

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

Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	Event cinema, Macquarie Centre
Location (town, suburb or postcode)	North Ryde NSW 2113
Completed by	Anne Darvodelsky
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Effective date	22 October 2020
Date completed	26 October 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

It is announced at services and via our newsletter, not to attend services or events if unwell.

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

We have weekly staff meetings where the staff are reminded about Covid safety. The administrator and Public Officer usually attend these and we discuss any updates or issues as a team. The administrator keeps stock of all Covid supplies and distributes these to all the ministry staff as required.

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

All staff know their leave entitlements, and are encouraged to isolate and get tested if unwell.

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

Specific groups within the church have been invited to each service/venue to ensure numbers are correct. Each service has a Covid check-in where QR codes are used, temperatures are taken (at some larger venues). All conditions are in our newsletter.

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

All members have the option of an online service, which is listed on our website and newsletter.

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.

We liaise with each venue to adhere to their Covid-19 plans.

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.

We obtain either measurements of the space being used, or the venue's max capacity. We then ensure our numbers comply by tracking on entry to the space.

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 are aware of this regulation, and will comply.

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.

Our wedding services will comply with this requirement.

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.

Our funeral services will comply with this requirement.

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

We advise members to only sing if they are wearing a facemask. Facemasks are usually available at our Covid check-in. Lead singers stand over 3 metres from the congregation.

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

Chairs are set up 1.5 metres apart. Families can then move them closer when they take their seats.

In the case of the cinema service, we have ushers directing different families/households to leave at least one spare seat between them.

Reduce crowding wherever possible and promote physical distancing.

Reminders of this are announced. We have ushers to move people to their seats and keep queues at safe distances. Our final announcement at the end of services reminds people not to congregate outside the venue.

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.

This is our goal, and we remind our staff regularly.

Use telephone or video for essential meetings where practical.

Many of our smaller meetings are still via Zoom or phone call.

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

Not applicable to our situation.

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.

Our final announcement at the end of services reminds people not to congregate outside the venue. Ushers and staff will actively move people on if this occurs. We also try to have different entrance and exit doors if possible.

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 to our situation

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 to our situation

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.

In the case where we have children's classes, these will be minimum numbers only and teachers will maintain social distancing. Any toys or equipment used by the children will be cleaned each time.

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.

Members are encouraged to bring and wear masks, and are instructed to only sing if wearing one.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitiser is used on entry to the service, and after each time cleaning is done.

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

Venues normally supply these.

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.

Communion cups (individual) are dispensed using gloves on entry to the service. These are collected afterward and our rubbish is removed on pack up.

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.

No contact necessary. Collections are not taken until further notice.

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.

Surfaces are wiped down with hygienic wipes at each service. All handles, switches, taps, etc included.

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

Only anti-bacterial disinfectant grade wipes are used.

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

Disposable gloves are used when cleaning and collecting rubbish. Staff and volunteers are encouraged to wash their hands as well.

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.

A Covid register is taken at every meeting, and each region leader is responsible for keeping these records electronically. We have the NSW Health QR codes and use these as much as possible. For those who cannot use the QR code, we note their name and contact and keep these records safe for 28 days.

All places of worship must complete a COVID-19 Safety Plan and register themselves

through nsw.gov.au.

The administrator has kept a current Covid-19 safety plan and informed all SCOC staff of these plans. The church is registered at nsw.gov.au

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

All staff are aware of the Covidsafe app.

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

Yes