

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	South Coast Life Church
Business location (town, suburb or postcode)	Berry
Completed by	Alison Page
Email address	alison@southcoastlife.org
Effective date	2 August 2021
Date completed	9 August 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 are asked to stay home if they are unwell. Staff are aware of sick leave entitlements and supported to work from home where applicable.

Congregants are asked to stay home if they are unwell. This is communicated through social media, our website and our weekly newsletter. Our welcome team ask congregants who are unwell not to come into the church. Signage at the main entrance asks congregants who are unwell not to come into the church.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

Staff have been informed of current COVID-19 regulations and practices. Staff have been asked to wear masks when indoors, to maintain physical distance of 1.5m, to get tested if they develop symptoms, and applicable cleaning practices.

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 are displayed at the main front and back entrances to the church and separate kids ministry entrances.

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

Not applicable.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Staff have been encouraged to access COVID-19 vaccination.

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Agree

Yes

Tell us how you will do this

Capacity has been calculated for all areas used within the church. Signs showing the capacity for each area are displayed. Staff and volunteers ensure these numbers are adhered to and ask people to move to a different area if required.

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

Physical distancing of 1.5m is displayed as a condition of entry. Staff and volunteers ask people to maintain physical distancing and to move apart if necessary.

Morning tea and fellowship time has been suspended to avoid mingling.

Furniture has been spaced to ensure physical distancing.

Staff desks are at least 1.5m apart and staff are encouraged to maintain physical distancing during lunch breaks, meetings etc.

Avoid congestion of people in specific areas where possible.**Agree**

Yes

Tell us how you will do this

Procedures have been changed where possible to avoid congestion. There is half an hour between our Sunday morning services to allow time for the early service congregants to leave before the later service congregants arrive. Staff and volunteers will ask people to move to avoid congestion if necessary.

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 are asked to avoid gathering after the services. Staff and volunteers will ask people to move to avoid congestion if necessary.

Singing by congregants is not allowed in indoor areas.**Agree**

Yes

Tell us how you will do this

An announcement is made at the start of each service that singing is not allowed.

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

The requirement to wear a face mask is displayed as a condition of entry to the church premises. Staff and volunteers will ask people to wear a face mask if they are not already doing so, and we can supply one if necessary.

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 available at various locations around the church. Congregants are asked by the welcome team to use hand sanitiser on arrival. Posters on hand hygiene are displayed in the bathrooms.

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

Agree

Yes

Tell us how you will do this

Bathrooms are stocked with hand soap, hand sanitiser and paper towels. This is checked regularly and restocked as needed.

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

Indoor hard surfaces are cleaned regularly with disinfectant.

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

Doors and windows are kept open where possible, and air conditioning is used to maximise ventilation.

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

The NSW Government QR code is displayed at all entry points to the church. People are asked to scan the code to check in on arrival.

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

Staff and volunteers ensure that people have scanned the code and checked in.

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

Staff and volunteers are able to assist with check in where needed. A paper roll is available as a back up if needed and is recorded in electronic format as soon as possible. Records are kept for at least 28 days.

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

Yes