

> HELPING BUSINESS GET BACK TO WORK

COVID-19 Safety Plan

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 or advice changes.

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	
Businessname:	Belrose Uniting Church Sunday Worship Services 9 am and 5.30 pm
Plan completed by:	Church Councilors Allison Pitt and Venessa Crane
Approved by:	Belrose Uniting Church Council on Thursday 25th June 2020

> 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	Visible signage attached to front door and glass windows along verandah warning <i>"DO NOT ENTER Belrose Uniting Church if you feeling unwell or are concerned about your health."</i> Also Safety Welcomers will ask church attendees as they enter if they are feeling unwell.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning	Provide written information or inform on COVID-19 about standard practices on COVID testing, implementing social distancing and cleaning protocols to Church Council, property committee, cleaning contractors and all those on the Safety task Force especially those rostered as Safety Welcomers and Safety Ushers.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Stress the importance to self isolate to our minster or his wife if they show cold or flu symptoms. Church Council will allow use of leave entitlements during that time until tested clear.
Display conditions of entry (website, social media, venue entry).	Display and explain conditions of entry to Belrose Uniting Church on website, at Belrose Unting Church premises, newsletter, street signage, Minister's address on social media, and in letter to all congregation members.
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Members unable to attend will be provided with weekly Church Notices and other relevant information.

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed 50 visitors for a religious service, 50 guests for a funeral service (excluding the persons involved in conducting the service), 20 guests for a wedding service (excluding the couple, the persons involved in conducting the service and the photographer and the videographer), or 50 visitors for private worship, to a maximum of one person per 4 square metres.	When negotiating with new hirers clearly communicate all COVID safety requirements, particularly maximum number of attendees allowed. Safety Welcomers to monitor the number of people attending church services which is not to exceed 50.
Use signage to communicate the maximum safe capacity.	Display visual signs that displays maximum numbers of people allowed to attend at safety welcome desk at each service. Use sticker signage on ground on verandah to indicate safe social distancing while waiting to enter church.
Move or remove tables and seating as required.	Arrange church pew seating to 1.5 metres apart to allow members of the congregation to worship safely. Kitchen and social area to be cordoned off.
Reduce crowding wherever possible and promote physical distancing.	Only have one door open at front door to enable accurate monitoring of numbers as attendees enter and exit. Safety Plan Action Team to be responsible for gently reminding people to socially distance before and after services.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)	N/A
Use telephone or video for essential meetings where practical.	Weekly update messages of safety protocols from Minster via social media for those still socially isolating. Suggest that Church council, finance and property, and other Committee meetings to be held via telephone and web conferencing.
Review regular deliveries and request contactless delivery and invoicing where practical.	N/A
Have strategies in place to manage gatherings that may occur immediately outside the premises.	In newsletters, website and signage at exit, remind people to maintain social distancing outside church building eg in the car park.
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	N/A
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	Try and keep maximum distance between driver and any passengers while driving. Encourage anyone transporting members to take precautions to minimise contact.
Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people	Congregation to be warned in advance of the reasons why there will be no singing via letter, social media and weekly newsletter. Solo singers to ensure that they maintain a distance of at least 3 metres.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitiser to be dispensed at Safety Welcome table. All surfaces that are likely to be handled such as pews, are to be santised after every use. Hymn books and Bibles to be removed. After service refreshments eg morning tea to be cancelled until further notice.
Ensure bathrooms are well stocked with hand soap and paper towels.	Safety Plan Action Team to oversee the cleaning and sanitizing of the bathroom, hygiene procedures and upkeep, in conjunction with the Contracted Cleaners
Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	During communion, continue practice with dispensing of the grape juice. Communion glasses to be collected by those wearing latex gloves on completion and disinfected afterwards. Bread is to be cut up before hand by someone using a mask and latex gloves Use of commercial wafers or crackers to be considered. During communion stewards to wear latex gloves and ensure no contact as wafer is dropped into congregations hands.
Reduce objects that may be passed around such as books and collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these	All church bibles and hymnals to be removed. Congregation encouraged in newsletters, letter and weekly updates from Minister to bring their own bible from home. Donations to be encouraged to be made as bank online direct deposits. A basket clearly with clear signage: 'OFFERINGS' at exit allowing no contact. Money to be handled by those wearing latex gloves.
Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Frequently touched areas and any toys to be disinfected after each service. All unwashable toys to be removed.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	Safety Plan Action Team and the Property Committee to liaise with the Contracted Cleaners to ensure that disinfectant solutions are maintained at an appropriate strength and used in accordance with the manufacturer's instructions.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff and those on Safety Plan Action Team are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

REQUIREMENTS	ACTIONS
Record keeping	
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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	Safety Welcomers to record on current church register as attendees enter and check current details are up to date. Ensure all visitors details are recorded. Attendance records kept in church office confidentially securely for 28 days to allow contact tracking.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required	Minister and volunteer workers are to be encouraged to use the COVIDSafe app to support contact tracing if required.