



**COVID – 19
SAFETY INFORMATION
& PLANS**



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> HELPING BUSINESS GET BACK TO WORK

16th September, 2020

COVID-19 Safety Plan

Effective 24 July 2020

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:

Plan completed by:

Approved by:

> 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.	
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	
Display conditions of entry (website, social media, 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).

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Community centres and halls (if hiring out premises)
- Restaurants and cafes.
- Weddings
- Funerals

REQUIREMENTS

ACTIONS

Physical distancing

Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.

Group singing or chanting is particularly high risk and so should continue to be avoided.

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.

Move or remove tables and seating as required, where possible.
Household or other close contacts do not need to physically distance.

Reduce crowding wherever possible and promote physical distancing.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

Use telephone or video for essential meetings where practical.

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

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.

Physical distancing	
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.	N/A
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	
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 3 metres 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.	

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	
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.	
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.	
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.	
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	

REQUIREMENTS	ACTIONS
<p>Record keeping</p> <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>All places of worship must register their COVID-19 Safety Plan through nsw.gov.au.</p> <p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	

Diocesan & Youthworks Recommendations & FAQs

Source: <https://sydneyanglicans.net/covidchurchworkerfaqs#YouthAndChildrensMinistry>

Can we recommence our Youth & Children's Ministry?

Yes. The following guidelines have been supplied by Youthworks.

Youth and children's gatherings can be run on church property in multiple groups of up to 100 people, allowing for at least 4m², from July 24. It is possible to run two or more gatherings of up to 100 in different buildings on your site. You would need to stay within the limits for each gathering, ensure the gatherings stay separated and keep separate attendance records for each gathering. For example, a youth group of 80 and a children's group of 50 can run concurrently in 2 distinct spaces, with staggered start and end times.

A maximum of 5 leaders/staff can be designated as 'staff' necessary for the conduct of, or assisting in the conduct of, the service. All other leaders required to meet the minimum ratios for children's and youth ministry must be included in the 100-person limit.

For multi-age gatherings where children and youth are present (e.g., regular Sunday services), young people aged 0-18 and their leaders are included in the 100 person limit unless their program is in a completely separate space for the entirety of the gathering (including morning tea).

Physical distancing and young people

All regular children's and youth ministries are considered education programs for physical distancing requirements. This includes creche, preschool groups, playgroups, children's groups, youth groups and small groups. Young people aged 0-18 do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff (leaders) should continue to maintain 1.5m physical distancing from students where practical.

For multi-age gatherings where children and youth are present Young people aged 0-18 must maintain the same 1.5m physical distancing as the adult members unless they are members of the same household.

Masks and young people

- Masks are not recommended/required for children, youth and leaders in age specific ministries. This follows the current advice for Government schools for mask use.
- Youth and children 12 years and above should wear masks when in the presence of adults in multi-age gatherings (e.g. whilst in a Church service). Children, youth and their leaders are not required to wear masks within their age-specific programs running alongside a multi-age gathering.

Further Advice:

All youth and children's gatherings should follow the COVID Safety Plan for places of worship and follow the guidelines below.

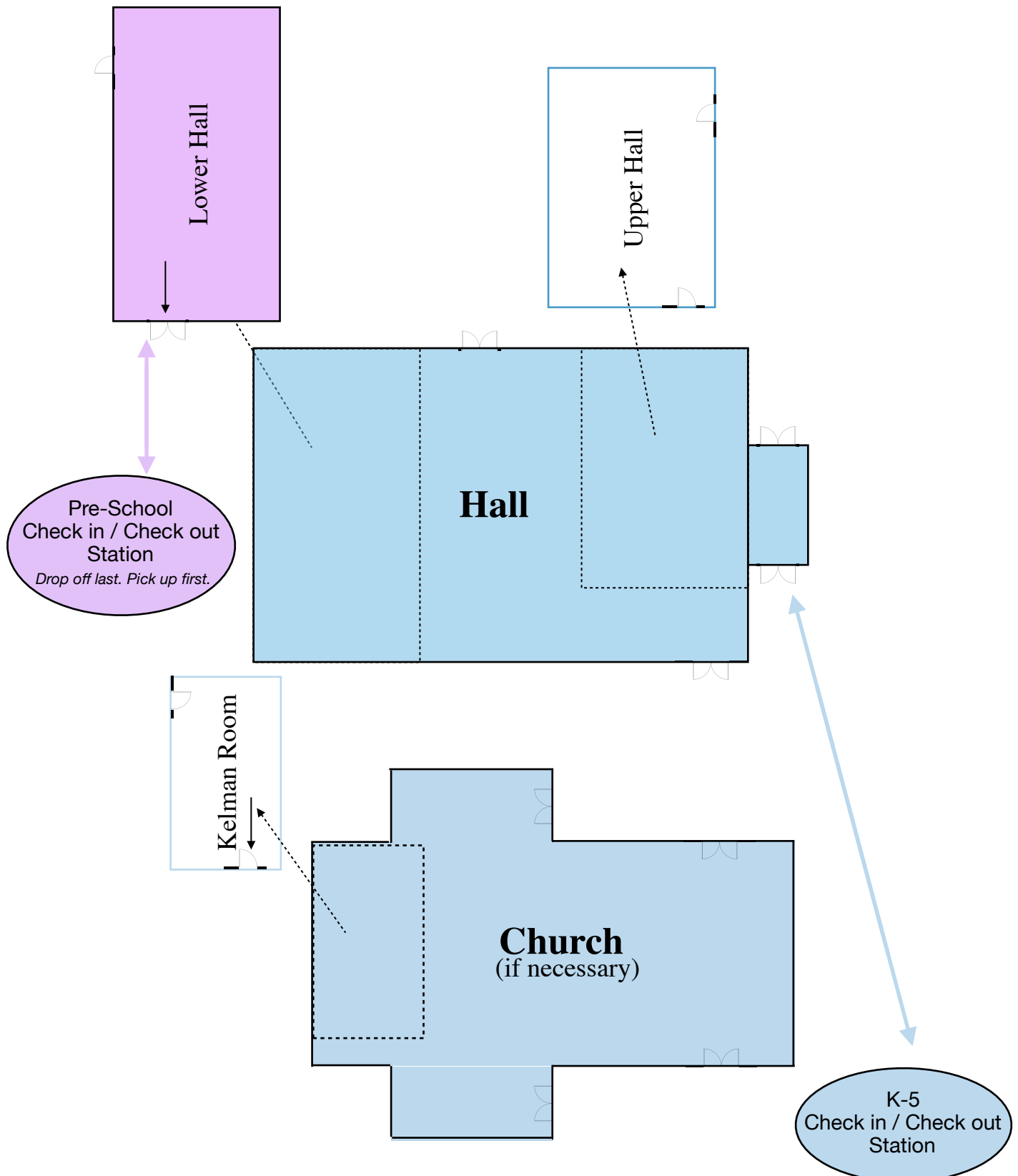
- Adopt good hygiene practices.
- Designate the internal and external spaces that each gathering will use.
- Record and store the contact details of those who attend.
- Clean the surfaces of the defined space after each gathering.
- Communicate the arrangements and guidelines with Parents/Caregivers.
- Set up spaces and activities that enable 1.5m physical distancing to occur between adults, and between children and adults. For example, games involving physical contact between adults and children should be avoided. Games involving physical contact between young people are allowed. Enforce 1.5m distancing for leaders' meetings.
- Implement drop-off and pick up procedures that minimise the opportunity for adults to congregate together.
- Wipe down all balls, equipment and toys used at the end of the gathering. You may choose to rotate equipment when running consecutive gatherings. Toys that cannot be cleaned and sanitized should not be used. (eg. Play-doh).
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Handouts and worksheets can be used. You may choose to have a set of Bibles for each youth/children's group.
- Restrict the swapping of phones and devices between all participants.
- Distribute food hygienically, maintaining social distancing.
- Congregational/group singing cannot take place in any form, for all ages, whether inside or outside. For live musical items, 1-2 singers are permitted, located 4 metres from anyone else.

All youth and children's gatherings should update their [Covid-19 Safety Plan](#).

PLAN A
100 or less people onsite

Key procedures:

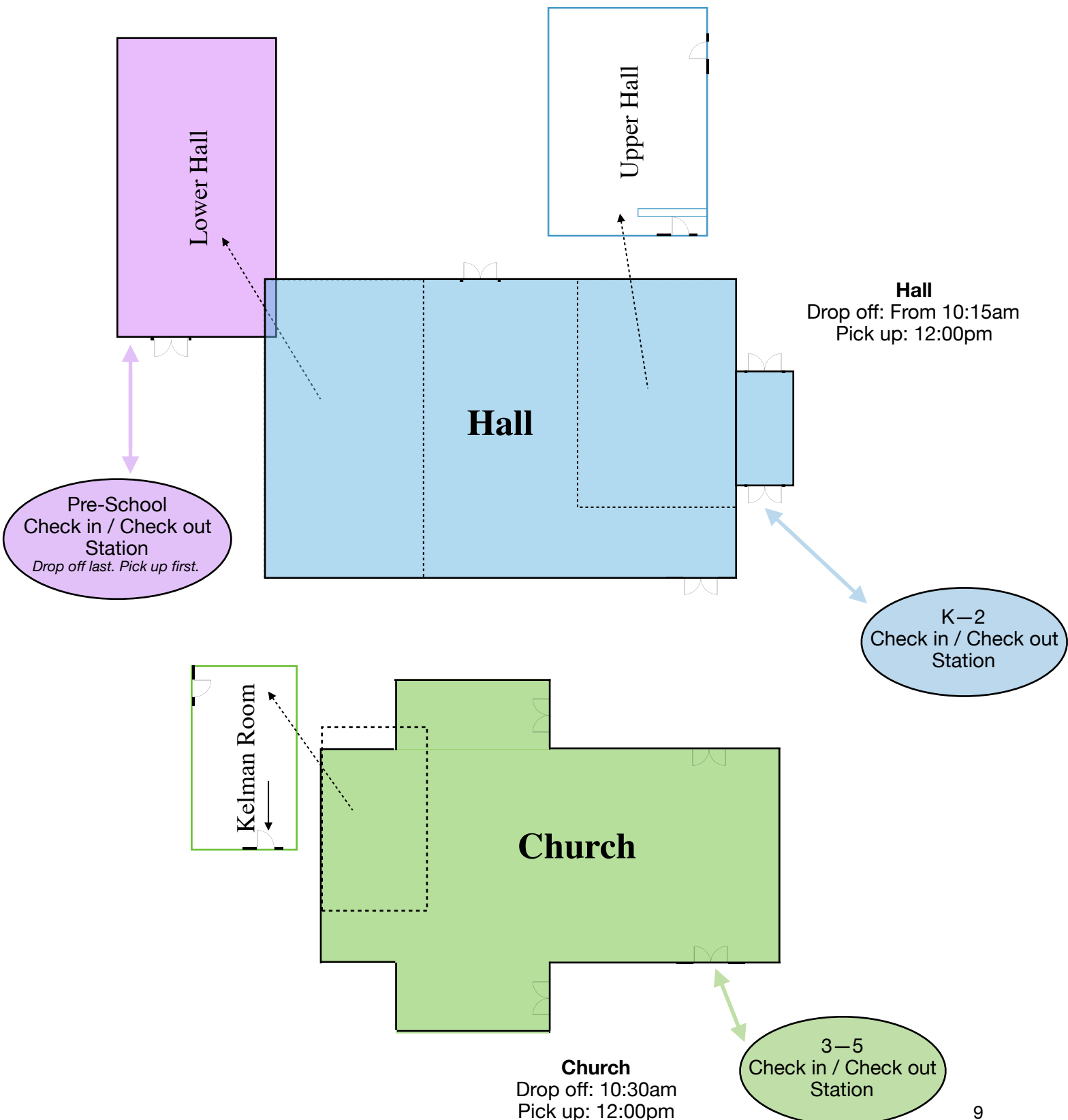
1. Separate check in for pre-school and primary aged kids
2. Using whole site as one building (kids and adults able to move between buildings)
3. Drop off from 10:15am. Please drop off older kids first.



PLAN B
Over 100 people onsite

Key procedures:

1. Separate check in for pre-school, infant and primary aged kids
2. Completely separate infant / primary programs
3. Staggered and separate drop off. 10:15 for hall spaces. 10:30 for church space.

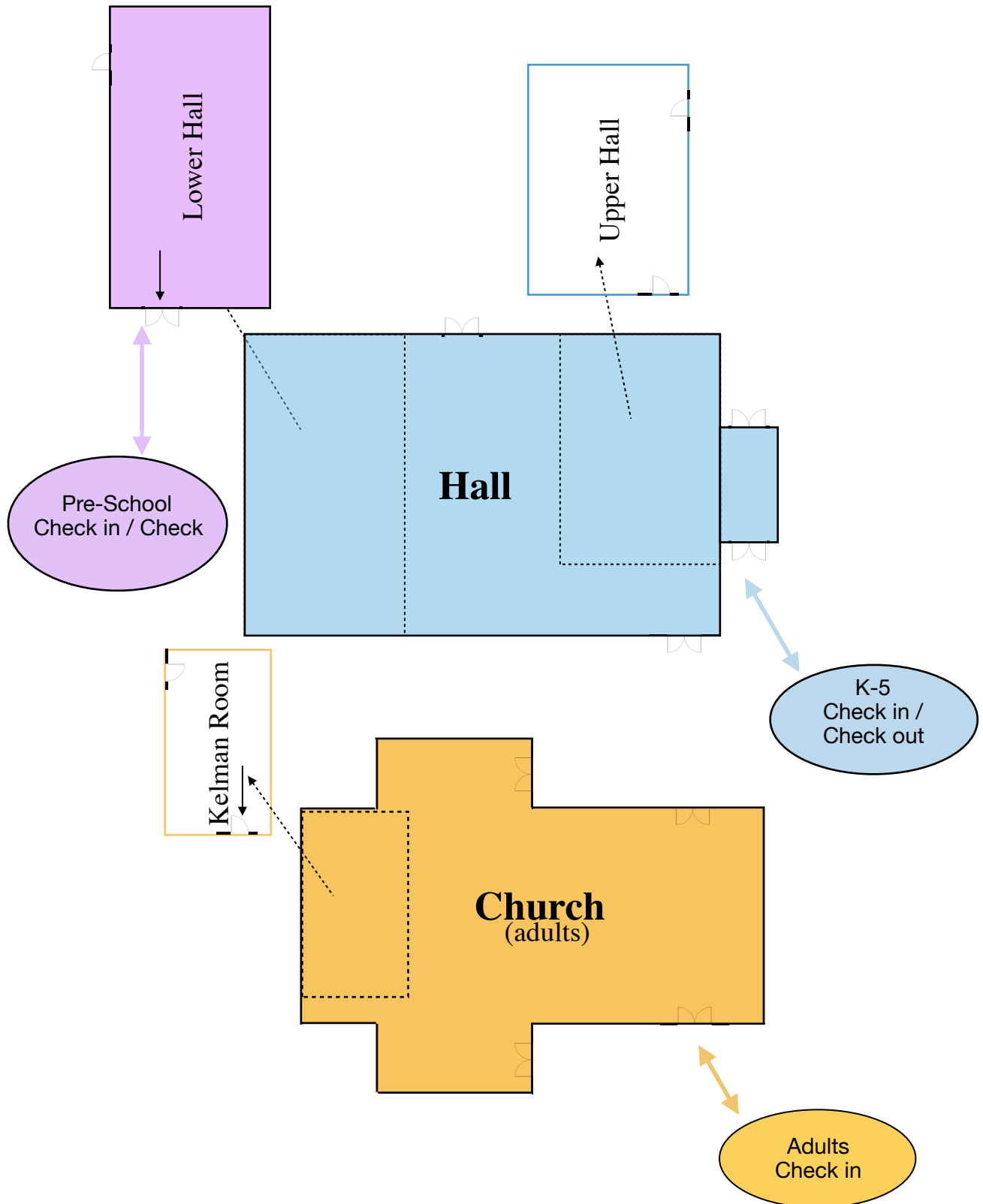


PLAN C

In the event of no 100 person cap and 2sqm rule we could run concurrent kids and adults services

Key procedures:

1. Separate check in for pre-school, primary kids and adults
2. Check in 10:15 for kids. Adults service starts at 10:30





End of Event Covid Safe Sign off St Andrew's, Roseville

Ministry: _____

Date: _____

Responsible person: _____ Phone: _____

Start Time: _____


End Time: _____

✓	Action	Comments
	All unnecessary furniture (tables, chairs, etc.) in each space removed	
	Signage was clear and visible	
	All attendees used hand sanitiser on entry, had their temperature checked and were registered as onsite.	
	Any attendee showing symptoms of Covid were required to leave	Was this necessary? Yes / No
	(For adults gathering) Masks were encouraged and worn	
	Attendees did not gather in group outside the building during or after the event.	
	All chairs used were sprayed	
	All surfaces wiped down	
	Bathrooms were restocked with soap and paper towel if necessary	Was this necessary? Yes / No
	Spray bottles were topped up if necessary	Was this necessary? Yes / No

Any additional comments:

Please turn over to sign off individual spaces.

Individual Spaces Sign Off

	Spaces for Cleaning	Did you use this space?	If so, who cleaned that space? Please sign.
	Hall	Yes/ No	
	Upper Hall	Yes/ No	
	Patio Room	Yes/ No	
	Stage	Yes/ No	
	Hall Bathrooms	Yes/ No	
	Kitchen	Yes/ No	
	Lower Hall	Yes/ No	
	Church	Yes/ No	
	Kelman Room	Yes/ No	
	Kelman Room Bathrooms	Yes/ No	

Person Responsible for event to sign off:

I declare that all relevant actions on the checklist have been carried out in relation to the event which I attended on the noted date and time.

Name: _____

Sign: _____

Date & Time: _____