

> HELPING BUSINESS GET BACK TO WORK



23 July 2020

COVID-19 Safety Plan

Effective 24 July 2020

Places of worship

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your congregants.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your congregants that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	Bankstown Community Church
Plan completed by:	Lily McAuley
Approved by:	BCC Elders

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and congregants	
Exclude staff and congregants who are unwell from the premises.	Congregants have been advised not to come to Church if unwell or displaying any symptoms.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	All Church volunteers have been informed and trained in line with BCC's safety plan.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	All our staff are volunteers and are not paid. Notwithstanding this, all volunteers are aware of their obligations and will not be allowed to enter the premises if they have any flu like symptoms.
Display conditions of entry (website, social media, venue entry).	All appropriate signage has been placed around the Church premises including but not limited to outside the premises, indoors, bathrooms and kitchen. Registration Form and Service Attendance Form also display the conditions of entry.

Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	The Church is conducting online services. The online services will continue even as we open the services to the public. The Church will also recommend that all people in high-risk categories remain at home.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> • Community centres and halls (if hiring out premises) • Restaurants and cafes. • Weddings • Funerals 	Not Applicable.

REQUIREMENTS	ACTIONS
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Physical distancing	
Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.	Registration is mandatory. Markings have been placed for entry and in the hall to keep to the 4 square metres of space.
Group singing or chanting is particularly high risk and so should continue to be avoided.	Congregational singing will be discouraged. However, all members will be encouraged to wear face masks.
Wedding services can have a maximum capacity of 150 people, and funeral services can have a maximum capacity of 100 people. See the NSW Government website for wedding and funeral service COVID-19 Safety Plans.	Not Applicable.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	All tables and non required seating have been removed from the Church premises and stored away.
Reduce crowding wherever possible and promote physical distancing.	Visible floor markings have been placed to promote physical distancing including entry into the Church premises.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	All volunteers will practice and implement 1.5 metres physical distancing where reasonably practical.
Use telephone or video for essential meetings where practical.	Online services will continue for all of our services.
Review regular deliveries and request contactless delivery and invoicing where practical.	Not Applicable.
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.	Not Applicable.

Physical distancing	
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.	Not Applicable.
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	Any courtesy vehicle driver is to wear a face mask to reduce the spread of any virus.
Solo singing and wind instruments can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience.	The Church music team is to practice social distancing on stage, including cleaning all instruments, microphones following the conclusion of the service. The music team is more than 3 metres from the audience.
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. Staff should continue to maintain 1.5m physical distancing from students where practical.	Sunday School to be cleaned on a regular basis. All Sunday School teachers will maintain a 1.5m social distancing from students where practical. In the event, many children attend, the children will be separated.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitisers have been placed around the Church premises. Signage placed to encourage good hand hygiene practices.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Bathrooms have been well stocked with hand soap and paper towels. Checked before and after each service.
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.	No communal items used. Disposable cups used for communion.
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.	Hymn/song books, Bibles and Welcome forms have been packed away. All songs will be electronically projected to avoid sharing of items. Attendees will be encouraged to bring their own Bibles. Collection bag will not be passed around.
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 pews, entrance door handles, bathroom door handles will be wiped down with disinfectant following the conclusion of the service. The Church premises will also be professionally disinfected and cleaned on a monthly basis.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	The disinfectant solutions purchased and will be appropriately used.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves worn when the Church premises is being cleaned. All volunteers to wash their hands before and after with soap and water.

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a mobile number or email address 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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>Congregants pre registered and signed in on arrival. Records of all in attendance kept.</p>
<p>All places of worship must register their COVID-19 Safety Plan through nsw.gov.au.</p>	<p>BCC already registered and COVID-19 Safety Plan updated.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Will notify the volunteers as required.</p>