

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Lane Cove Uniting Church
Business location (town, suburb or postcode)	Lane Cove, 2066
Select your business type	
Community centres and halls	
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, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

All those who use/wish to use the Lane Cove church premises 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.

All persons visiting the premises will be advised that if they receive a positive COVID19 test outcome they must immediately notify the Church Chairperson (typically via the Office Manager) 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.

User Groups to be reminded of additional risks attaching to use of premises by High Risk and Vulnerable people.

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 Lane Cove 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 queries about vaccination or 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

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, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Display signage at main Entry door, with conditions of entry and the maximum number of people for the hall space.

Comparable information will be included on the Congregation's website and included in (weekly) electronic communications.

User Groups will be advised in writing of conditions of entry and usage of the premises.

Display Service NSW QR Code and instructions in several places at the Main Entry to facilitate physical distancing.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry where practical and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: This requirement applies at public swimming pools and indoor recreation facilities including gyms.

Agree

Yes

Tell us how you will do this

Lane Cove Uniting Church will be responsible for ensuring that posters outlining vaccination requirements are clearly visible at the main entry to the church, alongside the requirements for Check-in.

The group leader will be responsible for checking vaccination status or medical exemption upon entry and check-in of all participants in their group.

Physical distancing

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

Note: Group classes at a gym and group dance classes at an indoor recreation facility must be limited to no more than 20 persons.

Agree

Yes

Tell us how you will do this

Capacity of the Fellowship Area is 33 people, including leaders and visitors. (1 person per 2 square metres)

Yoga classes must be limited to no more than 20 persons.

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

Adherence to this limit will be monitored by 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

The placement of three QR Codes, one outside and two situated at either side of the point of entry help to reduce queuing at the entrance.

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

Groups using the facility will be encouraged to maintain 1.5m of distance around their yoga mat or between chairs if seated around tables (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 any specific areas within the venue where possible, such as change rooms and other communal facilities.

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.

Face masks must be worn by public facing staff / volunteers unless exempt.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

Members of User Groups will be required to disperse quickly at the end of an event.

The Leaders of User Groups are responsible to ensure that people do not gather in clusters in the street or other public places that are breaching the social distancing rules.

Adherence to this obligation will be subject to periodic without notice inspection by the Church Council

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

The group Leader will be required to ensure that windows 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.

Note: People engaging in physical exercise are 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.

Yoga classes will be exempt while engaging in physical exercise.

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

Agree

Yes

Tell us how you will do this

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

Sanitiser is provided at 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.

Supplies will be verified by each User Group and independently by the Congregation no less than twice a week.

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.

Bathrooms and toilets to be wiped down by Users after each User Group session.

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. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it

Agree

Yes

Tell us how you will do this

Surfaces to be wiped down by Users after each User Group session and subject to a thorough clean by the Congregation no less than weekly.

Users will be provided with access to spray bottle and wipes of appropriate detergent to clean bench /tabletops, doorknobs and any chairs that are used.

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.

Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.

Agree

Yes

Tell us how you will do this

The Church is registered as a COVID Safe Business and has QR Codes place at the main entrance.

The Church office manager also has the Business Online Check in on a device that can also scan people's individual Service NSW QR Cards.

User groups are encouraged to use the Service NSW App for check-in, but also provide an attendance list for each session on a spreadsheet, to the church office as a back-up and to cover anyone without the App.

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

Congregation officers attending the Church office (noting access can only be achieved through the main entrance to the Hall) must always check in in when they attend the premises .

The Congregation Office manager, or delegate, is 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.

Leaders of User Groups and Leaders of Church Groups using the Fellowship Area must undertake a similar responsibility for each session and provide a copy of the Attendance Record to the Office Manager who will ensure 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 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 church has a separate but consistent COVID-19 Safety Plan for “Places of 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