

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	Pitt St Sydney NSW 2000
Business location (town, suburb or postcode)	Pitt St Uniting Church 264 Pitt St Sydney
Completed by	Elizabeth Lee
Email address	elizabethlee59@gmail.com
Effective date	8 November 2021
Date completed	23 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

Staff and congregants who are unwell must not attend Pitt St Uniting Church. They may join via zoom when available or view the recording through Facebook or YouTube.

Staff and congregants who have been in close contact with others who are unwell must not attend Pitt St Uniting Church.

Staff and congregants who are considered casual contacts or frequent any current hotspots are advised not to attend Pitt St Uniting Church.

Notices are displayed at entry points and announcements are made prior to the service commencing.

This information is also communicated through eNews.

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

Post Department of Health guidelines on testing, physical distancing links on eNews

Post COVID info and links on website.

Have any lists of hot-spots and department of health notices displayed at entrances.

Reinforce relevant messages at the beginning and end of the service

Appoint COVID monitors for each service (pre and post service)

COVID Monitors receive information and training.

Have a Folder of relevant information/ notices available in COVID box kept in the Church office but brought into the Church for services.

Key staff are kept up to date with current requirements.

E Lee has undertaken on line COVID safe training and monitors NSW Health and Synod information for changes which are communicated to key people as appropriate.

Good liaison occurs between Safe Church, Minister and Church Secretary.

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 including requirements to stay away if unwell and record keeping are both displayed at entry and notified verbally by both by those rostered as welcomers and COVID monitors prior to the service commencing. While double vaccination is encouraged, it is not a requirement for people attending places of worship.

QR codes available at multiple points and Welcomers, keep a record of those unable to use QR code.

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

Under 2 square meter rule Pitt St Uniting Church could accommodate up to 280 people on the ground floor.

Display signage for maximum capacity prominently at entrance.

Pre-covid times usual service attendance was about 80 congregants.

In the event of any changes to Public Health Orders attendance numbers will be appropriately adjusted to comply with requirements at the time.

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

-Marking with green ticks appropriate places to sit. Household groups may sit together.

- Physical spacing of individual chairs when used.

- Minimizing numbers in smaller spaces such as kitchens

- Using floor markings where queuing may occur.

Promote physical distancing through signage, barriers, and verbal encouragement.

Congregants required to wear a mask during attendance at places of worship under 80% rules.

When wearing a mask is not mandatory it will be recommended. However, mask wearing is not a substitute for physical distancing although may further reduce risks.

Congregants are requested to remain seated, or stand in their place, during the service and not to congregate in the aisles before and after the service.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

When queuing is likely to occur, markers are provided.

Congregants are encouraged not to congregate or crowd before or after the service within the Church.

Congregating in aisles discouraged.

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

Congregants requested to disperse in small numbers and not to congregate outside the church.

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

Agree

Yes

Tell us how you will do this

Congregational singing for those who are vaccinated while wearing masks. Unvaccinated congregants asked to refrain from singing.

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

Ventilation to be maximised. All available doors and windows to be kept open.

Mechanical fans used as available.

Ventilation expertise will be sought as soon as possible to ensure appropriate steps are taken.

Congregation size is substantially less than 2m square rule permits

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Outdoor options will be considered and utilised when practical. This is not normally possible for Sunday worship.

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

Agree

Yes

Tell us how you will do this

Internal ventilation maximised by increasing natural ventilation through opening windows and doors where possible.

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

Currently no air conditioning available.

Natural ventilation is maximised as much as possible.

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

Attention given to periodic cleaning of fans.

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

Advice to be sought when practicably possible.

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

Staff and congregants to wear masks under 80% rules. Masks wearing encouraged from 95% rules/ 15 December, when masks are no longer mandated.

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

Agree

Yes

Tell us how you will do this

Display notices re good hand washing hygiene in foyer, at entrance, in toilet areas and kitchen.

Provide plenty of soap and paper towels in bathrooms and kitchen.

Provide hand sanitizer and encourage its use on entry.

Sanitiser, detergent, disinfectant, disposable gloves, and disposable face masks will be available for all.

Extra supplies of sanitiser, detergent, disinfectant, disposable gloves, and disposable face masks will be stored in the COVID Safe tub stored in Church Office.

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

Agree

Yes

Tell us how you will do this

The “fixed and known” roster of members will ensure that bathrooms are well stocked with hand soap and paper towels prior to worship

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

For each worship service a cleaning team is rostered.

Cleaning requirements observed. In most cases water and detergent is sufficient.

1) Hard surfaces (pews, door handles etc) cleaned at the end of each service and weekly clean

2) Disinfectant wipes available for congregant use

3) Contract cleaning of the premises between weekly Church Services.

Any clip boards, pens, remote controls, sound system panels, computer keyboards, video camera controls etc used to be cleaned after use with detergent and / or disinfectant wipes by those operating the equipment.

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 available and use encouraged.

Records taken by welcomers for those unable to use QR code and these are converted to electronic format at the first opportunity following the service.

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 codes available at multiple points around the church.

Welcomers to confirm that green tick is visible on 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

If a person is unable to provide contact details, for example due to age or language barriers, another person will be asked to provide contact details on their behalf. If it is not possible for check-in to occur, a record will be kept of the name, contact number and entry time for all staff, congregants and contractors for a period of at least 28 days. These records will be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

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

Only the main premises used.

Third party users will have their own covid safe plans and are responsible for their own record keeping protocols.

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

Yes