition units that function via outside air intake are installed. Visitors are asked to not mingle and depart the site in accordance with prevailing regulations to minimise time spent indoors together. Face masks are mandatory indoors in accordance with prevailing regulations.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Outdoor settings are used whenever possible.

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

Agree

Yes

Tell us how you will do this

Staff are responsible for ensuring windows and doors are open before and during all services and ministry activities as far as safely possible.

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

Staff use all means possible to achieve maximum ventilation.

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

Split systems are maintained as required.

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

Under consideration.

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

Face masks are worn at all times by staff and visitors in accordance with prevailing regulations. Masks are available at every entrance point to the church buildings and offices.

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

Agree

Yes

Tell us how you will do this

Hand sanitiser is positioned at every entrance to the property and in all staff offices. Plentiful back-up supplies are available throughout the property.

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

Agree

Yes

Tell us how you will do this

Supplies are checked between ministry activities and plentiful back-up supplies are

maintained.

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

Cleaning of hard surfaces is undertaken after every ministry activity, approved surface sprays are applied between ministry activities and wiping of surfaces is carried out by staff and appointed volunteers.

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

QR code is liberally displayed at all entry points and check-in is mandatory. Any individual without a smartphone will be checked-in by a staff member or appointed volunteer using the 'Add Dependant' function in the Services NSW App.

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

Staff and/or trained volunteers at entry points are responsible for verifying correct check-in before a person is permitted to enter the site.

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

Back-up check-in forms are available at entry points in the event of the QR check-in system not functioning or if otherwise needed. These handwritten forms will be entered into a digital spreadsheet by a staff member, and saved where it can easily be accessed if required.

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

Yes