

Places of worship | COVID-19 Safety Plan

Resources and guidance for developing a COVID-19 Safety Plan for your church, meeting house, mosque, synagogue, temple or other place of worship.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

[Hide all](#)

- 1 **Keep your business COVID Safe** 
 - 2 **Developing your COVID-19 Safety Plan** 
 - 3 **How to complete the COVID-19 Safety Plan** 
 - 4 **Keep your COVID-19 Safety Plan up to date** 
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Effective 24 December 2021

Business details

Business name

St. Joseph's Cathloic Church

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

210 Oyster Bay Road, Como NSW 2226

Wellbeing of staff and customers

[Top](#) 

Exclude staff and customers who are unwell from the premises.

Explain 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. Train staff in the process of how to collect and store contact details of patrons where applicable.

Explain 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

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

Explain 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.

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

Explain how you will do this

Checking of vaccination status as per direction from Archdiocese.

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

The number of congregants allowed entry will be limited to the current Covid capacity using the 2sq metre rule.

Avoid congestion of people in specific areas where possible.

Explain 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 the conclusion of services.

Explain 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

Ventilation



Review the 'COVID-19 guidance on ventilation' available at [https://www.nsw.gov.au/covid-](https://www.nsw.gov.au/covid-19)

Top ↑

[19/getting-back-to-work-a-covid-safe-way/ventilation-guidance \(https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance\)](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

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

Use outdoor settings wherever possible.

Explain how you will do this

Forecourt of Church will be set for congregants who cannot enter the church due to full Covid capacity and the seating will be limited according to the 2 square metre rule.

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

Explain 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).

Explain 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).

Explain how you will do this

Fans used 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.

Explain 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 aged over 12 in indoor areas, unless exempt.

Explain how you will do this

Congregants advised that wearing masks is mandatory.

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

Explain how you will do this

Hand sanitiser is made available to all for use upon entry and exit.
Sanitising of areas touched by the congregation is undertaken after mass.

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

Explain 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.

Explain how you will do this

Sanitising of areas touched by the congregation is undertaken after mass.

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

QR codes available at all entry points and signs advising that they be used to check in.
Check in status is checked on entry by Door Wardens.

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

Church wardens and crowd controllers to check QR sign in on entry.

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

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

Sheets are scanned and stored on Parish office computer.

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> (<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

Person who has tested positive for COVID-19 will not be allowed to enter church or office and will be asked to return home directly and follow the advice from NSW Health.

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 [Top](#) ↑

<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> 
(<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more information.

Explain how you will do this

Comply with national and state public health directions.
Promote the simple but effective physical distancing and hygiene measures.
Raise any concerns about the risk of contracting COVID-19 immediately with the Parish Priest and work with them to identify solutions.
Share any updates and advice from state and federal authorities regularly with Parish staff.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 24 December 2021