

# > HELPING BUSINESS GET BACK TO WORK



30 June 2020

## COVID-19 Safety Plan

Effective 1 July 2020

### Places of worship

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your congregants.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your congregants that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](https://nsw.gov.au)

BUSINESS DETAILS	
Business name:	St Mary Queen of Heaven, Catholic Church, Georges Hall
Plan completed by:	Parish Pastoral Council
Approved by:	Approved by Parish Pastoral Council (22 July 2020)

### > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and congregants</b>	
Exclude staff and congregants who are unwell from the premises.	Parish website, Bulletin and sign at church entry reinforce that unwell people should not attend services. High risk categories should also reconsider.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Parish Priest is only 'staff' member. Archdiocese provides him with advice.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Parish Priest is only 'staff' member. Archdiocese provides him with advice.
Display conditions of entry (website, social media, venue entry).	Entry advice is provided on website, in Bulletin and at Church entry.

Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Archdiocese has relieved parishioners of their obligation to attend services and this has been relayed on Parish website. Online/TV masses are available and links given in Bulletin.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>• Community centres and halls (if hiring out premises)</li> <li>• Conference and function venues</li> <li>• Restaurants and cafes.</li> </ul>	N/A

REQUIREMENTS	ACTIONS
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Physical distancing	
Capacity must not exceed one visitor per 4 square metres of space (excluding staff).	In accord with '4 sq m' rule, a conservative limit of 65 is set for services. This allows some capacity to admit cohabiting family groups with social distancing up to the '4 sq mtr' limit.
The maximum number of people who may attend a funeral is one person per 4 square metres. If the service is held at a place of public worship, it can have up to 50 attendees (without the 4 square metre rule) provided non-household contacts can maintain 1.5 metres of physical distance.	In accord with previous item. Archdiocese has provided advice to the Parish Priest.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Seating has been moved in accord with social distancing requirements.
Reduce crowding wherever possible and promote physical distancing.	Ushers at main weekly services ensure seating in accord with social distancing requirements.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	Regular 'volunteers' are aware of this requirement.
Use telephone or video for essential meetings where practical.	Limited number of applicable meetings. Parish Pastoral Council regularly use video for meetings.
Review regular deliveries and request contactless delivery and invoicing where practical.	Of limited applicability. Parish Priest and relevant volunteers are aware of the benefits.
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.	Attendees are reminded on the website, bulletin and at church entry not to congregate before and after services. Ushers ensure social distancing before main services.
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.	N/A

<b>Physical distancing</b>	
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	N/A
High energy dance, as well as singing and wind instruments, can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience. Group singing or chanting is particularly high risk and so should continue to be avoided.	Only 'group singing' is applicable. Congregations are reminded not to sing and Cantor speaks relevant words.
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. Staff should continue to maintain 1.5m physical distancing from students where practical.	School is responsibility of the Catholic Education Office, not the parish. Youth group follows social distancing requirements.

<b>REQUIREMENTS</b>	<b>ACTIONS</b>
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Hand sanitiser is dispensed at entry for main services. Sanitiser is also available at entry.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Bathrooms are stocked.
Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	Parish priest and Acolytes have implemented recommendations of Sydney Archdiocese (e.g no Holy Water, no communal Chalice, hand sanitising before & after communion, etc).
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.	Collection 'plates' are not passed around. Weekly bulletins are single use with used ones destroyed after services. Parishioners are advised not to touch statues etc.
Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Ushers and volunteers clean all seats etc after main weekly services.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Only commercially provided cleaning materials are used.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Ushers and volunteers are provided with gloves for use when cleaning, or as required.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. For households, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p><b>Attendees names and contact details are recorded and stored.</b></p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p><b>Parish Priest and volunteers are aware of the Covid Safe App and have been encouraged to download.</b></p>