

UPDATED: Aug 7, 2020

Catholic Archdiocese of Sydney

COVID-19 Safety Plan for Parishes and Agencies

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 or advice changes.

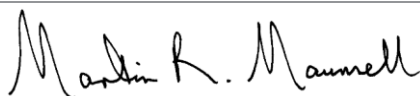
Churches must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice go to nsw.gov.au

LOCATION DETAILS

Parish name: Catholic Parish of St Kevin, Eastwood

Plan completed by: Donna Wockner/Lanie Persia

Approved by:



Fr Martin R Maunsell – Parish Priest

Updated: 7 August 2020

REQUIREMENTS FOR RELIGIOUS WORSHIP

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.	There will be regular advice on this point; when signing in, people must affirm that they are not unwell.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	We will advise staff to seek advice from their GP
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	The Parish Priest as employer will do this.
Display conditions of entry (website, social media, venue entry).	COVID-19 Safety plan will be displayed at Church and on parish website.
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Weekly Mass recording is uploaded on parish website, YouTube channel and Facebook page for people in high-risk categories.

REQUIREMENTS	ACTIONS
Physical distancing	
<p>Funerals and places of worship will be limited to 100 people, subject to the one person per four square metre rule and a COVID-Safe business registration.</p> <p>The church or hall must provide 4m² per person. People must also keep their distance from each other during the service, and while queuing and gathering before and after a service.</p> <p>Wedding services can have a maximum capacity of 150 people.</p>	<p>Notice of guidelines being implemented have been displayed on church doors.</p> <p>Signs have been put up to remind people of keeping a safe distance of 1.5m from each other especially when queuing to register their attendance.</p>
<p>Signage to communicate the maximum safe capacity.</p>	<p>A sign saying how many people may gather in the building has been posted at church/hall/parish office doors.</p>
<p>Move or remove tables and seating as required.</p>	<p>Signs to indicate where people should sit have been clearly marked.</p> <p>Other areas that are off limits have been secured with a barrier tape.</p>
<p>Reduce crowding wherever possible and promote physical distancing.</p>	<p>People will be advised about distancing when coming to receive Holy Communion.</p> <p>Gathering spaces for before and after mass will be reviewed and people will be advised about distancing while inside and outside the church premises. Whenever possible we do not encourage long chats outside the Church after Mass to avoid crowding.</p>
<p>Where reasonably practical, ensure participants, congregants and staff, maintain 1.5m physical distancing at all times (including during staff meal breaks).</p>	<p>Ministers on the sanctuary will observe physical distancing wherever possible.</p> <p>Priest, Senior Server and Eucharistic Minister are to wear face masks when distributing Holy Communion.</p> <p>People attending the service are encouraged to wear face masks if that makes them comfortable</p>

REQUIREMENTS	ACTIONS
	as an additional safeguard to help combat the spread of COVID-19.
Use telephone or video for essential meetings where practical.	When needed, staff meetings are conducted via an online communication platform.
Review regular deliveries and request contactless delivery and invoicing where practical.	Option for contactless delivery is requested where possible.
Strategies in place to manage gatherings that may occur unexpectedly outside the church	<p>People advised about where and how to gather after mass.</p> <p>Advise people of physical distancing from those not in the same household.</p>
Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres distance from other people.	There will be no congregational singing; any cantor will be apart from other people; cantor group will be very small.
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.	Any parish activity that involves parish school children will be conducted according to this requirement.
Hygiene and cleaning	
Adopt good hand hygiene practices.	<p>Hand sanitisers are available to all parishioners and ministers to use as needed.</p> <p>Signs of proper hand washing techniques are displayed in toilet facilities.</p>
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Supplies are checked weekly.

REQUIREMENTS	ACTIONS
<p>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.</p>	<p>Religious rites were simplified. Hand sanitisers are used before distributing communion.</p>
<p>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.</p>	<p>Parishioners are advised that bulletins are for single use only. Collection boxes were provided at church doors. Tap device for donations was installed. Stoups were emptied and taped off.</p>
<p>Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.</p>	<p>Disinfectant wipes are used to clean church pews and frequently touched areas after every use.</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p>	<p>Guidelines on handling disinfectant solution is available and will be used as needed.</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<p>Disinfectant wipes and gloves are supplied when cleaning.</p>
<p>Record keeping</p>	
<p>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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>Parish will use a physical sign-in system to be kept for a period of 4 weeks in case contact tracing for COVID-19 infection is required. Parishioners must give consent for any personal details to be kept by the parish for pastoral purposes.</p>

REQUIREMENTS	ACTIONS
<p>All places of worship must register their COVID-19 Safety Plan through nsw.gov.au</p>	<p>The Parish Priest as employer will do this.</p>
<p>Staff will be made aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>The Parish Priest as employer will do this.</p>
<p>Other Issues</p>	