



CALVARY CHAPEL *Newcastle.*

COVID-19 Safe Management Plan





COVID-19 Safe Management Plan

This document is the *COVID-19 Safe Management Plan* (the Plan) for Calvary Chapel Newcastle (the Church). It has been developed in alignment with emerging NSW Government and NSW Health requirements for the purpose of managing COVID-19 for all Church events, programs, and activities.

This Plan incorporates the templated requirements of the NSW Government for Places of Worship, available:

<https://www.nsw.gov.au/covid-19/business/safety-plans/worship-template>

The information provided in this Plan is of a general nature only and may not identify all matters that need to be included in the design of effective controls for the subject area. Professional advice should be obtained on a case-by-case basis, as required.

Please direct any queries to info@ccn.org.au.

1. PREAMBLE

The Church understands that COVID-19 has changed many things, including how we go to and go about meeting as a local community of believers. While it is the Church's desire to never give up meeting with one another (Hebrews 10:25), we recognise that as a local church operating within a broader society, there may be times when this is not possible. To date, the Church has recognised that the COVID-19 pandemic is such a time, where meeting together has been hindered by government directives concerned for the wellbeing of broader society.

While the certainty of our hope in Jesus Christ gives great freedom and impulse to Christian believers, the Church believes that a significant way we can serve each other and our broader society during the COVID-19 pandemic, is to adopt sensible measures under the guidance of state and health authorities. To that end, the Church will follow current government and health department advice and consider the Church's compliance in this regard a matter of Christian obedience and love for our fellow neighbours (Romans 13:1-10). The Church recognises the challenges this has presented our local community, as some of the freedoms we have previously enjoyed have been restricted. Nevertheless, we do not consider our compliance in this regard a compromise to the mission of our Church, being devotion to the apostles' teaching, to fellowship, to the breaking of bread and to prayer (Acts 2:42).

Above all, we wish to affirm that the Lord Jesus is sovereign over his people, and He tends his flock like a shepherd (Isaiah 40). Nothing can separate us from the peace and security that tends His flock, because nothing can separate us from the love of our Shepherd (Romans 8).

It is therefore in the unity of this knowledge, and the unity of our being in Christ – one faith, one baptism, one Lord (Ephesians 4) – that we encourage each member of our Church to look after one another by following the steps laid out in this Plan. Together, let us go in peace to love and serve our Lord Jesus and show the world what it is to have a spirit, “not of fear, but of power, love and a sound mind” (2 Timothy 1:7).

2. MANAGEMENT PLAN

2.1 Business Details

Business name:

Calvary Chapel Newcastle Incorporated

Business location (town, suburb, or postcode):

178 Glebe Road, Merewether, NSW 2291

2.2 Wellbeing of Staff & Volunteers

Exclude staff and volunteers who are unwell from the premises.

Explain how you will do this:

- i. The Church will request that all attendees (staff, students, volunteers, contractors, congregation members, or the public) exhibiting COVID-19 symptoms remain at home until their symptoms pass. Symptoms include, but are not limited to:
 - fever (>37.5C);
 - coughing;
 - sore throat;
 - shortness of breath; and/or
 - general cold/flu symptoms.

- ii. Mandate the following conditions of entry for all Church attendees:

You are not permitted to enter or remain onsite if you:

- *Have been in close contact with a person who is positive for COVID-19;*
- *Are an active COVID-19 case or awaiting test results; and/or*
- *Have currently, or recently, experienced a fever, coughing, sore throat, shortness of breath, and/or general cold/flu symptoms.*

- iii. Notification of these requirements will be provided to all staff and congregants via the Church website, social media outlets, and email subscribers, as well as physical signage at access points to the Church facilities.

Provide staff and volunteers with information and training on COVID-19, including COVID-19 vaccinations, when to get tested, physical distancing, wearing masks and cleaning, and training staff in the process of how to collect and store contact details of patrons where applicable.

Explain how you will do this:

- i. All staff will be provided with details for Safe Work Australia's small business hub / COVID-19 Work Health & Safety Information.
- ii. General information regarding vaccination, testing, social / physical distancing, mask wearing, and cleaning requirements will all be made available to staff and volunteers (as required) via the Church's management software.
- iii. All staff and volunteers will be provided with a copy of this plan.
- iv. All staff and volunteers will be informed and trained (as required) regarding COVID-19 Safe check-in processes and procedures.

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

Explain how you will do this:

- i. Conditions of entry, including symptoms of COVID-19, will be publicly available on the Church's website, linked via our social media outlets and logged on our Church's management software.
- ii. Physical signage displaying entry requirements will be located on entry points to the Church's facilities, observing:

You are not permitted to enter or remain onsite if you:

- *Have been in close contact with a person who is positive for COVID-19;*
- *Are an active COVID-19 case or awaiting test results; and/or*
- *Have currently, or recently, experienced a fever, coughing, sore throat, shortness of breath, and/or general cold/flu symptoms.*

Places of worship can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Explain how you will do this:

- i. The Church will not require proof of COVID-19 vaccination, in line with the current NSW Government advice, which states that "Anyone can attend a wedding, funeral or place of worship" and is "not required to be fully vaccinated or carry vaccination evidence." See: <https://www.nsw.gov.au/covid-19/stay-safe/rules/people-in-nsw>
- ii. The Church also observes current NSW Health advice, which states that "Everyone aged 5 years and over is strongly encouraged to get vaccinated as soon as possible." See: <https://www.nsw.gov.au/covid-19/vaccination/get-vaccinated>

2.3 Physical Distancing

Support 1.5m physical distancing where possible, including:

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

Explain how you will do this:

- i. All Church attendees will be encouraged to remain socially distant throughout Church proceedings, including arrival and departure periods.
- ii. Physical signage regarding physical / social distancing advice will be prominent throughout the building.

Avoid congestion of people in specific areas where possible.

Explain how you will do this:

- i. Physical signage regarding physical / social distancing advice will be prominent throughout the building.

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

Explain how you will do this:

- i. All staff and volunteers setting / packing up, will be encouraged to arrive and depart in an orderly manner as required to reduce crowding.
- ii. All Church attendees will be encouraged to arrive no earlier than, and depart no later than, specified service times to discourage congestion on the Church premises.

2.4 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.

Explain how you will do this:

- i. Where possible windows and doors are open to increase natural ventilation.

Use outdoor settings wherever possible.

Explain how you will do this:

- i. Where outdoor areas are available all Church attendees will be encouraged to use them for gathering before and after services.

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

Explain how you will do this:

- i. Where possible windows and doors will be opened to increase natural ventilation.

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).

Explain how you will do this:

- i. Fans and air conditioning will be used where possible along with open windows.

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

Explain how you will do this:

- i. Mechanical ventilation maintenance to be maintained by facility manager.

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

Explain how you will do this:

- i. Consult with facility manager regarding all options for ventilation.

2.5 Hygiene and Cleaning

Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt.

Explain how you will do this:

- i. All Church attendees, including children over the age of 12, will be required to wear masks In Accordance With NSW regulations which, at present, mandate use in all indoor areas except for those officiating proceedings.
- ii. Consideration will be made where evidence is adduced from a certified medical authority for exemption.
- iii. Extra masks will be made available and provided at check in (as required).

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

Explain how you will do this:

- i. Hand sanitiser will be made available and provided at check in (as required) and will be located at entry points to the Church facilities.
- ii. All attendees, including children, will be encouraged to use hand sanitiser on their return from the bathroom facilities in addition to washing hands.
- iii. Physical signage will be in place providing general advice on best hygiene practices.

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

Explain how you will do this:

- i. All bathrooms will be well stocked with hand soap and paper towels at the beginning of 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.

Explain how you will do this:

- i. Frequently touched surfaces to be disinfected and cleaned every 2 hours.

2.6 Record Keeping

Places of public worship must take reasonable steps to ensure that staff, volunteers, and visitors check-in using the NSW Government QR code system when they enter the premises.

Explain how you will do this:

- i. A check-in system will be used to log attendees, stored In Accordance With the Church's *Safe Church Policy*.

Processes should 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.

Explain how you will do this:

- i. QR Code check in will be located at the main entry point to the Church auditorium, with a volunteer will be available to assist all attendees with the check in process.

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.

Explain us how you will do this:

- i. In addition to QR Code check in, paper check in will be made available and a volunteer will assist in keeping a record of the name, contact number and entry time. This information will be stored In Accordance With the Church's *Safe Church Policy* and made available to authorised people (as required).

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this:

- i. Employees who have tested positive for COVID-19 will be required to return home directly and follow the advice from NSW Health.
- ii. All areas used by the employee who has tested positive for COVID-19 will be disinfected.
- iii. Notification of the positive employee will be given to SafeWork NSW.
- iv. Contact tracing of the positive employee with other Church attendees will be initiated.
- v. Church attendees will be advised of the case (as required), to identify and manage and remaining health and safety risks.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on 13 10 50 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronaviruslaunch> for more information.

Explain how you will do this:

- i. Advice from NSW Health will be followed, including reporting to authorities (e.g., SafeWork NSW), as required.