

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

Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	St Brigid's Church, Branxton
Location (town, suburb or postcode)	55 Station Street, Branxton
Completed by	Erica Janssen
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Effective date	22 October 2020
Date completed	28 October 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Anyone attending the church is asked to confirm that they are well and asked to stay home if they are unwell or showing any COVID-19 symptoms.

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

Signage has been placed on the church noticeboard regarding when to get tested, wearing masks.

Details about cleaning procedures have been given to church cleaners.

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

Staff have been given informed of entitlements and requirements.

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

Conditions of entry have been printed in our weekly bulletin. They are displayed on church noticeboards. They have been posted to Parish Facebook page and Parish website.

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

Mass is being live-streamed on Parish Facebook page for those who are homebound or unable to get to Mass.

Over 70's poster is on church noticeboard.

Ensure COVID-19 Safety Plans are in place, where relevant, for community centres and halls (if hiring out premises).

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

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

COVID-19 Safety Plan is on church noticeboard.

Physical distancing

Capacity at a place of public worship or religious gathering must not exceed 300 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit.

St Brigid's Church, Branxton has a of maximum 75 people, allowing for the 4 square metres per person.

If a place of public worship has more than one building on the premises, each

building can have up to 300 persons (or 150 for a wedding), or the number of persons that is equivalent to one person per 4 square metres of space (whichever is the lesser), 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.**

St Brigid's Church, Branxton has a of maximum 75 people, allowing for the 4 square metres per person.

Wedding services in a place of public worship have a maximum capacity of 150 people, or one guest per 4 square metres, whichever is the lesser. Bookings for weddings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

Couples to be married will be informed that St Brigid's Church, Branxton has a maximum of 75 people, allowing for the 4 square metres per person.

Funeral services held in places of worship have a maximum capacity of 100 people, or one guest per 4 square metres, whichever is the lesser.

Funeral directors will be informed that St Brigid's Church, Branxton has a maximum of 75 people, allowing for the 4 square metres per person.

Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.

In accordance with advice from the Chief Health Officer, NSW Health recommends the following measures for singing and chanting.

A small group of up to 5 people may sing together in a large well-ventilated (preferably outdoor) area if:

all singers face forwards and not towards each other

have physical distancing of 1.5 metres between each other and any other performers, and 5 metres from all other people including the audience and conductor.

Ensembles and other musical groups should rehearse and perform outdoors or in large, well-ventilated indoor spaces.

Congregants have been asked to refrain from singing during Mass.

Move or remove tables and seating as required, where possible. Members of the same

household do not need to physically distance.

Markers have been placed on pews to show attendees where they can sit allowing for 4 square metres per person.

Reduce crowding wherever possible and promote physical distancing.

Attendees are asked to maintain 1.5m of space when seated, when queueing for communion and before and after Mass in the church yard.

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/Volunteers are asked to maintain 1.5m physical distancing in all areas.

Use telephone or video for essential meetings where practical.

Telephone and zoom conferencing is being utilised by parish staff. Parish Committees have not commenced meeting face-to-face.

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

Deliveries to Parish Office are being left at the door. Ordering is completed online where 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.

Those attending Mass are asked to not congregate in the church yard after Mass or if they do they are asked to continue to maintain 1.5m physical distancing while leaving the church.

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 and encourage passengers to wear masks whilst in the vehicle.

N/A

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.

Children's Liturgy of the Word has been suspended.

Encourage congregants to wear a mask during attendance at places of worship. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.

Signage has been placed on the church noticeboard asking congregants to wear a mask while attending Mass.

Hygiene and cleaning

Adopt good hand hygiene practices.

Sanitiser is distributed as attendees enter the church. Signage promoting good hand hygiene is on church noticeboard and in Sacristy.

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

Bathrooms are stocked with antibacterial soap and hand towel.

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 sanitiser is used before and after the distribution of the host at communion. Attendees are asked to not shake hands during the sign of peace. The procession of

wine and hosts at the offertory has been suspended.

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.

Collection baskets are placed at the back of the church for attendees to place their donations in and not passed around the church. Attendees asked to not touch objects of worship within the church. Screens used for parts of the mass and hymns instead of books.

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 surfaces are wiped down after Mass and cleaners attend the church once a week for a full clean.

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

Cleaners instructed to use disinfectants as per the recommended usage on the product.

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

Gloves are provided for cleaners to use and they are directed to use them.

Record keeping

Keep a record of name and contact number 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. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact

details for each person is strongly encouraged.

Parish office provides record sheets for each Mass and these are returned to the office for filing for at least 28 days both in paper and soft copy forms in confidential files. A QR is available at the door of the church and inside for congregants to check in using the Services NSW app.

All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au.

St Brigid's Church, Branxton has been registered as a COVID Safe business and COVID-19 Safety Plan has been submitted.

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

Signage is placed on church noticeboard promoting COVIDSafe App. App is promoted in the weekly church bulletin and on Parish Facebook Page.

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

Yes