

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	Gosford Presbyterian Church
Business location (town, suburb or postcode)	West Gosford, NSW 2250
Completed by	Roger Stonehouse
Email address	rogerstonehouse@hotmail.com
Effective date	18 October 2021
Date completed	19 October 2021

Wellbeing of staff and customers

Exclude staff and congregants who are unwell from the premises.

Agree

Yes

Tell us how you will do this

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 COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.
Agree

Yes

Tell us how you will do this

All Staff, MTL's and Group leaders have been provided with information sheets. Posters encouraging vaccination, testing, physical distancing and wearing masks are displayed. Cleaning instructions have been placed in each room.

Display conditions of entry including requirements to stay away if unwell and record keeping.
Agree

Yes

Tell us how you will do this

Conditions of entry are displayed at doors. these are updated regularly in accordance with latest COVID rules and restrictions. All people entering the church premises sign in with our QR code and are recorded in our electronic Church Management System. Church members are reminded of conditions of entry and any changed requirements via weekly email, website and Facebook page.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

Room capacity limits are displayed in each room. Seating is adjusted to reflect these limits. Attendees are reminded at each activity to maintain physical distancing.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Appropriate signage is placed in each area, spacing is indicated by signs on floor and seats have signs on them explaining the distancing requirements. Staff desks are positioned more than 1.5 metres apart.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Entry and exit flow has been implemented, people are reminded regularly by the ministerial staff to maintain appropriate distancing.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.

Agree

Yes

Tell us how you will do this

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.

Choirs at a place of worship or in a religious service must not exceed 10 persons. All members of the choir must be fully vaccinated or have a medical exemption.

Singing by congregants is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

All singers and musicians have confirmed they are double vaccinated or exempt. No more than 10 people are allowed to sing at the front. Congregation is reminded that they may not sing at the beginning of each song.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Air conditioning is set appropriately, all internal doors are kept open to improve ventilation.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Activities are planned for outdoor implementation where this is appropriate and possible.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Main areas are airconditioned so opening of windows and doors is not necessary. Internal doors between worship areas are kept open.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

Air conditioning is set to draw in fresh air, not to recirculate.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Regular maintenance of air conditioning is carried out by contractor.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Consultation has taken place with WHS adviser.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Notices are displayed at entry. Attendees are reminded of the need to wear masks at each service. Masks are available at the entry for those who may forget to bring one.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hand sanitiser available at entry, and in offices. Appropriate signage in foyer.

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

Agree

Yes

Tell us how you will do this

Committee of Management ensures supplies are available.

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.

Agree

Yes

Tell us how you will do this

Hard surfaces, including children's areas are cleaned between services using disinfectant.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

Agree

Yes

Tell us how you will do this

QR code is displayed at entrance. All people entering the building are asked to check in using this code. Those people rostered by the church to welcome attendees to each service check the green tick.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

See above

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

All people attending a service are checked in on the church's electronic management system as well as via QR code. If unable to use the QR code, their details can be accessed from this system in spreadsheet format should they be needed.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Other organisations using the premises are required to have their own Safety Plan if applicable, and each have their own QR codes which they enforce. These organisations do not carry out businesses which would require additional contact details to be kept by Gosford Presbyterian Church

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

Yes