

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

## Your COVID-19 Safety Plan

### Places of worship

#### Details

Name of place of worship	Eastwood Community Baptist Church
Location (town, suburb or postcode)	Eastwood, NSW, 2122
Plan completed by	Matthew Hampe
Email address	<a href="mailto:matthew.hampe@eastwoodcommunitybaptist.org">matthew.hampe@eastwoodcommunitybaptist.org</a>
Date	3 October 2020

#### Wellbeing of staff and congregants

##### **Exclude staff and congregants who are unwell from the premises.**

Staff who are unwell will be directed to stay home from work and will not be permitted to attend on site till such time a negative result is returned. Staff will adhere to the covid safety plans at all times. Screening Checks to be done at the door.  
People not to enter premises if they do not meet screening check requirement.

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

Staff visitors who are unwell will be directed to stay home from work and will not be permitted to attend on site till such time a negative result is returned. Staff will adhere to the covid safety plans at all times.

Staff and volunteers to be encouraged to view Baptist Association online Module on COVID. Signs to be displayed around the Church.

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

Church approved COVID Policy and Procedure. Church to email all employees of their entitlements under policy.

Staff who are unwell will be directed to stay home from work and will not be permitted to attend on site till such time a negative result is returned. Staff will adhere to the covid safety plans at all times.

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

Website to be updated to state conditions of entry of screening checklist. Signs at door to be displayed for entry requirements.

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

Youtube Livestreaming made available. Pastor to offer assistance via the phone in establishing this for people at home.

**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](http://nsw.gov.au).

**Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.**

COVID Safe Plans to be established for each of the following activities;

Hiring of the Hall (tenants to also produce their own)

Weddings

Funerals

COVIDSafe Plans and advice taken from the Baptist Association for each activity.

## **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.**

Church to have signs displayed. Attendance numbers monitored. Seats to be separated.

**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.

Maximum of 100 allowed on site. Monitored by COVID Safe Officer.

**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.**

All advice in regards to wedding and funerals are to be conducted in line with the Baptist Association of NSW guidelines.

**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.**

All advice in regards to wedding and funerals are to be conducted in line with the Baptist Association of NSW guidelines.

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

Singing as a congregation to be stopped until further notice. Individual singers may stand at front. Microphones to be cleaned after use.

**Move or remove tables and seating as required, where possible. Members of the same**

**household do not need to physically distance.**

Seats have been separated throughout the Church to allow for social distancing.

**Reduce crowding wherever possible and promote physical distancing.**

Morning Tea has been suspended. Reduced areas on site to be available for use after services. Re-rooming if possible for ministries.

Mingling is strongly discouraged before and after a service.

**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.**

Markers to be set out in the Sanctuary for 1.5m distancing. Markers to be set in office areas as well.

**Use telephone or video for essential meetings where practical.**

Use of Zoom and Microsoft Teams Meeting is made available for office use and Connect Groups.

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

Office to send all digital invoices to Treasurer. Organise with delivery services in the Church office to be 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.**

Individuals are reminded of their responsibilities of travelling safely when using public transport. Sign in desk set up with 1.5 meters between stations as members sign in.

**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.**

Individuals are reminded of their responsibilities of travelling safely when using 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.**

Bus to Nursing Home to not be in use until further notice.

**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.**

All advice follow as directed by the Baptist Association of NSW on social distancing. Church as far as reasonably practical does allow for social distancing in Children's Ministries.

**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.**

All services and announcements includes a reminder of Government recommendations of facial masks.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Posters displayed around the Church from Dept. of Health on good hand hygiene. Sign to be displayed before service.

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

Property Cleaning Officer to monitor and ensure supplies are well stocked/ locked

**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.**

Senior Pastor to conduct communion to avoid contact with items. Use pre-made packets.

**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.**

Bibles to be stored. All readings to be displayed on screen. Avoid the use of printed materials.

**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.**

Playtime to ensure all objects are wiped down before & after use. All Sunday School items to follow. Seats in church wiped down along with objects used during service.

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

Users to follow instructions on any disinfectants as per manufacturer guidelines.

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

Gloves made available for use for all Ministries. Gloves available for cleaner. Gloves to be worn when wiping down items in Sanctuary.

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**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.**

Registers to be distributed and returned to Church Office to be stored. Records to be digitised. A QR Code is also made available for Services and Ministries meeting on site. Contractors to sign in using the QR code.

**All places of worship must complete a COVID-19 Safety Plan and register themselves through [nsw.gov.au](https://nsw.gov.au).**

All COVIDSafe Plans are registered [nsw.gov.au](https://nsw.gov.au)

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

Staff have been emailed by WHSO to inform them of the COVIDSafe app and its benefits.

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

Yes