

**> 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	St Augustine's Church
Location (town, suburb or postcode)	108 Meehan St, Yass, NSW 2582
Completed by	Trevor D'Netto and Alison D'Netto
Email address	dnetto@optusnet.com.au
Effective date	26 February 2021
Date completed	8 March 2021

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

All members of the church, including staff, will be reminded not to attend services if they display symptoms.

Staff and congregants are excluded if they have-

- fever or symptoms of respiratory infection (cough, sore throat, shortness of breath)
- returned from overseas in the last 14 days
- been in close contact with a confirmed case of COVID-19: (coronavirus) in the last 14 days

Visitor Poster – “Stop if unwell” displayed at entrances to church.

All visitors and external providers must adhere to relevant hygiene, distancing and safety protocols.

The church website also displays this information.

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

All staff made aware of requirements for physical distancing, wearing masks and cleaning.

NSW Government poster – “COVID-19 symptoms and testing”

NSW Government information resources and brochures on ‘Cleaning and Disinfection’ given to all staff.

See Brochure- “Information about Routine environmental cleaning and disinfection –Version 4 (30.9.2020)”

See Brochure- “COVID-19 Infection Prevention and Control Advice for Cleaning and Disinfection in the Workplace, Version 1, June 2020”

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

3 pages of information for staff leave entitlements relevant to St. Augustines are provided.

Link from NSW Government site-

<https://www.coronavirus.dcj.nsw.gov.au/coronavirusinformation-for-staff/leave-entitlements>.

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

Signage displaying conditions of entry is placed at the main entrances-

Visitor Poster – “Stop if unwell” Congregants and Staff are excluded if they have-

- fever or symptoms of respiratory infection (cough, sore throat, shortness of breath)

- returned from overseas in the last 14 days

- been in close contact with a confirmed case of COVID-19: (coronavirus) in the last 14 days

NSW Government Posters displayed-

“Please always stay 1.5m apart”

“Thank you for using the hand sanitiser”

The church website also displays this information.

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

Alternative online services are available for people in high-risk categories

Links are

<https://www.sydneycatholic.org/live-masses/>

<https://www.catholicvoice.org.au/mass-online/>

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.

There are no other types of sub-premises at St. Augustine's Church.

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

During Covid-19 no food and drink services are provided at St. Augustine's .

Wedding and funeral organisers will be notified of the need for a Covid-19 safety plan.

Physical distancing

Capacity must not exceed one visitor per 2 square metres of publicly accessible space. Children count towards the capacity limit.

For the purpose of religious services, the numerical limit is clearly displayed at the entrance to the church.

The size of St. Augustine's church is 480 sq. metres.

The capacity in the church is limited to 240 people including children for regular church

services.

Funerals and weddings are limited to 240 people.

Posters on display- NSW Government "To maintain physical distancing, this area is limited to _240_ people."

Ensure 1.5m physical distancing where possible, including:

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

All congregants will be notified of the requirement for physical distancing with the posters at the entrance.

All seating is taped off in alternate rows and crosses are placed so as to maintain a distance of 1.5 m. or greater between congregants not of the same household.

Marks are placed on the floor 1.5 m apart for communion and entry and exit to the church.

Staff: There are 2x large rooms used as offices. They each have one person in the room. Staff and visitors are required to physically distance greater than 1.5m. There is no common room, meal room or meeting room where staff meet.

Ensure congregants remain seated throughout the service, where reasonably practical.

Congregants remain at their seat , where practical, except for going to communion. Congregants do not mingle during the service. Congregants briefly stand or kneel at their seat during mass.

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

Marks are placed on the floor 1.5 m apart for communion and entry and exit to the church.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all

times, including at meal breaks and in offices or meeting rooms.

Staff: There are 2x large rooms used as offices. They each have one person in the room. Staff and visitors are required to physically distance greater than 1.5m. There is no common room, meal room or meeting room where staff meet.

Use telephone or video for essential meetings where practical.

St Augustine's makes extensive use of email, telephone, and website for communications.

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

There are no regular deliveries.
All staff have been advised to request contactless deliveries

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.

Strategies have been put in place.
There are no gatherings of congregants or greeting of congregants on arrival.
At departure, physical distancing is required, and this only occurs outdoors.

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.

No public transport is available or used by attendees.

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.

No courtesy vehicles are provided to attendees at St. Augustine's church.

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.

No education programs are provided by St. Augustine's church.

Preparation for sacraments will be conducted in accordance with the NSW Government guidance on schools. Leaders will observe social distancing where practical.

Physical distancing is maintained during practice for sacraments.

Good hygiene practices and physical distancing posters are displayed at the church.

No more than 30 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, attendees can only participate in singing and chanting if there is 4 square metres of space per person and all attendees older than 12 years wear a face mask, unless exempt.

Singers-

There can be up to 30 performers singing indoors.

The performers must be at least 1.5m from each other, and at least 5m from the congregation and all be facing the same direction.

No congregational singing is allowed in Places of Public Worship with the one person per 2sqm rule.

Hygiene and cleaning

Adopt good hand hygiene practices.

All Attendees to use the hand sanitizer (as provided) on entering the church.

A NSW Government poster- "How to HandRub" will be displayed at the church.

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

The toilet facility at St. Augustine's church will be stocked with hand soap and paper towels.

A NSW Government poster- "How to Hand Wash" will be displayed at the toilet facility.

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.

Religious practices have been modified-

-maintain physical distance of 1.5m, as marked on the floor.

- celebrant and assistant wear a mask, and use hand sanitizer prior to distribution of communion.

-sign of peace –handshaking discontinued and replaced with verbal wishes from greater than 1.5m

-there is no distribution of wine (chalice). It has been ceased.

-only one person to handle and clean the vessels.

-Altar servers maintain physical distancing, hand sanitizer and hygiene practices .

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.

The following have been modified-

Fonts have been emptied and are not used.

All books have been removed.

The prayers and readings are projected onto an overhead screen, to avoid any contact.

There are no frequently touched objects of worship, such as shrines, relics.

Collection plates are not passed. They are handled by one person and cleaned prior to use.

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.

Pews and railings are cleaned prior to each mass with chlorine based disinfectant wipes. There are no children's play areas.

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

Information is provided from the Brochure- COVID-19 Infection Prevention and Control Advice for Cleaning and Disinfection in the Workplace, Version 1, June 2020 (NSW Government, Clinical Excellence Commission)

- Neutral detergent (wipe or solution) for cleaning
- Disinfectants
 - Alcohol wipes with 70-90% alcohol (ethyl alcohol or isopropyl alcohol)
 - Chlorine and chlorine compounds - i.e. sodium hypochlorite (household bleach), sodium dichloroisocyanurate (NaDCC) and calcium hypochlorite (bleaching powder)
 - Hydrogen peroxide
 - Quaternary ammonium compounds (alkyl dimethyl benzyl ammonium chlorides)
 - Phenolic disinfectants

See Brochure- Information about Routine environmental cleaning and disinfection –Version 4 (30.9.2020)

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

Information is provided to staff –

Wear gloves to clean and disinfect.

Wash hands with soap and water when cleaning is completed.

Collection money is counted with gloves on, bagged and surfaces are cleaned.

Hands are then washed.

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 on both sides of St. Augustine's Church are to be opened during any religious services, so as to increase ventilation by optimising the intake of outside air and reducing or avoiding recirculation of air.

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.

Confidential storing of names and contact numbers for all attendees entering the church and staff will be digitized and held on a secure computer system for 28 days. The NSW Government QR code is also available.

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.

Attendees are encouraged to use the NSW Government electronic register by QR code.

Confidential storing of names and contact numbers for other attendees entering the church and staff are held on a secure and confidential computer system for 28 days.

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

COVID-19 Safety Plan has been completed and submitted.

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

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

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

Yes