

COVID-19 Safety Plan

We've developed this COVID-19 Safety Plan, recommended by the NSW Government to help maintain a safe environment for all St Swithun's staff, congregants and visitors.

Business name: St Swithun's Anglican Church Pymble

Approved by Wardens: Ross Millar Robin Hall David Barker

Date: 27 February 2021

Requirements	Actions
Wellbeing of Staff & Congregants	
Exclude staff and congregants who are unwell from the premises.	<ul style="list-style-type: none">• Signs to be displayed at the entrance to any venue to be used. “DO NOT ENTER if you are feeling unwell or if you, or anyone in your household, have any of the following:<ul style="list-style-type: none">○ A temperature over 37.5°C○ Cough○ Sore throat○ Any respiratory symptoms○ Loss of taste or smell○ Have had contact with any person with COVID-19 in the preceding 2 weeksPersons over 70 years of age, or who are immunocompromised, are warned they are at particular risk. Any person who has any of the above symptoms / signs are advised to have COVID-19 testing & then self-isolate until a negative COVID-19 test is recorded.• All persons entering these premises are required to register contact details and to hand sanitise.

Requirements	Actions
Wellbeing of Staff & Congregants cont'd	
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<ul style="list-style-type: none"> • Provided in policy document approved by Parish Council in May 2020 – circulated to all staff.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	<ul style="list-style-type: none"> • Any staff member required to self-isolate pending test results should continue working at home if well enough to do so. • Any staff member actually infected with COVID-19 may work from home without taking sick leave if well enough to do so. • Sick leave will be granted to any staff member who is too sick to work; consideration will be given to an extended period of sick leave in the case of a COVID-19 infection if this is supported by medical certificate(s).
Display conditions of entry (website, social media, venue entry).	<ul style="list-style-type: none"> • Venue entry as above. • On all social media and website, notices to state: <p style="margin-left: 20px;">NO ENTRY TO ANY OF THE CHURCH PREMISES will be allowed if persons are feeling unwell or if they, or anyone in their household, have any of the following:</p> <ul style="list-style-type: none"> ○ A temperature over 37.5°C ○ Cough ○ Sore throat ○ Any respiratory symptoms ○ Loss of taste or smell ○ Have had contact with any person with COVID-19 in the preceding 2 weeks <p style="margin-left: 20px;">Persons over 70 years of age, or who are immunocompromised, are warned that they are at particular risk.</p>
Masks	<ul style="list-style-type: none"> • The wearing of masks at any indoor service is mandatory for all attendees if congregations are singing, only to be removed while essential for service leading. • If congregations are not singing, wearing of masks is optional, but recommended.

Online services.	<ul style="list-style-type: none"> To be continued, especially for those over 70 or immunocompromised.
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Requirements	Actions
Physical Distancing	
Ensure COVID-19 Safety Plans are in place for external parties using the Church premises.	<ul style="list-style-type: none"> All external parties must have their own COVID-19 Safety Plan. This Plan to be approved by the Wardens before external parties use the Church / PACE premises. Commercial cleaners will be engaged and the external party will be charged \$150. External parties to be provided with number of people allowed in venue to be used.
Capacity must not exceed 2 sqm per person in all services / gatherings, including weddings in the Church and on the PACE Centre.	<ul style="list-style-type: none"> COVID Marshals (or Ushers / vergers) are to be at the point of entry to record attendance, direct seating and, when capacity reached, are to direct persons to overflow areas, if available. Marshals are to ensure that the 2 sqm per person capacity rule is adhered to and to ensure compliance where practical with the 1.5 metre distancing advice. Each service / event is to have one person nominated as having overall responsibility for adherence to this Safety Plan – the COVID Marshal or the event leader. Measuring sticks of 1.5m to be available should they be required by the marshals, ushers or vergers.
For funerals or memorial services, the 2 sqm rule must apply.	<ul style="list-style-type: none"> The Funeral Director to be responsible to the Minister to supervise the 2 sqm capacity and to ensure compliance where practical with the 1.5m distancing advice. The Funeral Director must maintain a contact register of all persons attending, including contact details and temperature on entry, and provide a copy of the register to the Office. The Funeral Director must supply a copy of their COVID-19 Safety Plan. Funerals or weddings should not be scheduled within three hours of any following service or event in the Church building.

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Physical Distancing	
	<ul style="list-style-type: none"> Commercial cleaners will be engaged and the Funeral Director will be charged \$150.
Capacity when congregational singing is allowed	<ul style="list-style-type: none"> When the congregation at a service (or wedding or funeral) is allowed to sing, the numbers are restricted to one person per 4 square metres
Signage to communicate the maximum safe capacity.	<ul style="list-style-type: none"> Signage showing the maximum safe capacity to be prepared and posted at entry to each venue and advise the 1.5m distancing advice.
Move or remove tables and seating as required.	<ul style="list-style-type: none"> This to be done by the responsible person for each gathering / event.
Reduce crowding wherever possible and promote physical distancing.	<ul style="list-style-type: none"> Limits on numbers, signs at entry to encourage distancing. Signs on pews to indicate 1.5m distancing in all directions but flexibility needed to allow household members to sit together. Vergers / ushers to supervise.
Where reasonably practical, ensure staff maintain 1.5m physical distancing at all times.	<ul style="list-style-type: none"> Office and workspaces have been configured appropriately. Staff aware to maintain 1.5m distancing.
Use telephone or video for essential meetings where practical.	<ul style="list-style-type: none"> Currently happening – using Zoom. Any face-to-face meetings properly distanced.
Review regular deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> Office Administrator to coordinate with suppliers. Sign to be posted at PACE entry.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	<ul style="list-style-type: none"> Marshals, Ushers and vergers to ensure social distancing is maintained.
Choirs, bands, soloists and speakers	<ul style="list-style-type: none"> Choir numbers are limited by distancing regulations and as stipulated to the Choir Director by the Rector and the Wardens from time to time.

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Physical Distancing	
	<ul style="list-style-type: none"> • Congregational singing is only allowed if masks are worn by the whole congregation, whether singing or not. • Speakers and singers should use distance mics or non-shared individual microphones and sanitise these between uses as practical.
Face Masks	<ul style="list-style-type: none"> • The wearing of face masks at the Church, the Hall and the PACE Centre by staff, volunteers, visitors and event attendees is strongly recommended, especially in situations where stipulated physical distancing cannot be maintained. • Masks will be provided for those who do not bring their own

Requirements	Actions
Hygiene & Cleaning	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> • Sanitiser stations at entry to all Church and PACE Centre venues. • Notices to advise the use of sanitisers on entry and when leaving. • Personal sanitisers are recommended for all people.
Ensure bathrooms are well stocked with hand soap and paper towels.	<ul style="list-style-type: none"> • Maintain current practice. • Display a sign in each toilet area requesting that the lid of the toilet be closed before flushing – PLEASE CLOSE THE TOILET LID & THEN FLUSH
Consider modifying communion practices.	<ul style="list-style-type: none"> • Communion elements must be prepared after washing hands. Gloves and masks to be worn. • No common cup to be used. • Disposable cups for the bread and the wine to be used. • Disposal of cups – lined bins to be provided nearby.

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Hygiene & Cleaning	
Avoid sharing books or other shared objects.	<ul style="list-style-type: none"> • Bibles, hymn books, pencils, cushions all have been removed from the Church. • Personal bibles & personal sanitisers encouraged.
Ventilation	<ul style="list-style-type: none"> • Natural ventilation to be used after or between services for 1.5 hours.
Clean frequently-used areas including children's play areas, before and after use, with detergent or appropriate disinfectant. Clean frequently touched areas and surfaces several times each day.	<ul style="list-style-type: none"> • All touched areas and furniture to be cleaned with appropriate disinfectant before and following each service / meeting. • The vergers / ushers to be responsible.
Disinfectant solutions need to be maintained at appropriate strength and used in accordance with manufacturer's instructions.	<ul style="list-style-type: none"> • Appropriate supplies to be purchased and made available for use. • Surfaces are to be cleaned with an appropriate disinfectant which the manufacturer claims antiviral activity (chlorine-based or hospital grade disinfectants, or alcohol solutions with at least 70% alcohol (e.g. methylated spirits).
Staff are to wear gloves when cleaning and to wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> • Instructions to be issued.
Food and drink	<ul style="list-style-type: none"> • Food and drink to be provided only in accordance with separate policy, as attached.
Record Keeping	
Keep a record of name and contact details for all volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	<ul style="list-style-type: none"> • Entry to PACE Centre via single door only – contact details and body temperature checked and recorded. • Register at entry to Church premises to be supervised by the ushers / vergers showing contact details for every person and body temperature checked. Register to be given to Office Administrator. • Entry to the Church via single door only. • QR Code to be clearly displayed at the entry to Church and PACE; all parishioners

Requirements	Actions
Hygiene & Cleaning	
	<p>encouraged to download NSW Health app and use smart phones with QR Code on entry.</p> <ul style="list-style-type: none"> • Paper registers used only for those who do not have smart phones or cannot use the QR Code
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<ul style="list-style-type: none"> • Encourage all staff and Church members to have the COVIDSafe app and keep it active. • COVID protocols approved by Parish Council to be circulated to staff.
<p>Incident Plan</p>	<ul style="list-style-type: none"> • See below for the plan to be followed in the event of COVID-related incidents.

COVID-19 Safety Plan

Food & Drink Service

The following conditions apply to the provision of food and drink:

1. **Services.** No food and drink to be served.
2. **Outreach (Youth, Mainly Music, etc), Parishioner Events (morning teas, socials, etc).** Any food provided must be individually wrapped and distributed to attendees by people wearing gloves. Drinks must be centrally prepared and served into disposable cups by one or two people wearing gloves. Food and drink may not be shared. Attendees may bring their own food or drink if desired, but these must not be shared.
3. **Funerals, weddings, etc.** Refreshments following events such as funerals or weddings may only be provided by professional caterers specifically engaged for that event. Any caterers must have their own COVID-19 Safety Plan and must submit that plan to the Wardens in advance for review.
4. **Staff morning teas, etc.** These may proceed as usual; caution and distancing are encouraged, with minimal sharing of plates and food.

If desired, caterers may be engaged for services, outreach or parishioner events, again with the caterers to supply a copy of their Safety Plan in advance for review.

Because of the increased risks due to masks not being worn during food and drink being served, special attention should be paid to social distancing. Whenever weather permits, COVID Marshals should encourage consumption of food and drink in the open air.

Any variations or extensions need to be agreed with the Wardens in advance.

COVID-19 Incident Plan

This document sets out processes to be followed if a case of COVID-19 is suspected or confirmed at St Swithun's.

Scenario 1. A person displays or admits to symptoms of COVID:

The Office (or whoever is responsible for the attendance sheet at the time; e.g. the COVID Marshal on duty at an event) should:

- make sure that details are recorded in the attendance sheet
- refuse the person entry
- if the person is a staff member or frequent visitor, ask them how long they have been unwell
- advise them to get tested and to self-isolate for at least 14 days

The Office (or whoever is responsible for the attendance sheet at the time) should advise Roger and the Wardens immediately by telephone or in person. **Due to privacy concerns, other people should not be advised of the identity of the unwell person.**

Roger and the Wardens should meet as soon as possible, by phone/Zoom or in person, to decide the next steps which may include:

- examining the attendance sheets (for any period the person has been unwell)
- advising others who were on the premises at the same time as the ill person to monitor themselves for any flu-like symptoms and to get tested and self-isolate if they feel it necessary.

When advising others, it is important **not** to divulge the identity of the ill person.

If the ill person is a staff member, policies on sick leave will apply as documented in the Parish's COVID Safety Plan.

Scenario 2. A positive case of COVID-19 is confirmed – either by the person themselves or by NSW Health.

We should follow the Diocese's plan:

- Whoever first receives the information of the positive case must immediately notify Roger and the Wardens. (Note: Ross is listed on the Safety Plan registry at NSW Health, so may be the first to be contacted by them)
- The Wardens must immediately notify Chris Edwards (Note: in the diocese's plan, there is conflicting advice as to whether this is the Wardens or Roger – for clarity, whichever first receives notification)
- If neither Roger nor any of the Wardens are available, the Senior Assistant Minister should be contacted and should notify the Bishop.
- Roger and the Wardens must meet immediately, by phone / Zoom if not physically, to plan further actions

- A communication should be sent to the Parish via Elvanto lists as soon as possible stating that:
 - A member of the Parish or visitor as the case may be has been diagnosed positive
 - The dates and times when that person was at the Church and/or PACE Centre and any functions which they may have attended at those times
 - Advice that anyone feeling unwell or showing symptoms should get tested asap
 - Again, this must **not** identify the individual
- External groups (AA, Pilates, etc) should be advised not to return until deep cleaning has taken place as advised by SDS.
- Any planned services or gatherings (including funerals and weddings) should be cancelled until SDS gives the 'all clear' following deep cleaning.
- Roger and the ministry team should examine attendance sheets and rosters for forthcoming services / events and ensure that anyone who has been in close conduct with the positive person is not rostered to attend. This includes any members of the ministry team and may necessitate re-allocation of ministry duties at short notice.
- If a member of the ministry team is affected, the Bishop's advice should be sought regarding the necessity of locum staff.
- Any media requests for comment must be referred to Roger and/or Russell Powell at the Diocese
- Roger and the Wardens should meet very frequently (by Zoom or phone only if one of them is isolated) to monitor developments and should implement SDS instructions / advice as appropriate.

Endorsed by Parish Council 18th August 2020