

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	St Swithun's Anglican Church Pymble
Business location (town, suburb or postcode)	Pymble 2073
Completed by	Ross Millar
Email address	ross.millar@sleevesrolledup.com.au
Effective date	18 October 2021
Date completed	19 October 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

Signage at major entry points to advise those who are unwell or exhibiting symptoms not to enter

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

Provided in policy document approved by Parish Council in May 2020 – circulated to all staff. Revisions to policy to take account of evolving regulation have also been advised to all staff.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Signage at major entry points, assigned COVID Marshals at services, communication in bulletins to congregations

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

Booking systems will restrict the numbers able to register for attendance. Covid Marshals will ensure that only those registered actually attend, and that any unregistered attendants will not cause the allowed number to be exceeded. Areas have been carefully measured and conservatively estimated.

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

Covid Marshals will monitor gathering and encourage spacing as necessary

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Covid Marshals will monitor gathering and encourage spacing as necessary; at particular 'choke points', signage may be installed

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

Covid Marshals will monitor gathering and encourage spacing as necessary

Choirs at a place of worship or in a religious service must not exceed 10 persons. All members of the choir must be fully vaccinated or have a medical exemption.

Singing by congregants is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

The Ministers and the Choir Director are fully versed in these requirements and will encourage compliance.

Congregations have been advised in bulletins and will be reminded by service leaders.

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

This material has been reviewed and discussed by the churchwardens prior to this plan being developed.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Two of our regular services will be moved to outdoor settings when appropriate.

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

Agree

Yes

Tell us how you will do this

Windows and doors of the relevant buildings will be opened for all services

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

Windows and doors will be opened for all services; re-circulating systems such as fans and air conditioners will be turned off

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

These have been maintained regularly

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

We have adopted currently feasible mechanisms to encourage ventilation

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

All staff and congregants have been advised of this requirement and Covid Marshals will monitor compliance

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

Agree

Yes

Tell us how you will do this

Hand sanitiser is provided at entry points and at other key points

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

Agree

Yes

Tell us how you will do this

These are well stocked and frequently inspected

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

Surfaces in service venues are cleaned regularly.

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 codes are used at all services

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

Covid Marshals check that QR registration has been successful; Multiple copies of QR

codes are displayed near entrances to reduce crowding

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

Paper registers are maintained and completed by welcomers if QR check-in is not possible

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. 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

We do not have the types of venue described

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

Yes