

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

## Your COVID-19 Safety Plan

### Places of worship and religious gatherings

#### Details

Name of place of worship	Pennant Hills Baptist Church
Location (town, suburb or postcode)	Pennant Hills
Completed by	Winnie Ngai (Administration Manager)
Email address	<a href="mailto:info@pennanthillsbaptist.org.au">info@pennanthillsbaptist.org.au</a>
Effective date	22 October 2020
Date completed	23 October 2020

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### Wellbeing of staff and congregants

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

Notify staff and congregation by emails, videos, and signs in the church advising them not to come to church if they are unwell.

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

Direct staff 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.**

Staff have been reminded constantly at weekly Staff meetings to take sick leave if they are sick or required to self-isolate.

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

Website updated with a copy of the Church's Covid-19 Safety Plan.

Signs at door and around the Church regarding the need to maintain 1.5m social distance, good hygiene and total number on site allowed.

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

Weekly Church service is livestreamed and members can view the services.

### **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.**

A printed copy of the Covid Safety Plan is easily assessable in the church office for easy reference.

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## **Physical distancing**

**Capacity at a place of public worship or religious gathering must not exceed 300 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit.**

Church attendance numbers monitored through online registration prior to Sunday.

Designated seats are arranged for family groups and individuals.

Church will have 'Maximum Capacity' sign displayed at the door.

Total public floor area for our premises is 776sqm

**If a place of public worship has more than one building on the premises, each building can have up to 300 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.**

We only have 1 building for our premises and the total public floor area for our premises is 776sqm

**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.**

We only have 1 building for our premises and the total public floor area for our premises is 776sqm

Church will have 'Maximum Capacity' sign displayed. Attendance numbers will be monitored. Chairs will be arranged for appropriate social distancing.

**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.**

We only have 1 building for our premises and the total public floor area for our premises is 776sqm

Church will have 'Maximum Capacity' sign displayed. Attendance numbers will be monitored. Chairs will be arranged for appropriate social distancing.

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

We do not have congregational singing at our services.

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

Chairs are arranged to observe physical distancing.

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

Morning Tea has been suspended. Discourage people to mingle.

**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.**

Offices are well spaced. Meeting room is big enough to have 1.5m physical distancing at all times.

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

Zoom facility set up for Ministries. Pastoral Care done via phone calls where needed.

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

Very limited need for deliveries. If needed, sent to home and left at the door with no contact. Invoices are managed through emails.

**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.**

Not applicable. We have appointed Covid Warden each Sunday to encourage members not to mingle in church but encourage them to meet at the park or meet at members homes.

**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.**

Not applicable

**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.**

Not applicable

**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.**

Sunday School activities are adjusted to comply with good hygiene practices with staff maintaining physical distancing from students.

**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 encourage attendees at Sunday Service to bring their own mask and to wear them. We provide masks for those who forget to bring their own.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Posters displayed around the Church and particularly in toilets, on good hand hygiene.

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

Extra hand soap and paper towels are kept in the storeroom for replenishment.

**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.**

Lead Pastor to plan Communion using pre-packed elements for easy disposal. Our church conducts Communion on the 1st Sunday of each month.

**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.**

Pew bibles have been stored away. Reading to be projected on monitor screens.

**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.**

Play areas and minimal objects are wiped down before and after each use.

All kids play equipments are infected after every use.

**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 to be worn when wiping down items and areas in the church.

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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, and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.**

Online registration spreadsheet with attendees name, phone contact and date/time of attendance is kept in the Church Office. Records are scanned and kept in Church One Drive database.

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

Actioned.

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

All staff have COVIDSafe app on their phones.

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

Yes