

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

Your COVID-19 Safety Plan

Places of worship

Details

Name of place of worship	St James Anglican Church, Croydon- Friday Outdoor Playgroup
Location (town, suburb or postcode)	Croydon
Completed by	Kelly Whiting
Email address	kelly.kxe@gmail.com
Effective date	28 September 2020
Date completed	14 October 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Communicated through emails, on website, social media and signs on premises. People also asked on arrival if they are well and okay to attend.

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

Signs on premises for cleaning checklists, physical distancing and room capacity.

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

Our leaders are volunteers and will be excused from their duties if they report feeling unwell.

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

Please see full COVID document for details ('conditions of entry'). Clearly displayed on website, social media and signs on site.

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

N/A

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.

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

N/A

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.

Limits on buildings clearly displayed. Max capacity for hall is 52.

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.

Limits on buildings clearly displayed. Church = 63ppl & Main Hall = 52ppl.

Please see full document for more details

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.

N/A

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.

N/A

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

We will not engage in any singing or chanting. Musical instruments used will be limited to shakers or played via a boombox.

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

All tables, chairs, and play equipment will be moved and appropriately spread apart to minimise close contact.

Reduce crowding wherever possible and promote physical distancing.

4m² rule encouraged at all times.

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.

Signs to encourage physical distancing, room capacity limits displayed and work

stations modified to ensure staff 1.5m apart.

Use telephone or video for essential meetings where practical.

N/A

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

N/A

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.

Groups which congregate will be encouraged to move on or to observe the 4m² rule.

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.

N/A

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.

N/A

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.

4m² rule to be encouraged at all times.

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 are located outdoors with high ventilation, reducing the need for masks. If participants wanted to wear masks it will be encouraged.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitiser available on entry/exit to all buildings.

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

To be checked by staff before all physical gatherings on-site. Communicate with office admin during week if low-stock

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.

N/A

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.

N/A

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.

All mouthed toys will be set apart for washing. All other toys will be quarantined for 6 days.

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

Checked by admin.

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

Gloves provided and available for cleaning

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.

All participants check-in at the rego desk where details are recorded (name, email, phone) and stored for 28 days on database.

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

Registered.

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

COVID-safe app has been encouraged

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

Yes