

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	St Patrick's Parish Singleton
Business location (town, suburb or postcode)	Glendonbrook 2330
Completed by	Erica Janssen
Email address	<u>singleton.branxton@mn.catholic.org.au</u>
Effective date	8 November 2021
Date completed	10 November 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 COVID-19 vaccination, 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 COVID-19 vaccination, 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.

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space 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 30 people are permitted within the space under the one person per 2 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 from those they don't live with.

Congregants are requested to maintain 1.5m physical distancing when queuing for communion

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Various points of check-in are available to avoid queuing in the church vestibule and foyer.

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. Signage is posted to remind congregants to maintain 1.5m physical distancing when gathering outside.

Singing and dancing by unvaccinated adults is not allowed in indoor areas (excluding a performer who is performing or rehearsing; a person who is instructing or being instructed in singing or dancing; or at a small funeral or memorial service or a small wedding service).

Agree

Yes

Tell us how you will do this

Congregants will be reminded that singing is not allowed. No lyrics to hymns will be available to prevent singing.

Choirs will have their vaccination status checked.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> 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

Indoor ventilation will be improved by opening doors and windows.

Fans are aiming continuously towards the floor.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not applicable at this site.

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 floor facing 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 at this site.

Windows and doors will be kept open and floor facing 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 site.

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.

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. No entry will be permitted to those not wearing a mask unless they have a medical exemption.

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.
Sanitizer 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. These are checked regularly.

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

Parish Representatives 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

Manual check-in registration sheets are available at each church service.

Names of those not able to check-in electronically are kept for a period of 28 days by the Parish Office with a scanned copy and details saved on an excel spreadsheet.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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

not applicable at this site.

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

Yes