

**> 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	Kiama Presbyterian Church
Location (town, suburb or postcode)	Kiama NSW
Completed by	Pastor Noel Creighton
Email address	<a href="mailto:kiama.presbyterian@gmail.com">kiama.presbyterian@gmail.com</a>
Effective date	7 December 2020
Date completed	10 December 2020

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#### Wellbeing of staff and congregants

**Exclude staff and congregants who are unwell from the premises.**

Check temperature and if weeping unwell stay at home.

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

Particularly wear masks on entering and leaving church. No bunching up in groups. Walk correct way around inside the church.

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

Encourage everyone to get tested if they are feeling well and do not come to church

until after 14 day isolation.

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

Update COVID rules on all social platforms and church buildings.

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

If unwell watch on line service at 9am on Facebook live or at anytime afterwards.

**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.**

Write down name and contact details and time or use the church QR code.

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

Tell those attending weddings and funerals that they must obey our COVID rules at all times.

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## **Physical distancing**

**Capacity at a place of public worship or religious gathering must not exceed one visitor per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 visitors or less at the premises. Children count towards the capacity limit.**

Our church building can now have 110 people socially distanced at 1 person per 2sq m. Our hall can have 50 people and our op shop can have 8 socially distanced.

**Up to 50 performers can sing indoors with no cap on performers outdoors. All singers**

**should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.**

Our choir of about 14 people can sing socially distanced, all facing the one direction.

**Where possible, ensure congregants comply with 1.5 metres physical distance, such as by moving or removing tables and seating as required, or marking out grassed areas for outdoor religious services. Members of the same household do not need to physically distance.**

People in the same family can sit together. Masks are encouraged for singing but not mandatory in NSW.

**For outdoor religious services, ensure congregants remain seated throughout the service.**

Outdoor religious services people must be seated.

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

All

People in church are asked to sit in designated sitting.

**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.**

If we can't social distance for any reason a mask should be worn.

**Use telephone or video for essential meetings where practical.**

Encourage the use of zoom and on line services.

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

No sharing of hymn books or news sheets or anything else,

**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.**

Ensure there is no bunching up of any church embers at anytime.

**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.**

Encourage members not to share cars.

**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.**

Encourage members to wear masks on public transport.

**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.**

Bible studies and prayer meetings are to ensure social distancing at all times.

**Encourage congregants to wear a mask during attendance at places of worship, especially if there will be singing or chanting. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.**

Encourage wearing of masks but not mandatory in NSW.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

All members need to wash hands or sanitize regularly on the property. Sanitizer is provided everywhere.

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

Bathrooms are cleaned daily.

After tables etc are used they need to be cleaned for the next group.

**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.**

No communion, no sharing of any equipment on church property.

**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.**

Minimise touching of equipment. Wash hands after use.

**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.**

Cleaning rosters in operation.

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

Set up a cleaning covenant.

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

Wear gloves etc for cleaning.

**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).**

Ensure ventilation when inside church.

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## **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.**

QR code is provided and so is a written record to ensure we know who has visited our property.

**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).**

Make sure records are private and confidential!

**All places of worship must complete a COVID-19 Safety Plan and register themselves through [nsw.gov.au](https://www.nsw.gov.au).**

Register our plan.

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

Encourage people to use the COVID safe app and to keep up with the rules.

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

Yes