

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



Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	Eastwood Community Baptist Church
Location (town, suburb or postcode)	Eastwood, NSW, 2122
Completed by	Matthew Hampe
Email address	matthew.hampe@eastwoodcommunitybaptist.org
Effective date	3 January 2021
Date completed	5 January 2021

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 and visitors who are unwell will be directed to stay home from the site. All 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.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

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.

COVID

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

See above.

Physical distancing

Capacity in regions outside of Greater Sydney must not exceed one visitor per 2 square metres of publicly accessible space. In Greater Sydney, capacity at a place of public worship or indoor religious gathering must not exceed 100 visitors, OR one visitor per 4 square metres of publicly accessible space, whichever is less. Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Maximum of 100 allowed on site due to live streaming facilities on site. Monitored by COVID Safe Officer.

In Greater Sydney, if a place of public worship has more than one building on the premises, each building can have up to 100 persons, OR one person per 4 square metres of publicly accessible space, whichever is less, 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 due to live streaming facilities on site. Monitored by COVID Safe Officer.

Face masks must be worn by anyone 12 years and over in Greater Sydney, unless exempt.

All people who enter the premises over the age of 12 are told to wear a face mask. If visitors refuse, entry will be refused. Face masks are recommended for children under the age of 12. All those participating in services are to wear face masks as advised by the Baptist Association of NSW.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Floor signs for distancing for check in and in office. Seats to have markers on backs to indicate distance required.

Ensure congregants remain seated throughout the service.

Activities to be kept seated at all times.

Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.

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.

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.

No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, congregants should not participate in singing or chanting. In outdoor areas, congregants 12 years and older should wear masks if singing or chanting.

Singers and musicians to be distanced at front of church in response to distancing protocols.

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.

Ecolab disinfectant used. Users are to comply with the user information provided on each product.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Windows to be kept open to allow for ventilation.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

QR Code is made available for all activities on site.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Church to use the Services NSW Covid Check in app. Services NSW to maintain. Alternative method of our own form is offered to those without access to the Services NSW App.

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

Church is registered as a COVID safe Business.

Make your staff aware of the COVIDSafe app and its benefits to support contact

tracing if required.

Church to use the COVID check in app.

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

Yes