

> HELPING BUSINESS GET BACK TO WORK

23 July 2020

COVID-19 Safety Plan

Effective 24 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

BUSINESS DETAILS

Business name:	Onelife Community Church
Plan completed by:	Louise Mathieson
Approved by:	Andrew Peacock

> REQUIREMENTS FOR BUSINESS

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

REQUIREMENTS	ACTIONS
Wellbeing of staff and congregants	
Exclude staff and congregants who are unwell from the premises.	Practice physical distancing Continue to ask member if they have travelled overseas, interstate or to any known hot spots when arriving at services. Continue to practice registration and sign in upon attending services Anyone that appears sick or who is unwell will be encouraged to go home Anyone that has visited any high risk areas will be asked to stay at home.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	We have developed a COVID-19 Safe Working Committee that is designed to: 1. Continually educate our members on physical distancing 2. Continue registration process 3. Continue deep cleaning before and after services 4. Kitchen control measures have also been put in place to minimise the distribution of food/coffee and entry into high surfaced areas.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Committee members have been educated. No paid staff involved.
Display conditions of entry (website, social media, venue entry).	Conditions of entry have been communicated through all channels of our social media, website, venue entry on our protocols. We have a dedicated tab on our website to important resources and our COVID Policy. Our COVID policy is also displayed at our premises as well as signs around the premises encouraging members to practice suggested guidelines at all times.

Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	We have implemented online services and are checking in on our elderly members regularly to minimise their exposure and risk. We have updated our ZOOM account to enable us to hold online meetings rather than physical meetings where appropriate.
Ensure COVID-19 Safety Plans are in place, where relevant, for: • Community centres and halls (if hiring out premises) • Restaurants and cafes. • Weddings • Funerals	Our facility is not hired to the public.

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.	Our services area is set up each week according to the current guidelines from the NSW Government. Currently this is the per square metre rule. We have introduced an overflow area to accommodate members to ensure we are abiding by this rule. We have limited the space in our kitchen community area to ensure people are kept at physical distancing regulations.
Group singing or chanting is particularly high risk and so should continue to be avoided.	Our music team abide by the 3 metre rule away from the congregation. Members are encouraged to practice appropriate sneezing, coughing etiquette and the use of masks is encouraged.
Wedding services can have a maximum capacity of 150 people, and funeral services can have a maximum capacity of 100 people. See the NSW Government website for wedding and funeral service COVID-19 Safety Plans.	Our church does not offer funeral or wedding services.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	We are making sure our seating arrangements adheres to the physical distancing and square metre rule.
Reduce crowding wherever possible and promote physical distancing.	We regularly monitor the gathering of people and remind them of the physical distancing rule.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	We remove chairs to ensure the members adhere to the suggested 100 member rule including fellowship times.
Use telephone or video for essential meetings where practical.	We have implemented our ZOOM membership and use this where practicable.
Review regular deliveries and request contactless delivery and invoicing where practical.	Not applicable
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services. This may involve suspending or adjusting the practice of greeting congregants as they arrive or depart to ensure appropriate physical distancing.	Not applicable.

Physical distancing	
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.	Not applicable.
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	Not applicable.
Solo 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.	Our music team is kept at adequate distance of 3 metres from our members. We also enforce physical distancing in the music team. Microphones are allocated to a specific member per service and are wiped over before and after the service.
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.	We do not offer a childrens program.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Members are: 1. Given hand sanitiser upon entry 2. Encouraged to wash hands regularly 3. Offered masks to wear during services 4. Encouraged to wash hands before and after using our toilet facility and when touching any surfaces.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Paper towels are continuously stocked in our bathrooms All towels have been removed from bathrooms Hand soap is available All stock is maintained regularly
Consider modifying religious rites or rituals to avoid direct contact where practical, such as communion or other similar practices. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	Communion services have been modified to reduce the risk of cross contamination. This includes a dedicated member serving our members in respect to juice/bread while wearing gloves for protection. Microphones are dedicated to one person during the service and are wiped over prior to and at the conclusion of every service.
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.	We are not promoting self-serving at our services and have allocated team members attending to distribution of communion. Members are not allowed in certain areas of the church and we have modified how our coffee/tea and biscuits are handed at the conclusion of our service for fellowship.
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.	Our premises are cleaned weekly before services and at the end of service.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	We ensure our materials are hospital grade and compliant.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Allocated members were gloves when administering and preparing communion and kitchen materials for members. Gloves are work when facility is cleaned. Surfaces are regularly cleaned by members and members are encouraged to wash hands frequently.

REQUIREMENTS	ACTIONS
Record keeping	
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.	Staff are recording all attendance details for people who are attending our services including mobile and email addresses. These records are scanned and stored for future references as required.
All places of worship must register their COVID-19 Safety Plan through nsw.gov.au.	Onelife Community Church has been registered as a COVID Safe Business and will monitor the plan requirements regularly and ensure it is adapted to requirements stated by nsw.gov.au
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Members are encouraged to install the COVID safe app.