

**> 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	New Life Christian Fellowship
Location (town, suburb or postcode)	Narrabri
Completed by	Keith Bates
Email address	church@new-life.org.au
Effective date	7 December 2020
Date completed	9 December 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Regular reminders in services, "Update" and social media

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

Ongoing

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

Unlimited sick leave available

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

Signs are in place

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

NA

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.

NA

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

Weddings and funerals must follow our Covid safety plan

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.

Maximum capacity 140. Signage has been updated.

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.

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.

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 spaced to allow people to remain apart. Household groups sit together.

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

NA

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

NA

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.

NA

Use telephone or video for essential meetings where practical.

NA

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

All businesses provide this

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.

People encouraged to maintain appropriate distancing

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.

NA

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.

NA

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.

NA

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.

Mask wearing is optional

Hygiene and cleaning

Adopt good hand hygiene practices.

Attendees requested to wash hands on entry. Sanitiser provided.
Signage installed

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

Bathrooms checked daily

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 changed to reduce direct contact with bread. Distribution to allow distancing.

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 icons and relics remain in storage.

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.

Kitchen areas cleaned before and after each use,

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

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

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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).

Evaporative air cooling and ventilation used to maximise intake of outside area. Where weather condition permit doors are kept open.

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.

Regular attenders recorded on attendance app.

QR code on signage at entrance. Help provided for those requiring assistance.

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).

Details of all attenders are kept internally.

Visitors' details come under normal Privacy Policy.

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

Done.

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

Staff are aware of the app and its potential dangers.

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

Yes