

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	Kiama Presbyterian Church
Business location (town, suburb or postcode)	Kiama
Completed by	Stewart Levee
Email address	slevee@gmail.com
Effective date	18 October 2021
Date completed	1 November 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

Ask them to stay at home and do not put others at risk by visiting our place of worship.

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

All members of church will be made aware of this Safety Plan before they are allowed on church grounds.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Conditions of entry to be displayed at the entry of the Church next to the QR code for checking in.

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

Placed SIT HERE signs throughout our buildings.
Always adhering to 1 person per 4 sqm.

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

Placed SIT HERE signs throughout our buildings.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Arrows on the floor to ensure people movements are in one direction.

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

People to exit building after service promptly, and to not congregate outside in groups.
Announcements at the beginning and end of Services.
Placement of crosses on floor for “stand here” are 1.5 m apart.

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

Roster of singers each week, not more than 10 persons.

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

Doors and windows of the Church building to remain open during services. Ceiling fans to be used where appropriate to aid ventilation and circulation of air.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Where appropriate, outdoor areas to be used.

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

Agree

Yes

Tell us how you will do this

Doors and windows of the Church building to remain open during services.

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 used where appropriate to aid ventilation and circulation of air.

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

No A/C system installed in the church.

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 required, we will consult a professional to review this requirement.

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

Check-in attendants to advise those entering the church that they need to have a mask on before entry.

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 available throughout buildings with how to wash hands signage.

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

Agree

Yes

Tell us how you will do this

Bathrooms to be stocked up during cleaning of the area.

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

Areas to be cleaned down by those using the space once they have finished.

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 code check-in signage located at entry to church. Check-in attendants to ensure this is completed prior to entry.

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

QR code check-in signage located at entry to church. Check-in attendants to ensure this is completed prior to 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.

Agree

Yes

Tell us how you will do this

All persons entering must check-in via a written check-in sheet. Details to be converted to digital format following the service.

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

Separate COVID-19 Safety Plans to be completed for Op Shop, and Church Hall.

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

Yes