

# 30 May 2020

**COVID-19 Safety Plan**

**Places of worship**

**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.

Businesses 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 for your industry go to **nsw.gov.au**

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| **BUSINESS DETAILS** | |
| **Business name:** | **Eastwood Uniting Church – Hall Hirer** |
| **Plan completed by:** | **Church Council Appointee - ???** |
| **Approved by:** | **Church Council 10/6/20** |

**> REQUIREMENTS FOR BUSINESS**

# Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

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| **REQUIREMENTS** | **ACTIONS** |
| **Wellbeing of staff and congregants** | |
| Exclude staff and congregants who are unwell from the premises | Responsibility of Hirer to reinforce entry rules on entry to the Community Centre by Attendees and Hirer staff  Attendees and staff are required to exclude themselves from the activity if feeling unwell generally or specifically have tested positive to Covid-19 in the past 14 days or been in contact with someone who has Covid-19. Hirer’s staff to enforce. |
| Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning | The Hirer is to confirm to Community Centre Coordinator that they understand the rules for the activity being conducted including but not limited to:   * Use of hand washing and/or hand sanitiser before/after class * Maintaining 4 sq metre distancing requirement * Disinfecting after the activity is finished (see below) * That all rules apply to all attendees & staff |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate. | Responsibility of Hirer |
| Display conditions of entry (website, social media, venue entry). | General signage on site to be put up by the Community Centre Coordinator on the Centre’s entrances and general areas and posted on the Centre’s website.  Hirer to provide a written communication to students/parents setting out max class numbers (currently 10 students) and hygiene/social distancing requirements (a copy is to be made available to Community Center Coordinator)  The Hirer is limited to only using the Hall, rear entry door to foyer, the foyer (only as access to the Hall) and toilets. NO access to all other spaces except for access is allowed. |
| Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years). | Responsibility of the Hirer |

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| **REQUIREMENTS** | **ACTIONS** |
| **Physical distancing** | |
| Capacity must not exceed 50 visitors for a religious service, 50 guests for a funeral service (excluding the persons involved in conducting the service), 20 guests for a wedding service (excluding the couple, the persons involved in conducting the service and the photographer and the videographer), or 50 visitors for private worship, to a maximum of one person per 4 square metres. | The maximum number of attendees must conform to the legal requirements as set out in State Government legislative guidelines.  For the purpose of calculation, the hired floor space (the hall) is XXX Sq metres – being max XX attendees.  Persons who are not included in the activity being run who remain on the premises must be included in the attendee head count. They must remain in the hall and observe the same requirements for hygiene and social distancing as the participants. |
| Use signage to communicate the maximum safe capacity. | Signage on doors and conditions of entry on the Community Centre website are the responsibility of the Community Centre. |
| Move or remove tables and seating as required. | All excess seating and non-essential furniture will have been moved out of the hall by the Community Centre. A small number of chairs will remain for use by the hirer as required.  Any props or equipment is the responsibility of the Hirer and should be appropriately cleaned prior to use in the hall, and should be stored off premises between scheduled activities *[unless locked in supplied cupboard]* |
| Reduce crowding wherever possible and promote physical distancing. | Hirer’s staff will be responsible for ensuring all persons in the space maintain social distancing requirements (4 sq metres per person) |
| Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.) | Hirer’s Staff will be responsible for making sure attendees (participants and non-participants in activities) maintain the required distancing.  Refreshments/drinks should be brought in by the Attendees and all items removed. The kitchen should not be accessed unless in an emergency. |
| Use telephone or video for essential meetings where practical. | Any telephone or video is the responsibility of the Hirer. |
| Review regular deliveries and request contactless delivery and invoicing where practical. | Not applicable for hall hire |
| Have strategies in place to manage gatherings that may occur immediately outside the premises. | Hirer’s Staff will remind attendees not to gather (for greetings/conversations) at the entrance, or inside the foyer before, during or after the activity. If the non-participants are to remain during the activity, they must remain inside the hall and observe hygiene and social distancing requirements. |
| Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue. | If applicable, is the responsibility of the Hirer.  For attendees traveling by car on street parking should be used. Sharing of car transport with non-family members should observe social distancing requirements |
| Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers. | If applicable, is the responsibility of the Hirer |
| Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people | The Hirer is responsible for the type of instrument and distancing for singers and shall adhere to Government legislated guidelines. |

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| **REQUIREMENTS** | **ACTIONS** |
| **Hygiene and cleaning** | |
| Adopt good hand hygiene practices. | Hand washing facilities to be made available by the Community Centre Coordinator. At a minimum, the entryway must have hand sanitiser available to attendees  The Community Centre Coordinator will ensure toilets will be fully stocked with soap and paper hand towels and a dispenser for hand sanistiser will be available for use for the dance class.  Disinfectant and appropriate wipes will be made available by the Community Centre Coordinator for use under this Covid-19 plan.  Hirer will be responsible for making use of such services by staff, and attendees. |
| Ensure bathrooms are well stocked with hand soap and paper towels. | The Community Centre Coordinator will ensure toilets will be fully stocked with soap and paper hand towels and a dispenser for hand sanistiser will be available for use by the hirer.  The Hirer should advise the coordinator if they are not stocked or the toilets appear unclean. |
| Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser. | Any props or equipment used are the responsibility of the Hirer and should be appropriately cleaned prior to use in the hall, and should be stored off premises between scheduled activities. |
| Reduce objects that may be passed around such as books and collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these | Any such items that belong to the Community Centre will be removed or made safe by the Community Centre Coordinator.  As such, the Hirer will only take responsibility for items they bring to the activity. |
| Clean frequently used areas (including children’s play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. | The Community Centre will be responsible for overall cleaning requirements which will include frequent cleaning of hard frequently touched objects and weekly for general cleaning.  Disinfectant & wipes will be made available for the Hirer at the end of every session to:   * Wipe down all plastic chairs /tables or other Centre provided furniture used during the activity (and chairs stacked back in appropriately marked area) * Wipe down all hard services such as door handles/push plates that may have been touched by attendees * Wipe down toilets, vanities, basins and taps, toilet doors and locks. * Mop floors in all areas used (including bathrooms) |
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers’ instructions | Directions for use to be observed. |
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. | Hirer staff, to observe hand washing before and after classes and are encouraged to use hand sanitiser more frequently during activities.  Hirer staff are required to ensure this requirement is also observed by all attendees. |

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| **REQUIREMENTS** | **ACTIONS** |
| **Record keeping** | |
| 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. | The Hirer is required to keep a record ALL persons who enter the premises while it is open for the Hirer activity, even if they are not staying for activity. (format provided as an attachment)  After the facility has been locked up, The Hirer is required to:   * By end of day, have scanned and sent to Church office at [secretary@euc.org.au](mailto:secretary@euc.org.au)   The records are to be stored in a secure location by church office for the required 28 days. |
| Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required | Hirer should remind all attendees and staff as they enter the Centre to have their COVIDSafe app on *[note that they cannot force any citizen to download or use the app]* |
|  | A copy of the Hirer’s business safety plan should be provided to the Community Centre Coordinator prior to commencement  The Hirer is also required to agree to comply with the conditions in this safety plan |
| Reporting of confirmed cases | Report immediately to church office any confirmed cases of COVD19  [secretary@euc.org.au](mailto:secretary@euc.org.au)  It is the Hirer’s responsibility to contact all participants |