COVID-19

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HELP NSW STAY IN BUSINESS.

NSW GOVERNMENT

Your COVID-19 Safety Plan

Places of worship

Business details

Business name	St Josep's Catholic Church
Business location (town, suburb or postcode)	210 Oyster Bay Como NSW 2226
Completed by	Anne McMaster
Email address	stjoscomo@bigpond.com
Effective date	18 October 2021
Date completed	18 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

Advise staff not to attend if they are unwell.
Signage installed at main entry point to Church and Office stating not to enter if unwell.

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

Ensure staff have access to all the latest information from the NSW Government via their website: https://www.nsw.gov.au/
Parish Staff have been advised of the requirements for the following:
1) On site work arrangements and adjusted physical distancing / capacity requirements due to COVID-19
2) Site access - all visitors must sign in via the Services NSW QR Code
3) Signs displayed on how to report an illness or suspected/confirmed case of COVID-19
4) Documented cleaning regimen for post religious service sanitation
5) Working with external authorities for managing an incident and storage and retention of registers.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.
Agree

Yes

Tell us how you will do this

a) Signage posted at every point of entry into the church and office stating the conditions of entry
b) Signage advising all visitors to sign in via the Services NSW QR code upon entry or on sign in sheets provided for Parishioners without smart phones.
c) If help required visitors are directed to seek assistance from the Church Wardens

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19

vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

Check vaccination status on entry as per direction from Archdiocese.
Signage at entry points.

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

Under the 4 square metre rule the Church has a capacity of 90 for the congregation.
The number of parishioners allowed entry will be limited to the current Covid capacity of the Church.

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

Use of pews have been restricted to every second row to ensure physical spacing.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

All congregants are advised that they should not congregate or mingle.
All congregants are reminded of the requirement of the 1.5m rule for physical 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

All congregants are advised that they should leave the church after the service and not congregate or mingle.
All congregants are reminded of the requirement of the 1.5m rule for physical distancing.

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

Choir to be kept at 10 or less participants who have been vaccinated.

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

Ceiling fans are in use to provide ventilation and will be run on low setting to reduce turbulence.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Forecourt of Church will be set for parishioners who cannot come into the church and seating has been limited according to the 2 square metre rule for outdoors.

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

Agree

Yes

Tell us how you will do this

Side louvred windows will be opened to enhance 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).

Agree

Yes

Tell us how you will do this

Ceiling fans to be operated on low.

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

Fans will be used and they are checked annually for safe operation,

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

If the situation arises an expert will be consulted.

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

Congregants advised that wearing masks in mandatory.

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 is made available to all visitors and the faithful for use upon entry.
Sanitising of all areas touched by the congregation and visitors is undertaken after a service or a meeting.

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

Agree

Yes

Tell us how you will do this

Bathrooms provided with soap and paper towels or hand dryer.
Hand sanitiser is made available to all.

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

Sanitising of all areas touched by the congregation and visitors to be undertaken after each
service or meeting.

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 codes available at all entry points and signs advising that they be used to check in posted.

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

Church wardens and crowd controllers to check QR code and mark off on sheet provided.

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

Sign in sheet provided for people who don't have smart phones and can't sign in electronically.

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

Church Hall is not a separate building and under the 4 square metre rule numbers are limited to 25 people.

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

Yes