

> HELPING BUSINESS GET BACK TO WORK



30 June 2020

COVID-19 Safety Plan

Effective 1 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:	CECA Petra Church Inc
Plan completed by:	Jessica Bar
Approved by:	Compeyson Lee

> 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.	Announcement will be made to remind and encourage the people who are unwell to stay at home.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Staffs who were sick and have COVID symptom will be provided a list of COVID test centre and need medical clearance before come back to work.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Leave Record will update and send out monthly. Also announce in pastoral meeting.
Display conditions of entry (website, social media, venue entry).	COVID Safe Plan will post on Website, Facebook and the entrance of worship service.

Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	YouTube Live Stream will be provided for people who are in high risk categories.
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) Conference and function venues Restaurants and cafes. 	GA or Safe Church Representative will ensure the plan are in place.

REQUIREMENTS	ACTIONS
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Physical distancing	
Capacity must not exceed one visitor per 4 square metres of space (excluding staff).	GA will setup the venue (Chairs, etc) according to the 4m square rule.
The maximum number of people who may attend a funeral is one person per 4 square metres. If the service is held at a place of public worship, it can have up to 50 attendees (without the 4 square metre rule) provided non-household contacts can maintain 1.5 metres of physical distance.	N/A
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Chair will be set up in both single and family setting.
Reduce crowding wherever possible and promote physical distancing.	Outdoor after service catch up is encouraged, and announcement of social distancing will be in place every week.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	Reminder and marking on the floor will be placed before service start.
Use telephone or video for essential meetings where practical.	Meeting or cell group will be under social distancing rule. If the venue or household is not suitable, Video conferencing program can be used to have cell or core meeting.
Review regular deliveries and request contactless delivery and invoicing where practical.	Deliveries (e.g. DLW) will be leave at people's door step for them to collect.
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.	Announcement of social distancing will be in place every week both at the beginning and the end of the service.
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.	Car pool is not encourage at this moment. However, if it is a need to drive a person to worship service, it is recommended to have only one guest in each car. People can contact their pastor if pick up needed.

Physical distancing	
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	Car pool is not encourage at this moment. However, if it is a need to drive a person to worship service, it is recommended to have only one guest in each car. People can contact their pastor if pick up needed.
High energy dance, as well as 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. Group singing or chanting is particularly high risk and so should continue to be avoided.	Worship team will be keeping minimum singers and musician involved. Also GA will make sure the 3 metres distance from worship team and preacher with the first row of 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.	Education program will not be provided during this period of time.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitiser, face mask, and disinfectant wipe will be provided at the usher table.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	School have extra stock of hand soap and paper towels in place inside bathrooms.
Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	Individual pack will be used during Holy Communion. Pastor and Communion usher will wash their hand using hand sanitiser before and after the their serve.
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.	Individual pack will be used during Holy Communion.
Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Usher will clean the usher table before and after use by using disinfectant wipe.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Industrial grade disinfectant wipe will be used during service.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Preacher and volunteers will need to wash their hands using hand sanitiser once enter the facility.

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>Attendance record will keep for at least a year. All staff volunteers, regular attendance and visitor will need to sign in via Planning Centre with their Name and phone number.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Recommended people use the COVID Safe app before they come to service and a guideline of how to install can be provided if needed.</p>