

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

## Your COVID-19 Safety Plan

### Places of worship and religious gatherings

#### Details

Name of place of worship	South Coast Life Church
Location (town, suburb or postcode)	Berry
Completed by	Alison Page
Email address	<a href="mailto:alison@southcoastlife.org">alison@southcoastlife.org</a>
Effective date	7 December 2020
Date completed	9 December 2020

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#### Wellbeing of staff and congregants

##### **Exclude staff and congregants who are unwell from the premises.**

Each person will be asked if they are well by the welcomer. Any one who is unwell will be asked to leave.

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

Advised staff to be tested if have symptoms or been to a Covid hotspot. Cleaning procedure implemented. Advised of 1.5m physical distance.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

All staff advised.

**Display conditions of entry (website, social media, venue entry).**

Requirements for entry posted in points of entry, website and social media.

**Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).**

Online services offered on YouTube, Facebook and DVD.

**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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

COVID-19 Safety plans are registered for all applicable venues. Contact details are captured and electronically recorded for each Sunday service and for all other meetings and groups throughout the week.

**Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.**

Covid-safe plans in place for Tuning In (Shoalhaven Youth Orchestra). Other groups that hire premises advised of requirements.

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## **Physical distancing**

**Capacity at a place of public worship or religious gathering must not exceed one visitor per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 visitors or less at the premises. Children count towards the capacity limit.**

Signage placed at the entrance to the meeting space regarding Covid capacity.

**Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.**

All singers will face forwards with 1.5 metres between them and be 5 metres from other people. All congregants over the age of 12 have been advised to wear masks when singing.

**Where possible, ensure congregants comply with 1.5 metres physical distance, such as by moving or removing tables and seating as required, or marking out grassed areas for outdoor religious services. Members of the same household do not need to physically distance.**

Seating is set up to ensure congregants comply with 1.5 metres physical distancing. Congregants have been advised of 1.5 metres physical distancing.

**For outdoor religious services, ensure congregants remain seated throughout the service.**

Congregants are advised to stay seated throughout outdoor services.

**Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.**

Welcomes will ask people to move apart if a crowd gathers.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

The SCLC team will practice social distancing at all times where reasonably practical. Desks are 1.5m apart and social distancing is maintained at lunch and meetings

**Use telephone or video for essential meetings where practical.**

Zoom conferences are used when practical.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

No regular deliveries.

**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.**

The practice of greeting congregants has adjusted to recording names and then immediately asked to enter the auditorium.

**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.**

There is no public transport to the premises.

**Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible and encourage passengers to wear masks whilst in the vehicle.**

There are no courtesy vehicles.

**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 and physically distance where practicable. Staff should continue to maintain 1.5 metres physical distancing from students where practicable.**

Children asked to sanitise hands upon entry. All contact surfaces cleaned after each session.

**Encourage congregants to wear a mask during attendance at places of worship, especially if there will be singing or chanting. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.**

Congregants are encouraged to wear a mask.

## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Congregants asked to sanitise hands upon entry.

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

Bathrooms will be checked to make sure they are stocked with soap and paper towels.

### **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 is served by a single server wearing gloves.

### **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.**

Congregants asked to use their own Bibles. A no-touch offering box will be available and online giving is promoted.

### **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.**

Chairs, tables and door handles will be cleaned with disinfectant after meetings.

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

Disinfectant solutions are at industry strength and used appropriately.

### **Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

Volunteers cleaning are wearing gloves and washing hands before and after.

### **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).**

Windows and doors are opened where possible and air conditioning is used to increase ventilation.

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## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

Paper records are recorded for all staff, volunteers, visitors and contractors and kept securely for 28 days. Paper records are entered into an electronic format within 12 hours and will be provided upon request.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au).**

Paper records are stored in a locked filing cabinet. Electronic records are password-protected.

**All places of worship must complete a COVID-19 Safety Plan and register themselves through [nsw.gov.au](https://www.nsw.gov.au).**

COVID-19 Safety Plan has been registered.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Raff have been encouraged to download and use COVIDSafe app.

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

Yes