

NSW PLACE OF WORSHIP CHECKLIST ACTIONS

WELLNESS

Exclude staff, volunteers and visitors who are unwell.

ACTION: Condition of Entry Sign – front glass door, ADRA Shop window, Junior room window, G1 window, pond glass window, rear foyer wall

Provide staff with information and training on COVID-19, including when to get [tested](#), [physical distancing](#) and cleaning.

ACTION: Pastor Tony to seek training from Conference Office.

Make staff aware of their leave entitlements if they are sick or required to [self-isolate](#).

ACTION: Refer Pastor Tony to Conference Office.

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

ACTION: Condition of entry sign as stated above. Ask Damian to place on website, Mail Chimp and Facebook.

Consider offering online services or alternative arrangements for [people in high-risk categories](#) (for example, over 70 years of age).

Action: Offer Zoom and/or small groups or streaming.

PHYSICAL DISTANCING

- Capacity must not exceed, 50 visitors for a religious 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](#), whichever is the lesser. Note from 1 July there will be further easing of these restrictions.

Noted

The maximum number of people permitted for a funeral or memorial service, or gathering immediately after a funeral service or memorial service, will be determined by allowing 4 square metres of space per person. If a place of worship is prevented from having more than 50 people as a result of the [4 square metre rule](#), they can have up to 50 people if reasonable steps are taken to ensure 1.5 metres distance is maintained (excluding people in the same household). **Noted**

Use [signage](#) to communicate the maximum safe capacity.

ACTION: Phil has measured each room and calculated the person capacity. Fiona to produce and print signs to be placed on each door.

Move or remove tables and seating as required.

Action: Tables and chairs to be set up before the event by the facilitator.

Reduce crowding wherever possible and promote [physical distancing](#).

Action: Use physical distancing signs and Kerelyn to place crosses on the floor outside the hall.

Where reasonably practical, ensure staff maintain 1.5 metres [physical distancing](#) at all times (including at meal breaks).

Noted where applicable

Use telephone or video for essential meetings where practical.

ACTION: Continue with Zoom where practical

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

Noted

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Action: Facilitator to remind attendees when exiting to practise social distancing and use the sandwich board to advertise social distancing.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.

Not applicable

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.

Not applicable.

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. Will note on form

Note on booking form that singing and wind instruments are not to be used.

HYGIENE & CLEANING

Adopt good [hand hygiene practices](#).

ACTION: Place hand hygiene posters in mens & ladies toilets and at kitchen sinks. Supply hand sanitiser at both entrances.

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

ACTION: Phil to purchase the supplies and our cleaners to refill as required. Ensure fabric hand towels are removed.

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.

Noted

Avoid sharing books, 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.

ACTION: Phil to relocate the bibles and hymnals from the Sanctuary. Phil to purchase disposable cups for use in the kitchen. Containers could be used at the rear of the sanctuary to collect offerings or deacons could hold the two bags as people walk past.

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.

ACTION: Cleaners to clean the toilets after the event. Facilitator to clean tables and door furniture if the facility has been used within 72 hours prior. Wedge doors open as practicable.

Disinfectant wipes to be provided to wipe doors and tables to eliminate use of cloth wipes

Disinfectant solutions need to be maintained at an appropriate strength and use in accordance with the manufacturer's instructions.

ACTION: Phil to inform the cleaners to use detergents as directed.

Staff are to wear gloves when cleaning and [wash hands thoroughly](#) before and after with soap and water.

ACTION: Phil to advise the cleaners regarding use of gloves and hand cleaning. Phil to purchase gloves, wipes, liquid soap & disinfectant. Gloves, wipes and disinfectant to be stored in the kitchen for ease of use.

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.

ACTION: Fiona to produce and print A4 paper attendance pads for every room. Form to have event date, event name, facilitator name, attendees names and contact details. Phil will cycle through the rooms and remove forms as required.

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

ACTION: TONY to familiarise himself with the covidsafe app.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Noted.

Members wanting to use the church facilities are to fill in a booking form.

The form should include the following:

Date

Facilitator name:

Event name:

Event date:

Number of people anticipated

Rooms to be used:

List rooms (tick a box) **and the number of people that can meet in the room while maintaining social distancing**

Have you used the place of worship checklist

Are you aware of when to get tested, physical distancing rules, and hand hygiene practising & cleaning.

Sign & date

Attendance sheet should include:

Event Name

Event Date

Facilitator

Room

Attendees Full Name and Contact Details

The working party recommends that Fiona receive completed booking forms to check it fulfils the covid checklist. Then the booking form is to go to the board (via Ela) for approval. Fiona to refer to Steve for assistance as required.