

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

Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	Calvary Chapel Newcastle
Location (town, suburb or postcode)	Merewether, NSW
Completed by	Michael Ireson
Email address	mick@ccn.org.au
Effective date	22 October 2020
Date completed	1 November 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Advise all staff and congregants who have fever (>37.5C), cough, shortness of breath or cold/flu symptoms to remain at home.

Staff, volunteers and Sunday school participants are to have temperatures checked with a contactless, infra-red thermometer upon arrival with those with fever (>37.5C) sent home.

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

Information to be posted electronically on website and social media. Staff and volunteers to be provided with a copy of this plan.

Staff to be tested in accordance with NSW Health Guidelines.
Physical distancing where practical of 1.5m as per current recommendations.
Masks encouraged where physical distancing guidelines cannot be maintained.
Cleaning in accordance with cleaning guidelines provided by the premises.

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

Staff will be paid regardless of occasional nonattendance due to isolation requirements.

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

Conditions of entry, including symptoms of COVID-19, will be displayed electronically on the CCN website, Facebook page, and on the booking system. Posters displaying entry requirements already in position at the entrance to the building.

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

To cater to those in high-risk categories, sermons will be recorded and made available on website.

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.

NA

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.

A booking system will be implemented restricting the maximum number of attendees

to below the capacity of the hall and Kids Church rooms. Unregistered visitors will not be allowed entry until registration is complete.

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.

Total capacity will not exceed 300.

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.

Na - not offering wedding services

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.

NA - Funeral service will not be held

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

There will be no congregational singing. No woodwind instruments will be used. There will be 1-2 songs played for a time of reflection that will be undertaken in accordance with current NSW requirements (i.e. maximum of 5 singers, appropriately distanced and all facing forwards).

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

Seating arranged to promote safe distancing allowing for household groups of varied sizes. 1.5m will be maintained between household groups.

Reduce crowding wherever possible and promote physical distancing.

Staff and volunteers will be encouraged to remain socially distant throughout arrival and departure periods. Ushers will be in place to help direct people to seating in a safe manner. Signage is displayed around toilets to indicate the maximum capacity of these areas. Children and adults will be checked-in to separate spaces to reduce crowding and contact.

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.

All staff and volunteers will be educated in the necessity of maintaining physical distancing as per the NSW health guidelines.

Use telephone or video for essential meetings where practical.

Contact between staff for the purposes of organising services will be via phone and email where practical.

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

NA

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.

Congregants will be encouraged to arrive and depart in an orderly manner as required to reduce crowding. Congregants will be encouraged to arrive no earlier than and depart no later than specified times to discourage gatherings on the premises.

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.

Private transport will be the main mode of transport used by congregants.

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.

NA

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.

Staff and volunteers are advised to maintain physical distancing where practical.

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.

Mask use will be suggested, especially in situations where physical distancing cannot be as easily maintained- e.g. whilst arriving and departing.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitiser will be prominently supplied at the entrance to and around the main hall as well as in the kids church classrooms, children will be encouraged to use hand sanitiser on their return from the bathroom facilities in addition to washing hands. Signs are in place in order to provide education on good hand hygiene practices.

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

Bathrooms will be stocked with hand soap and paper towels at the beginning of services.

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 will be avoided until further risk assessment undertaken, at which time a new safety plan will be formulated.

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.

Morning Tea, bibles and bulletins will not be provided. There will be cleaning of all multiuse

kids' church equipment after use. Where practical, unnecessary items will be removed from reach or barriers placed before the service.

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.

Frequently touched areas and surfaces will be cleaned/disinfected prior to, between and after

services with cleaning products supplied by venue.

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

Only appropriate cleaning products will be made available. Products to be used in accordance with the cleaning guide made available by premises.

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

Staff and volunteers conducting cleaning will be trained in safe work practices. Gloves will be provided for cleaning of surfaces.

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 book-in system will record all people, and their appropriate details, who intend to attend the service with a check-in system recording all attendees that actually attend.

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

A plan has been developed and CCN will be registered as per requirements.

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

Use of the COVIDSafe app will be encouraged where appropriate.

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

Yes