

**> 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	Gosford Presbyterian Church
Location (town, suburb or postcode)	Gosford, NSW 2250
Completed by	Roger Stonehouse
Email address	rogerstonehouse@hotmail.com
Effective date	26 February 2021
Date completed	26 February 2021

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Congregants on entering the church for a service or a group meeting, and staff when reporting for work, are asked whether they can comply with the “Conditions of Entry” (which include questions about relevant health status) displayed at the entrance to the church. If the answer to a question is “No” they are asked to not enter the premises.

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

All Staff, MTL’s and Group leaders have been provided with information sheets. Posters encouraging testing and physical distancing and requiring mask wearing are displayed

in church. Cleaning instructions have been placed in each room.

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

Discussed at staff meetings.

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

Posters placed at entrance to church outline "Conditions of Entry". Church members reminded of conditions of entry and any changed requirements via weekly email, website and Facebook page.

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

9.00 am service is "Live-streamed" weekly. Members reminded of the availability of this Service via weekly email, website and Facebook page.

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.

Not Applicable - no sub premises within the venue.

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

This COVID-19 Safety plan is implemented for weddings and funerals that take place within GPC.

Physical distancing

Capacity must not exceed one visitor per 2 square metres of publicly accessible

space. Children count towards the capacity limit.

Capacity limits have been determined to reflect the "4 square metres rule" (so that singing by the congregation whilst wearing masks is permitted). Each room has this capacity displayed.

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.**

Chairs placed at required distances, spacing indicated by signs on foyer floor, congregation regularly reminded to socially distance at all times.

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

Congregants are reminded to stay seated throughout service by the Service Leader.

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

Markers have been placed on floor in foyer. Notices encouraging physical distancing are displayed. Attendees at Services are reminded at the end of each service to maintain physical distancing when chatting and exiting.

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 desks placed at least 1.5 metres apart. Appropriate signage in rooms.

Use telephone or video for essential meetings where practical.

Zoom accounts organised and being used where practical.

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

Implemented

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.

Welcoming team has been briefed on welcoming and distancing procedures. Congregation is reminded to socially distance after service and requested to maintain social distancing when outside the building.

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 - no public transport to venue.

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 - no courtesy vehicles organised by the 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.

Noted. Kids Church teachers are encouraged to follow physical distancing requirements.

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.

All singers positioned in accordance with this requirement. Congregational numbers are determined on the basis of 4 square metres per person. Congregants only permitted to sing or chant if wearing a face mask. No outdoor services are held.

Hygiene and cleaning

Adopt good hand hygiene practices.

Appropriate signage has been placed at entrance to the church. Hand sanitizer is available at the entrance to the church.

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

Committee of Management ensures supplies of soap and towels are maintained.

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 has been modified to use individual serves and safe handling 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.

Use of collection plates and bags has been discontinued, attendees are encouraged to provide their own bibles, etc. There are no relics or shrines in the church.

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.

Cleaning checklists for for the hard surfaces in each room are displayed in each room. Cleaning process that meets Government recommendations has been developed and is adhered to by all those cleaning. Cleaning is completed after each service and/or before the next congregation enters.

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

Committee of Management ensures this standard is met.

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

Disposable gloves provided for all those who are involved in cleaning and they have been instructed in their correct use and safe disposal. Notices in cleaning room remind people of these requirements.

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 is used in worship areas, and is set to draw in external air. Non air conditioned space is used with the doors open where possible.

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.

All people attending any church related activity have their names and contact details recorded in GPC's Church Management System (Elvanto). These records are maintained securely, and electronically, and are available for contact tracing if necessary. Any paper records are digitised by photography and stored electronically. Service NSW QR code is available should an attendee wish to use this.

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.

All records are stored and used in accordance with the Presbyterian Church in NSW's Privacy Policy and Gosford Presbyterian Church's Privacy Procedures.

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

GPC COVID Safety Plan was registered on 27 Jun 2020, and updated 26 Feb 2021

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

Done.

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

Yes