

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



## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	Catholic Parish of St Kevin
Business location (town, suburb or postcode)	36 Hillview Rd Eastwood NSW 2122
Completed by	Leilanie Persia - Parish Staff
Email address	<a href="mailto:parish@stkevinseastwood.org.au">parish@stkevinseastwood.org.au</a>
Effective date	8 November 2021
Date completed	7 November 2021

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### Wellbeing of staff and customers

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

Agree

Yes

**Tell us how you will do this**

\*All staff and congregants are required to provide contact details such as name, phone number check-in/out time, noting the following affirmation at register:

- Do not exhibit any symptoms associated with COVID-19 or awaiting COVID-19 test results.
- Have not been in contact with any known or suspected cases of COVID-19 in the past 14

days.

- Will abide by the guidelines set while in the premises.

- \*Where any illness presents whilst onsite, all staff/congregants will be directed to go home immediately.

**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**

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

- \*All staff are encouraged to get COVID-19 vaccination.

- \*On site work arrangements and capacity requirements were communicated to all staff.

- \*Site access guidelines including physical distancing, masks wearing and cleaning are displayed at entry points and communicated to all staff on a regular basis.

- \*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 is feeling unwell, they are advised to stay home and get a COVID-19 test.

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

**Agree**

Yes

**Tell us how you will do this**

- \*Guidelines when visiting the church have been communicated by email and made available on the parish website.

- \*Conditions of entry are visible on the registration table and entrance points. QR Code check-in posters are highly visible in main entry points.

- \*Regular advise on parish bulletin regarding physical distancing, mask wearing, and cleaning regimen for post religious service sanitation.

- \*Work with external authorities for managing an incident and storage & retention of registers.

- \*If staff is feeling unwell, they are advised to stay home and get a COVID-19 test.

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## **Physical distancing**

**Capacity must not exceed 1 person per 2 square metres of space of the premises.**

Agree

Yes

**Tell us how you will do this**

\*All areas of the parish have been measured and the capacities have been posted at all entries observing the requirements of one visitor per 2 sqm of publicly accessible space indoors.

**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**

\*The requirement for physical distancing is communicated to office staff.

\*Signs have been put up to remind congregants of keeping a safe distance of 1.5m from each other especially when queueing in entrance and exit points, and in toilet facilities.

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

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

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

Agree

Yes

**Tell us how you will do this**

\*All people with special participation in the celebration of a religious service are reminded to maintain physical distancing for the duration of the service wherever possible.

\*Physical distancing signs are made visible in high traffic areas.

**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**

\*Parish Priest & staff involved, will to the best of their abilities, move on congregants that may be crowding outside the church.

\*As part of our guidelines when visiting our parish, all congregants are discouraged to crowd or gather outside at the conclusion of a service.

**Singing and dancing by unvaccinated congregants is not allowed in indoor areas (excluding a performer who is performing or rehearsing; or person who is instructing or being instructed in singing or dancing; or at a wedding service or gathering after a wedding service).**

Agree

Yes

**Tell us how you will do this**

\*All parish choir coordinators have been advised of the new restrictions.

\*Vaccination requirements for cantors/singers have been communicated.

\*Hymns will not be displayed on the overhead screens of the church and the congregation is reminded that singing is suspended until further notice.

\*Regular review of NSW Government roadmap on easing of restrictions are conducted and updates will be communicated as required.

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## 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**

\*According to our facilities manager, since there is no mechanical ventilation system in place, it is recommended that doors and windows be opened during church services.

**Use outdoor settings wherever possible.**

Agree

Yes

**Tell us how you will do this**

\*To consider outdoor options when resources and space are available.

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

Agree

Yes

**Tell us how you will do this**

\*Doors will be opened and windows that are able to open will be opened during religious services to optimise natural ventilation.

\*Ceiling fans will be operated 30mins prior to the next service while doors and windows are open to circulate fresh air.

**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**

\*No air-conditioning and mechanical ventilation system in the church.

**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**

\*No air-conditioning and mechanical ventilation system in the church.

**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**

\*Facility Manager has been consulted to optimise indoor ventilation. Doors and windows have been checked.

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## **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**

\*Signage on masks wearing are displayed around the church.

\*Wearing of fitted face masks are mandatory indoors. Face masks are provided on entry for those unable to bring one.

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

**Agree**

Yes

**Tell us how you will do this**

\*All congregants are requested to sanitise their hands upon entry to the church.

\*Hand sanitisers are available to all visitors at the registration table and key points inside the church.

\*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.**

**Agree**

Yes

**Tell us how you will do this**

\*All bathrooms are stocked with appropriate hand soap and toilet paper.

\*Hand dryers are all in good working condition.

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

**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**

\*Sanitising of frequently touched areas by the congregation and visitors is undertaken after each service.

\*Cleaning supplies are checked weekly.

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## **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**

\*NSW Government issued QR code are displayed at entry points and registration table.

\*Manual registration is available to those who do not have the technology to scan the QR code.

**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**

\*Volunteers will be assigned at entry point to monitor people checking-in.

\*QR codes are printed clearly and displayed around the church.

**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**

\*A manual register is available at the church entrance for those who will be unable to register electronically.

\*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.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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**

\*A COVID-19 Safety Plan for the parish hall is available. Non-parish organised event in the hall will be required to submit a separate COVID-19 Safety Plan.

\*QR Code check-in and manual register are available in the parish hall entrance for organised events.

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

Yes