

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

Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

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|-------------------------------------|--|
| Name of place of worship | Catholic Parish of St Kevin |
| Location (town, suburb or postcode) | Eastwood 2122 |
| Completed by | Parish Staff |
| Email address | parish@stkevinseastwood.org.au |
| Effective date | 22 October 2020 |
| Date completed | 19 November 2020 |

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

*All visitors are required to provide contact details such as name and phone number noting the following affirmation at register:

- I am well and not exhibiting any symptoms associated with COVID-19 or awaiting COVID-19 test results.
- I have not been in contact with any known or suspected cases of COVID-19 in the past 14 days.
- I have not travelled overseas or visited a place or establishment within Australia declared to have COVID-19 cases within the past 14 days.
- And I will abide by the guidelines set while in the premises.

*Where any illness presents whilst onsite, all staff, visitors are directed to go home immediately.

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

Parish Staff have been advised of the requirements for the following:

- *On site work arrangements and capacity requirements due to COVID-19
- *Site access, all visitors must sign the register prior to Religious service.
- *Signs displayed on how to report an illness or suspected/confirmed case of COVID-19.
- *Regular advise on parish bulletin on cleaning regimen for post religious service sanitation.
- *Work with external authorities for managing an incident and storage and retention of registers.

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

- *Regular briefing of staff to communicate the latest requirements and restrictions from NSW Health.
- *All parish staff are able to access Catholic Archdiocese of Sydney Employment Services resources to discuss leave requirements and remote working requirements.
- *If staff are feeling unwell advising them to stay at home and get a COVID-19 test.

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

- *Guidelines when visiting the church will be displayed at entrance doors and on the parish website
- *Signage advising all visitors to sign the register upon entry
- *Conditions of entry are visible on the registration table

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.

Ensure COVID-19 Safety Plans are in place, where relevant, for community centres and halls (if hiring out premises).

Premises with food or drink services must complete the COVID-19 Safety Plan for

restaurants and cafes and register their business through nsw.gov.au.

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

*Periodic review of NSW Government advice undertaken

*Where required, adjustments to the COVID-19 Safety Plan or new plans will be implemented

*A COVID-19 Safety Plan will be required for non-parish events/activities in the hall

Physical distancing

Capacity at a place of public worship or religious gathering must not exceed 300 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit.

*All areas of the Parish have been measured and the capacities have been posted at all entries observing the requirements of the 4sqm rule.

*Signs have been put up to remind people of keeping a safe distance of 1.5m from each other especially when queueing to register their attendance.

If a place of public worship has more than one building on the premises, each building can have up to 300 persons (or 150 for a wedding), or the number of persons that is equivalent to one person per 4 square metres of space (whichever is the lesser), provided that each building has:

- a separate ingress/egress to the outdoors
- no contact between congregants or staff across these buildings
- a separate COVID-19 Safety Plan for each building.

*All physical aspects of the buildings have been checked, measured and safe capacity number has been displayed at entry points.

Wedding services in a place of public worship have a maximum capacity of 150 people, or one guest per 4 square metres, whichever is the lesser. Bookings for weddings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event

will need to comply with restrictions in place at the time.

*The dimensions of the Church have been measured with a maximum safe capacity of 130 people subject to the 4 square metre rule. All wedding bookings are capped at a maximum of 130 people as required by the Health order.

Funeral services held in places of worship have a maximum capacity of 100 people, or one guest per 4 square metres, whichever is the lesser.

*The dimensions of the Church have been measured with a maximum safe capacity of 130 people subject to the 4 square metre rule. All funeral bookings are capped at a maximum of 100 people as required by the Health order.

Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.

*Congregations are advised prior to every service that the choir is able to sing whilst observing the 4 sq metre rule, no hymns are displayed on the overhead screens of the church and the congregation is reminded that they refrain from singing.

*Regular review of Health Orders are conducted and adjustments will be as required.

Move or remove tables and seating as required, where possible. Members of the same household do not need to physically distance.

*Signs to indicate where people should sit have been clearly marked observing the 1.5m distance.

*Members of the same household are permitted to sit together.

*Other areas that are off limits have been secured with a safety barrier tape.

Reduce crowding wherever possible and promote physical distancing.

*All congregants are advised that they should leave the church after the service and not congregate or mingle.

*All congregants are reminded of the requirement of the 1.5m rule for physical distancing with the exception of those living in the same household.

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 requirement for physical distancing is communicated to office staff to meet this requirement.

*All people required for the celebration of a service are reminded to maintain physical distancing during the service wherever possible or where face masks as required.

Use telephone or video for essential meetings where practical.

*Where possible all meeting will be conducted via online communication platform.

*Where meetings need to be conducted in person physical distancing measures and sanitising of all areas will be adopted.

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

*Option for contactless delivery will be requested from suppliers where possible.

*Suppliers will be requested to provide all paperwork by electronic means as needed.

*Where the above are not possible physical distancing and sanitising practices will be observed.

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.

*Parish Priest & Parish Staff involved with the delivery of service, will to the best of their abilities, move on congregants that may be crowding. All congregants are reminded of the need not to crowd or gather at the start or end of a service in the vicinity of the church grounds.

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.

*When possible, Parish Priest will, to the best of his ability, time services in line with the public transport timetable.

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.

*Should there be a need to use courtesy vehicles, Parish Priest & Staff will remind congregants & drivers that all passengers should travel in the rear seat of the vehicle and

where possible not to sit directly behind them.

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.

*All activities involving school children for school based events will be following guidance Sydney Catholic Schools and the NSW Government Guidelines on Schools and Childcare.

Encourage congregants to wear a mask during attendance at places of worship. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.

*People attending the service are exhorted to wear face masks as an additional safeguard to help prevent the spread of COVID-19. There will be a regular reminder in the parish bulletin on COVID Safe practices.

Hygiene and cleaning

Adopt good hand hygiene practices.

*All congregants are encouraged to sanitise their hands upon entry to the church or site.

*Hand sanitiser will be made available to all visitors and the faithful for use upon entry.

*Sanitising of all areas frequently touched by the congregation and visitors is undertaken after a service or a meeting.

*Signs of proper hand washing techniques are displayed in toilet facilities.

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

*All bathrooms will be stocked with appropriate hand soap and toilet paper. *Hand dryers are all in good working condition.

*Supply levels will be checked regularly to ensure that there are adequate amounts to cater for the congregation, staff and volunteers.

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.

*All congregants are reminded that Holy Communion is preferably administered on the hand. Where Communion is delivered by other methods, extreme caution and appropriate levels of sanitation are used by the Parish Priest.

*Religious rites were simplified.

*All other rituals will be conducted observing the advice of the Archbishop of Sydney.

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.

*All congregants will be advised that bulletins are for single use only and to take their parish bulletin with them after Mass and not return them to area where they are stored for collection or leave them on the pew.

*Collection boxes were provided at church doors and tap devices for donations were installed.

*Stoups were emptied and taped off.

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.

*Adequate sanitiser for the cleaning of pews and other areas being touched will be available.

*Cleaning of pews will be conducted after every service.

*Frequently touched areas will be cleaned on a regular basis using disinfectant wipes.

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

*All hand sanitiser will contain the recommended 70% level of alcohol.

*Recommended anti-bacterial/disinfectant surface wipes will be used to sanitise frequently touched areas following the manufacturer's instructions.

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

*Disinfectant wipes and gloves are supplied when cleaning.

*Notice is displayed on how to clean the church pews and to wash or sanitise hands after cleaning.

Record keeping

Keep a record of name and contact number for all staff, volunteers, visitors and contractors for a period of at least 28 days. For households, one contact is sufficient to support contact tracing. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

*A register is available at each entrance to the church and the parish office and any other venue where there are visitors attending.

*All forms are scanned and stored electronically for at least 28 days and the hard copy forms are maintained for this period within the parish office.

All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au.

This plan will be approved by the Parish Priest and submitted to nsw.gov.au through the recommended portal.

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

*The Parish Priest as employer will recommend staff to download the COVIDSafe app if they haven't done so.

*The advertisement of the COVIDSafe App is displayed on the parish website.

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

Yes