

COVID-19 Safety Plan

Effective 9 January 2021

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 and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

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](https://www.nsw.gov.au)

BUSINESS DETAILS

Business name:	Sydney Christian Fellowship ("SCF")
Plan completed by:	The SCF Sub-Committee (David Thompson, Andrew Lawless, Steve Jacob)
Approved by:	Steve Jacob (WHS Co-ordinator)

SCOPE

This plan covers the following:	
Facility:	24/157 Airds Rd, Leumeah only.
Activities:	Congregational meetings such as Communion Services and Youth Meetings at the stated facility. For Office Work at the facility, please refer to the separate COVID-19 Office Safety Plan.

This plan will be updated as soon as practical after any restrictions or regulations pertinent to it change.

Text in red typeface reflects changes from the previous government template and/or changes in our response.

REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

A. Wellbeing of staff and congregants	
Requirements	Actions
1. Exclude staff and congregants who are unwell from the premises.	Attendees presenting with symptoms will be requested to return home. Display Australian Government "Let's be safe together" Poster at both entrances.
2. Provide staff with information and training on COVID-19, including when to get tested, wearing masks, physical distancing and cleaning.	Staff have been provided with this.
3. Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff have been made aware.
4. Display conditions of entry (website, social media, venue entry).	Display Australian Government "Let's be safe together" Poster at both entrances, along with an indication of the maximum number of people based on 4sqm rule
5. Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Live-stream service (from Bowral) is available for all congregants. Where this is not suitable for older persons, conduct a risk assessment considering the origins of guests, the level of community transmissions in their areas of origin, and the incidence of COVID-positive cases that may impact on any guests attending.
6. 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.	The facility will not be made available for public hire or other functions apart from those noted herein. Food and drink services will not be provided.
7. Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.	The facility will not be made available for public hire or other functions apart from those noted herein. Food and drink services will not be provided.

B. Physical Distancing	
Requirements	Actions
1. 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. <i>Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.</i>	Limit the number of persons in the downstairs area to 90 plus essential persons (staff) conducting the service. A notice on this capacity shall be posted at the two entries to the facility.

<p>2. 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:</p> <ul style="list-style-type: none"> • 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. 	<p>Not applicable for SCF as only one building in use.</p>
<p>3. Face masks must be worn by anyone 12 years and over in Greater Sydney, unless exempt.</p>	<p>All congregants will be requested and required to wear masks.</p>
<p>4. Support 1.5m physical distancing where practical, including:</p> <ul style="list-style-type: none"> • at points of mixing or queuing such as toilets and entrance and exit points • between seated groups • between staff 	<p>In the main auditorium: Seating rows separated by $\geq 1.5\text{m}$. Different households seated are separated by $\geq 1.5\text{m}$. The COVID Safety Marshall, Chief Warden and Meeting Host tasked to remain vigilant and advise and remind congregants of proper protocols and social distancing.</p>
<p>5. Ensure congregants remain seated throughout the service.</p>	<p>Services will be conducted with congregants seated.</p>
<p>6. Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.</p>	<p>The COVID Safety Marshall, Chief Warden and Meeting Host tasked to remain vigilant and advise and remind congregants of proper protocols and social distancing. Foyer area to be monitored especially as it may be a bottle-neck. Toilet facilities to be monitored separately.</p>
<p>7. Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.</p>	<p>Stage setup and pre-meeting planning sessions to maintain this requirement.</p>
<p>8. Use telephone or video for essential meetings where practical.</p>	<p>Relevant meetings (and some services) are being conducted via video and have been since 29 March 2020 onwards.</p>
<p>9. Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>Reviewed via the Office Administration team.</p>
<p>10. 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 practise of greeting congregants as they arrive or depart to ensure appropriate physical distancing.</p>	<p>The appointed COVID Safety Marshall, Chief Warden and Meeting Host are tasked to remain vigilant and advise and reminder congregants of proper protocols and social distancing. Door Hosts will refrain from physical greeting and will wear masks.</p>
<p>11. 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.</p>	<p>Public transport is not a commonly employed method of transport to and from Leumeah services. Those known to use that mode from time to time will be consulted prior to meetings to discuss whether alternative arrangements can be made.</p>

12. 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. Courtesy vehicles not in use.
13. 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. Staff should continue to maintain 1.5m physical distancing from students where practical.	All group teaching sessions of children and teenagers to be suspended until further notice. Note that there are a few 17-year old's in the young adults' program and our Child Protection Policy applies.
14. 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.	Performer numbers will be limited to 5 or less, ensuring the distance from singers to audience is at least 5.0 metres. Periodic advice will be supplied to the congregation ('audience') concerning guidelines around singing. No outdoor services are being conducted at this time.

C. Hygiene and Cleaning	
Requirements	Actions
1. Adopt good hand hygiene practices.	Notices posted in all toilets / bathrooms / mothers' room and in general areas. Hand sanitiser provided at entry/exit points and also in main hospitality/foyer and office areas. Door hosts draw attention to sanitiser.
2. Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	All bathrooms are well stocked and cleaning teams briefed to ensure suitable levels.
3. 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 elements to be provided by each household and not to be shared.
4. 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.	Refrain from use of offering bags, tithe boxes, tithe envelopes. No cash counting to be conducted. Electronic giving encouraged.
5. Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All surfaces (including sound desk, lectern & piano, if used) disinfected prior to meeting.
6. Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Disinfectants are used as a matter of normal practise.
7. Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Trained cleaning teams rostered.
8. 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).	Air-conditioning units will be employed to the extent practicable. Opening of windows is not possible. Opening of external doors, apart from usually ingress and egress, will not be possible for reasons of WH&S (young children at risk).

D. Record Keeping	
Requirements	Actions
1. 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.	Door hosts & ushers to record attendance of each guest on prepared register, capturing those details required under the current guidelines – no sharing of pens, clipboards, etc. Attendance records for all staff and congregants to church will be completed, lodged with the Administration team and scanned and filed within 12-hours.
2. 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.	Records will be used only for the purposes of COVID-19 contact tracing.
3. All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au.	Registration has been undertaken.
4. Make your staff aware of the COVIDSafe app and its benefits through nsw.gov.au.	Staff are aware and have been encouraged to download the app.

E. Other Notes (In line with but not noted in the NSW Guidelines.)	
Area	Actions
1. Wellbeing of Congregant and Visitor - Awareness	Communicate measures and meeting variations to attendees before and during service.
2. Wellbeing of Congregant and Visitor – Other Vectors of Transmission (for any meetings)	Kitchen facility not used and out of bounds. Any communion elements or 'agape meal' elements are be provided by each household and not to be shared. Water dispenser made unavailable and packed away. Coffee machines not used and to be covered. A supply of face masks will be provided at any service conducted. A temperature check of each visitor and congregant will be undertaken on their arrival, where practicable.
3. Wellbeing of Congregant and Visitor – Other Vectors of Transmission (for any meetings) Transmission via other commonly handled means: offering bags, tithe boxes.	Refrain from use of offering bags, Tithe boxes, tithe envelopes. No cash counting to be conducted. Electronic giving encouraged.

IMPORTANT NOTES/LOG

Important dates/notes	
22 March 2020	All regular congregational meetings ceased at the facility after this date. Livestream Sunday services and prayer meetings via Zoom were established from 29 March 2020.
7 June 2020	A trial communion service was conducted with 33 persons. Subsequent communion services were conducted via live-stream.
20 June 2020	A trial Young Adults service was conducted with 34 persons. Subsequent YA meetings were conducted via Zoom
15 July 2020	For noting: Leumeah Office closed until further notice.
20 August 2020	Updated COVIDSafe plan drafted and issued.
23 August 2020	For noting: Communion service [to be] held at Leumeah.
2 Nov 2020	Updated COVIDSafe plan drafted and issued.
29 Nov 2020	Updated COVIDSafe plan drafted and issued.
13 Dec 2020	Updated COVIDSafe plan drafted and issued (based on NSW Gov template issued on 7 Dec 2020).
3 January 2021	Updated COVIDSafe plan drafted and issued (based on NSW Gov template issued on 21 Dec 2020).