

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

Your COVID-19 Safety Plan

Places of worship

Details

Name of place of worship	Mayfield Church of Christ
Location (town, suburb or postcode)	Mayfield West
Completed by	Tim Drough
Email address	tim@mayfieldcofc.org.au
Effective date	28 September 2020
Date completed	15 October 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Signs will be placed at entrances. For services and weddings, a member of the Eldership will be present at the entrance to check-in attendees and prevent access to anyone displaying symptoms and advising them to get tested and to self-isolate.

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

Staff have been provided with training and information.

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

Staff have been advised of their leave entitlements.

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

The conditions of entry have been displayed at entry points and on our website.

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

Services are being offered online.

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.

The facility is presently closed to all outside groups. However, the Alcoholics Anonymous (AA) Central Support Office (CSO) who use the demountable, require access to amenities. Please note: This is for individual volunteers who staff the CSO - no AA meetings take place on-site.

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.

Room Capacity is displayed by A3 posters

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.

Capacity of our auditorium is 54 persons

Capacity of our function space is 21 persons

The above is displayed by multiple posters

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.

See above.

We will not take bookings for guests beyond the above numbers at this stage.

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.

Capacity of our auditorium is 54 persons

Capacity of our function space is 21 persons

The above is displayed by multiple posters

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

Group singing is not permitted as a condition of entry apart from the person(s) leading worship (up to 5 people) per the latest health advice (see below):

"In accordance with advice from the Chief Health Officer, NSW Health recommends the following measures for singing and chanting.

A small group of up to 5 people may sing together in a large well-ventilated (preferably outdoor) area if:

all singers face forwards and not towards each other

have physical distancing of 1.5 metres between each other and any other performers, and 5 metres from all other people including the audience and conductor."

<https://www.nsw.gov.au/covid-19/covid-safe/places-of-worship>

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

Chairs and tables will be arranged to ensure physical distancing for people not from the same household.

Reduce crowding wherever possible and promote physical distancing.

Signs and verbal reminders from staff and volunteers will promote physical distancing before, during and after a service/event.

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.

There is one member of staff

Use telephone or video for essential meetings where practical.

Zoom meetings are preferred and used when practical however, if people do not have access to technology or have limitations using technology in-person meetings are permitted.

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

We have no regular deliveries. Infrequent deliveries are received through our PO Box (contactless).

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.

It is a condition of entry that such gatherings are minimised. Staff and volunteers will advise people should they neglect this.

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.

Given the size of our facility and proximity to public transport we do not foresee this as being an issue.

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.

We do not provide 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.

Should Sunday School return, good hygiene practices will be promoted and encouraged by staff and volunteers as well as signage.

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.

We have provided information that wearing a mask is highly recommended (in our Conditions of Entry) and disposable masks are provided however we would encourage everyone to supply their own reusable face mask to help reduce waste.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitiser will be provided throughout the facility as well as hand soap and paper towel in communal areas. Signage will remind everyone of the importance of hand hygiene.

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

The Eldership will be responsible for ensuring adequate levels of hand soap and paper towels.

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.

When communion emblems are provided, they will be sealed, pre-packaged juice and wafer eliminating any direct contact.

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.

See above.

We do not have frequently-touched objects of worship.

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.

Hard surface areas and frequently touched areas and surfaces will be cleaned following services. This is also a requirement following any ministry or life group meeting that the leader/coordinator is responsible for.

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

Disinfectant solutions will be used in accordance with manufacturer's instructions and their specifications will be outlined in their Material Safety Data Sheet which will be maintained on-site.

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

Staff have been provided with gloves and will wash hands thoroughly before and after undertaking cleaning 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.

All people who enter the facility will be required to provide these details as a condition of entry. As each sign-in sheet is completed, it will be stored securely in the Admin Office.

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

This COVID-19 Safety Plan has been completed and our organisation is registered as a COVIDSafe organisation through nsw.gov.au.

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

The staff have downloaded the COVIDSafe app and have been made aware of its benefits to support contact tracing.

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

Yes