

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

## Your COVID-19 Safety Plan

### Places of worship and religious gatherings

#### Details

Name of place of worship	ST PATRICK'S CHURCH
Location (town, suburb or postcode)	SINGLETON
Completed by	ERICA JANSSEN
Email address	<u><a href="mailto:SINGLETON.BRANXTON@MN.CATHOLIC.ORG.AU">SINGLETON.BRANXTON@MN.CATHOLIC.ORG.AU</a></u>
Effective date	20 November 2020
Date completed	25 November 2020

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### 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, physical distancing requirements in the church and church yard, recommendation to wear a mask.

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.

Staff are required to stay home if showing symptoms and to be tested and cleared before returning to work.

### **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.

### **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](https://www.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 Plans is in place for weddings and funerals.

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## **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.

Capacity at an outdoor religious service must not exceed the lesser of 500 people, or one person per 2 square metres if seating is assigned or 1 person per 4 square metres if

seating is within allocated seated areas.

St Patrick's Church, Singleton has a maximum of 80 visitors to allow for the 4 square metres per person rule.

**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.

An outdoor religious service at a place of public worship must not start or end at the same time as another religious gathering in another separate area at the place to prevent mingling between groups.

St Patrick's Church only has one building on the premises and no outdoor places of public worship.

**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 are informed that St Patrick's Church, Singleton has a maximum of 80 visitors to allow for the 4 square metres per person rule.

**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 are informed that St Patrick's Church, Singleton has a maximum of 80 visitors to allow for the 4 square metres per person rule.

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

Congregants have been asked to refrain from singing.

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.

**Where possible, ensure congregants comply with 1.5 metres physical distance, such as by moving or removing tables and seating as required, or marking out grassed areas for outdoor religious services. 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.

**For outdoor religious services, ensure congregants remain seated throughout the service.**

Congregants will be provided with chairs or asked to bring their own chairs to remain seated.

**Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.**

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.**

Congregants are asked to leave as soon as possible after Mass or if they stay, 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.**

Congregants are encouraged to wear a mask when 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. Hymns and parts of the Mass are displayed on screens or if Mass cards are used they are sanitised before the next use.

### **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.

**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).**

Windows and doors are opened to allow for natural ventilation and fans are used within the church.

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## **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.**

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. QR Code is placed at the door and inside the church for congregants to check in using the GuestTrack system.

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

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 and are only used for the purpose of contact tracing.

QR Code is placed at the door and inside the church for congregants to check in using the GuestTrack system - records are only used for contract tracing.

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

St Patrick's Church, Singleton 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