

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

Your COVID-19 Safety Plan

Places of worship

Details

Name of place of worship	Church of God 7th Day Sydney Congregation
Location (town, suburb or postcode)	Auburn
Completed by	Hannah Klassek
Email address	hannah.klassek@gmail.com
Effective date	28 September 2020
Date completed	12 October 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

1. Measure temperature with thermometer upon arrival. Exclude entry for people with a temperature at or above 37.5 degrees celsius.
2. Ask people not to attend any meetings if they are feeling unwell.

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

Email a copy of this plan to all attendees in advance of group meetings and go through the plan on the first day with the opening address.

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

NA

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

Conditions of entry displayed on Church of God 7th Day website and at venue entry.

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

A livestream link will be emailed to all congregants as a remote attendance option.

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.

This Covid-19 Safety Plan is to be available at the meeting hall.

Physical distancing

Capacity at a place of public worship must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit in places of worship.

Auburn Centre for Community Main Hall = 112sqm and so has a maximum attendance of 28 people.

If a place of public worship has more than one building on the premises, each building can have up to 100 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.

Only one hall in use.

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.

NA

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.

NA

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

Hymns shall be audio tracks played and not for group singing.

Move or remove tables and seating as required, where possible. Members of the same household do not need to physically distance.

Set up tables and seating with appropriate social distancing spacing.

Reduce crowding wherever possible and promote physical distancing.

Provide X marks in tape in locations where queues may occur such as arrival at entry to the hall and afternoon tea.

Afternoon tea and meals to be sit down at tables.

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.

Spaced seating to be implemented for any shared sit down meals.

Use telephone or video for essential meetings where practical.

A livestream option will be made available for those who are unable to attend due to illness or other limitation.

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

Set up contactless communication with Auburn Centre for Community.

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.

Make announcement at services to maintain social distancing on public transport.

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.

Make announcement at services to maintain social distancing on public transport.

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.

Make an announcement at services to maintain social distancing in courtesy vehicles.

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.

NA

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.

Provide masks if attendees may want to wear one.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand cleanser to be available on entry and within the hall for services.

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

Notify staff that manage the hall if bathrooms are not well stocked with hand soap, paper towels or hand dryers.

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.

Provide hand sanitiser for use in services.

No communion practice to be observed during the services.

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.

Use disposable plates and utensils to avoid re-use. No idols, shrines or relics to be used.

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.

Assign a person for each day to the task of using disinfectant to clean hard surfaces (including children's play areas) several times per day.

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

Maintain disinfectant solutions at a concentration in accordance with the manufacturer's recommendations.

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

Person assigned to disinfectant cleaning to wear supplied latex gloves and wash hands

thoroughly before and after with soap and water.

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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Maintain an attendance register with name and phone number (per household) and hold for one month after completion of services.

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

Register this plan after approved.

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

Provide email to all attendees noting the COVIDSafe app and its benefits to support contact tracing if required.

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

Yes