

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



## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	St Brigid's Parish Branxton
Business location (town, suburb or postcode)	Branxton, NSW
Completed by	Erica Janssen
Email address	<a href="mailto:singleton.branxton@mn.catholic.org.au">singleton.branxton@mn.catholic.org.au</a>
Effective date	11 September 2021
Date completed	17 September 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**

Conditions of entry are posted on the bulletin board at the entry to the church. NSW Health signage about signs and symptoms is posted to the bulletin board at entry to church. When checking in congregants will be asked if they are well. If they are not, they

will be asked to leave. Parish website displays conditions of entry. Parish Facebook page displays conditions of entry.

**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 have been supplied with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

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

Agree

Yes

**Tell us how you will do this**

Conditions of entry are posted on the bulletin board at the entry to the church. NSW Health signage about signs and symptoms is posted to the bulletin board at entry to church. When checking in congregants will be asked if they are well. If they are not, they will be asked to leave. Parish website displays conditions of entry. Parish Facebook page displays conditions of entry.

**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**

Does not apply to the premises.

### **Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

### **Tell us how you will do this**

All staff are encouraged to access vaccinations.

---

## **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**

Signage is placed on the bulletin board at entry to church and within the church to state that 75 people are permitted within the space under the one person per 4 square metre rule.

### **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**

Signage has been placed on seats to show congregants where to sit to ensure 1.5m physical distancing.

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

Congregants are requested to not congregate in the entry ways and to maintain 1.5m physical distancing when queuing for communion.

**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**

Congregants are requested to not congregate in the church yard at the beginning or conclusion of church services.

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

**Agree**

Yes

**Tell us how you will do this**

No signing will be permitted by congregants.



## Ventilation

**Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://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**

'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://nsw.gov.au) has been reviewed and relevant measures will be employed.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

not applicable

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

**Agree**

Yes

**Tell us how you will do this**

Windows and doors will be kept open and fans will be turned on to improve ventilation within the church.

**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**

Air conditioning not installed in this premises.

Windows and doors will be kept open and fans will be turned on to improve ventilation within the church.

**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**

not applicable at this premises.

**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**

not applicable at this premises.

---

## **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**

All staff and congregants will be informed of the need to wear a face mask in the church. NSW Health signage regarding Masks will be placed on the door of the church.

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

**Agree**

Yes

**Tell us how you will do this**

NSW Health signage is on bulletin board at entry to church.  
Sanitiser is supplied at entry to church and within staff only areas of church.

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

**Agree**

Yes

**Tell us how you will do this**

Bathrooms are well stocked with soap and paper towels.

**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**

Frequently used indoor hard surfaces and frequently touched surfaces will be cleaned after each church service.

## 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**

NSW Government QR code system used to collect record of congregants. QR code displayed through out the premises to ensure congregants have checked-in.

**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**

Welcomers are placed at the entry to the church to ensure that congregants have checked in and must show the green tick to confirm.

**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**

Names of those not able to check-in electronically are kept for a period of 28 days by the Parish Office.

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

Yes