

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	Lane Cove Uniting Church
Business location (town, suburb or postcode)	Lane Cove, 2066
Completed by	Peter Andrews, Gaye Brill and Pastor Rick Johnson (on behalf of the Church Council)
Email address	<u>lanecoveuniting@bigpond.com</u>
Effective date	8 November 2021
Date completed	8 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

This safety plan is to cover all Ministers, paid staff (collectively described as staff) and congregants of Lane Cove Uniting Church. These people worshipping at Lane Cove Uniting Church are referred to below as attendees.

All attendees will be required to exclude themselves if they meet any of the below:

- they are generally feeling unwell with any cold/flu symptoms
- they are experiencing respiratory difficulties
- they are required to self-isolate.

The instruction to all staff, volunteers and visitors to stay away if unwell will be incorporated in signage at entry door. This requirement to be included in all electronic and written communication regarding use of the premises.

If any attendee receives a positive COVID19 test outcome they will immediately notify the Church Chairperson, through the Church Office, who will then notify the Sydney Central Coast Presbytery (Michelle Lombard (michelle.lombard@sccpresbytery.org.au) and Geoff Leslie (geoffrey.leslie@sccpresbytery.org.au), who will notify all appropriate Presbytery personnel and SafeWork NSW, where required, as a matter of urgency.

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

The Church Council will

- ensure that all Lane Cove church representatives are aware they have responsibility to adhere to the general rules outlined above and talk to their GP should they have any COVID-19 symptoms.
- Provide all Lane Cove church representatives with all Guidance Notes issued by either Synod or Presbytery all of which are based on Public Health orders.

All church staff are currently fully vaccinated.

Any new staff will be strongly encouraged to get vaccinated if they have not yet been immunized against COVID 19.

Should that person have any concerns about vaccination options, they will be urged to speak to their personal medical adviser.

Contact numbers for Royal North Shore Hospital, Safe Work NSW and local Doctor to be maintained in Church Office to facilitate management of a sick visitor.

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 are displayed at the main entry door.

The instruction to all staff, volunteers and visitors to stay away if unwell will be incorporated in signage at entry door. This requirement to be included in all electronic and written communication regarding use of the premises.

Check-in requirement is displayed at main entry door (only point of access open for entry).

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

Based on the physical size of the Lane Cove Uniting Church buildings, congregations will be limited to less than 60 , based on the 2 sq. m. rule.

This limit shall be advised in all communication and included in signage on the entry.

Adherence to this limit will be monitored by designated Congregation officers for all Congregation functions; tested via periodic, unannounced visits when the premises are being utilised by Users and also by periodic review of attendance records.

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

Lane Cove Uniting Church has placed three QR Codes at the entrance - one outside and two situated at either side of the point of entry to help reduce queuing at the entrance.

Markers have been placed on the floor to support 1.5m distancing when queuing to the toilets and check-in locations.

Pews have markers to assist people to maintain 1.5m of distance (unless members of the same household).

A measuring stick is available in the Fellowship Area to assist in determining distance.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

There are no showers, change rooms or lockers at the premises.

Female and male toilets are designed for single person use. Markers have been placed on the floor at the entry to the passageway leading to the single person toilets.

The kitchen area must have no more than 2 people using it at any one time.

The outdoor BBQ area will be marked for 1.5m distancing if used.

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

The designated officers of the Congregation will ensure that congregants do not gather immediately outside the Church building

Singing and dancing by unvaccinated congregants is not allowed in indoor areas (excluding a performer who is performing or rehearsing; or person who is instructing or being instructed in singing or dancing; or at a wedding service or gathering after a wedding service).

Agree

Yes

Tell us how you will do this

Congregational Singing by unvaccinated people will not be allowed in indoor areas.
The minister will explain / remind when songs are introduced.

There is no congregational dancing.

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

The facility has no air conditioning.

Ventilation will be achieved by opening windows and doors to the Courtyard to get a cross flow of air and if necessary, turning on the ceiling fans at a low speed.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

If possible the courtyard area will be used.

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

Agree

Yes

Tell us how you will do this

Natural ventilation will be achieved by opening windows and doors to get a cross flow of air.

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

Designated officers of the Congregation will be required to ensure that windows and Courtyard doors are opened where possible and fans run to increase mechanical ventilation.

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

There is no air conditioning system.

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

The Church Council will consider the issue of improving ventilation and as appropriate discuss the matter with the building owner.

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

Signage indicating that face masks are mandatory will be displayed at the entrance and various other places within the facility.

The designated officers of the Congregation will ensure that congregants comply unless they are exempt, and spare masks will be available for congregants use if required.

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

Agree

Yes

Tell us how you will do this

Signage has been installed to illustrate proper handwashing / sanitising technique in bathrooms, at sanitiser stations and in the kitchen.

Sanitiser is provided at the Main Entry, entry to the Church; at a second site within the Fellowship area; in both toilets and in the kitchen. Toilets and kitchen both have hand soap and paper towel rather than sanitiser.

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

Agree

Yes

Tell us how you will do this

Lane Cove Uniting Church will be responsible for maintaining cleaning standards on the church premise, through an external cleaning service. This will include an ongoing (weekly) clean of the Fellowship area, kitchen and toilets.

Soap and paper towel will be provided in both toilets and sanitiser will be provided in the Fellowship area.

Supplies will be verified by each User Group and independently by the Congregation no less

than twice a week.

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

Lane Cove Church Council are responsible for maintaining cleaning standards, including disinfecting hard surfaces in room where meetings occur before and after the meeting. External cleaners have been employed to thoroughly clean the premises each week.

Bathrooms and toilets, and frequently touched areas such as doors and light switches to be wiped down by Users after each Service of Worship or other function.

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

Lane Cove Uniting Church is registered as a COVID Safe Business and has QR Codes placed at the main entrance along with instructions for download and use of the App.

The designated officers of the Congregation also have the Business Online Check in on a device that can also scan people's individual Service NSW QR Cards.

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

Designated officers of the Congregation are responsible to verify App check in or record the name and either phone number or email address of all persons who attend the premises on church business.

Those records will be retained in a form consistent with Government regulations and only used for Covid-19 purposes.

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

Records are kept on an excel Spreadsheet and stored in a One Drive folder accessible to the Congregational Chairperson, Minister, Chaplain and Church Office manager.

The records are retained for a period of at least 28 days before they are deleted.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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

The co-located fellowship Area has a separate but consistent COVID-19 Safety Plan for "Community centres and halls" and is not utilised by other groups while the church is being used for worship.

The facility has only one point of entry open, with QR code and instructions displayed at that point.

All groups using the facility ensure that any participants have their attendance recorded using either the Service NSW app, Business Online Check in form or list provided. The list will be retained in accordance with NSW Health regulations.

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

Yes