

> HELPING BUSINESS GET BACK TO WORK



30 May 2020

COVID-19 Safety Plan

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 or advice changes.

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:	New Life Christian Fellowship Narrabri Inc.
Plan completed by:	Keith Bates
Approved by:	

> 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.	Regular reminders in social media, Update and church notices to stay home if unwell
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Ongoing
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Unlimited sick leave available
Display conditions of entry (website, social media, venue entry).	Signs are in place
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	NA

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed 50 visitors for a religious service, 50 guests for a funeral service (excluding the persons involved in conducting the service), 20 guests for a wedding service (excluding the couple, the persons involved in conducting the service and the photographer and the videographer), or 50 visitors for private worship, to a maximum of one person per 4 square metres.	Signage installed. Counting undertaken at each service
Use signage to communicate the maximum safe capacity.	Signage installed
Move or remove tables and seating as required.	Seating spaced out to allow people to remain apart Household groups may sit together
Reduce crowding wherever possible and promote physical distancing.	NA
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)	NA
Use telephone or video for essential meetings where practical.	NA
Review regular deliveries and request contactless delivery and invoicing where practical.	All businesses provide this already
Have strategies in place to manage gatherings that may occur immediately outside the premises.	People encouraged to maintain appropriate distancing. Up to 20 allowed per group.
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	NA
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	NA
Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people.	Seating arrangements set back from platform Congregants who sing advised to move to space where 3 m gap is available

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Attendees requested to wash hands on entry. Signage installed.
Ensure bathrooms are well stocked with hand soap and paper towels.	Bathroom checked daily
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.	Communion changed to reduce direct contact with bread; distribution to allow distancing
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.	All icons and relics have been put in storage.
Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Kitchen area and toys cleaned before and after each use.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff have been advised.

REQUIREMENTS	ACTIONS
Record keeping	
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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	Regular attendees recorded on attendance app. Sign in sheet for visitors to be kept as required.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Staff are aware of the app, its benefits and potential dangers.