

**> 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	St Giles Presbyterian Church, Hurstville
Location (town, suburb or postcode)	Hurstville, NSW 2220
Completed by	David McDougall
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Effective date	12 February 2021
Date completed	13 February 2021

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Prior to entry for Sunday Services, all attendees will be asked diagnostic questions (re status of current health and any international travel) and have their temperature checked (with the safe limit set at 37.4 degrees and below).

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

The nearest covid safety centre is located at 34 Woniora Road, Hurstville.

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

This information has been communicated to staff.

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

The Covid Safety Plan is available on the Church website, and the required signage (re entry and numbers permitted on site) has been attached to external doors and gates.

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

The weekly 'At Home' service will continue to be provided on the church website at 9.30am each Sunday.

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.

Noted.

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

Noted.

Physical distancing

Capacity must not exceed one visitor per 2 square metres of publicly accessible space. Children count towards the capacity limit.

The church building, under the 2sqm rule, will accommodate 152 persons. The Ministry Centre will accommodate 44 persons downstairs and 12 persons upstairs. Members who have indicated their decision to attend have been allocated to a Sunday service with consideration given to these capacity limits.

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.**

The 1.5m rule, with respect to seating in the church, will be observed to the extent that it is possible.

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

Noted.

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

Ushers will take responsibility for ensuring that the social distancing rules are complied with.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

There are one fulltime and one part-time staff members who have separate offices and work spaces. Physical distancing will be practiced at all face-to-face staff meetings.

Use telephone or video for essential meetings where practical.

Meetings of the Session and COM, may continue via Zoom, as will some Bible studies and youth group meetings; and face-to-face meetings will comply with social distancing regulations.

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

Donors will be asked to give electronically, or to deposit their offering into a supervised offering box, which will be counted by stewards with gloves.

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.

Greeting by handshaking will be suspended, and a duty officer will ensure that no crowds gather on the footpaths either before or after the service.

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.

Members will continue to travel to services mainly by car. Religious services are in the main held on Sunday, which is an off-peak day for public transport.

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.

Our church does not use courtesy drivers.

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.

The Sunday School and Easy English Class will continue to operate in a safe way, respecting the advice about proximity and cleaning.

No more than 5 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, congregants should not participate in singing or chanting.

We support the recommendation of NSW Health for congregational singing to be limited to songleaders only.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitizer will be provided at both the entry (using a dedicated dispenser stand) and exit.

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

Bathrooms will be cleaned following each service, using Glen-20 and disinfectant wipes. Hand soap and paper towel will be replenished after every service.

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, when celebrated, will be served by elders using the 'all-in-one' communion packs, thus avoiding the need for communion trays and plates to be passed around the congregation. (Our practice is to use small individual communion elements, rather than a common loaf and cup.)

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.

The offering plate will not be passed around during the service, and hymn books and Bibles will be stored away in cupboards.

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.

Tables and craft materials used in Sunday School will be cleaned at the end of the lesson and after children have exited the room. Pews, door handles, deck rails, and bathrooms will be wiped down after each service.

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

Only quality chemicals will be purchased and used. The whole church site will be professionally cleaned once per week by our church-contracted cleaners.

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

Disposable gloves will be provided for all members of the cleaning team.

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).

Windows will be opened during the months of Spring, Summer and Autumn.

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.

Recordists at each service or event will register the name and either the phone number or email address of all attendees, and retain this record for 28 days, with the record being stored in the church office and accessed only by authorized persons.

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](https://www.nsw.gov.au).

Understood.

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

Noted.

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

Understood.

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

Yes