

> HELPING BUSINESS GET BACK TO WORK



Endorsed by Presbyterian Church of New South Wales for local modification at New Life Presbyterian Church, Gungahlin (ACT)

25 June 2020

COVID-19 Safety Plan

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 staff and leaders. 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 or advice changes.

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 <https://www.covid19.act.gov.au/>

BUSINESS DETAILS
Business name: New Life Presbyterian Church, Gungahlin
Group/ministry:
Venue address:
Date(s) this plan covers:
Expected size of group*:
Plan completed by:
Submitted to: Brock Johnston – brock@nlpc.church

* If gatherings of more than 20 people are planned, the ACT Public Health Directions requires places of worship to develop a COVID Safety Plan to assist in minimising the risk of transmission of the disease. This is because larger gatherings present a greater risk.

New Life Presbyterian Church considers this COVID Safety Plan good practice for gatherings of all sizes in all places that are activities of the New Life Presbyterian Church.

> REQUIREMENTS FOR New Life Presbyterian Church

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

REQUIREMENTS	ACTIONS
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Note and/or detail ACTIONS particular to your proposed gathering

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	
Ensure all leaders are trained on COVID-19 safety requirements and have completed a COVID Safety Plan for every physical gathering.	
Church building: Display conditions of entry (website, venue entry).	
Staff: Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Staff: Make staff aware of their leave entitlements if they are sick or required to self-isolate.	

Physical distancing

Capacity must not exceed one person per 4 square metres (incl children).	
<p><u>New Life Church Building Capacity:</u></p> <p>Main Hall = 33 people Foyer = 5 people Kitchen = 3 people Meeting Room = 5 people Office = 5 people Minister's Room = 3 people</p>	
Places of worship can have up to 100 people for a religious service or 20 people for a class/meeting.	
Church building: Use signage to communicate the maximum safe capacity.	
Church building: Manage entry and exit points to avoid crowding and reduce the need to touch shared surfaces such as door handles.	
Church building: Manage the flow of people through the premises to limit contact between people.	
Church building: Have strategies in place to manage gatherings that may occur immediately outside the premises.	
Promote physical distancing of at least 1.5 metres. Those from the same household can sit closer together. Arrange equipment and furniture to allow for this.	
Use telephone or video for essential meetings where practical.	
Avoid group singing and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people. Choirs or musicians can perform, and are to be included in capacity limits. Choirs and musicians should be kept to a minimum. Choirs or musicians are to remain physically distanced from the congregation or audience and there should also be 1.5 metres of distance between each member of the choir or band.	
There is no 4sqm rule applicable to gatherings in homes. However, we encourage people to practice 1.5m social distancing and good hygiene in home gatherings (eg. Life Groups, visitation, NewLife@Home with guests).	

Hygiene and cleaning

Adopt good hand hygiene practices.

Food and drink may be provided at gatherings, subject to the above restrictions. We encourage congregations to take care in serving food and drink, including using paper cups and packaged food.

Home meetings: Ensure reasonable COVID-Safe hygiene and cleaning is considered in host homes, particularly spaces that guests will have access to in a way that the host and expected guests are comfortable with.

Church building: Make hand sanitiser available upon entry.

Church building: Ensure bathrooms are well stocked with hand soap and paper towels.

Church building: 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.

Church building: Reduce objects that may be passed around such as books and collection plates. If they must be used, ensure they are cleaned between each use.

Church building: Clean frequently used areas at least daily with detergent or disinfectant. Clean wipe frequently touched areas and surfaces several times per day.

Church building: Clean high touch areas (including bathrooms) and surfaces (including plastic chairs and tables) after usage periods.

Church building: Clean any shared items after use, such as technical equipment/devices after each use.

Church building: Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Church building: People should wear gloves when cleaning and wash their hands before and after with soap and water.

Record keeping

Maintain a visitor book to keep a record of persons who attend the premises, including first name, contact number, and date and time of attendance. The information collected should be held confidentially for at least 28 days, and then carefully destroyed, or held in accordance with normal practices within your organisation.

Records can be recorded in your Elvanto group profile or sent to connect@nlpc.church (Brock Johnston).

Ensure there is an accessible copy of your COVID Safe Plan on site for compliance purposes during each activity.

Make staff and leaders aware of the COVID-Safe app and its benefits to support contact tracing.

Group leader responsibility

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Available from App stores in accordance with Public Health advice