

The gradual easing of COVID-19 restrictions by the NSW State Government allows for the reopening of non-essential retail stores. In these early stages of reopening the direction from the Bishop may change at any time in response to managing COVID-19.

This application is to be used for the reopening of an Opportunity Shop or other Retail space such as a Book Shop.

The health and safety of all people attending our site is paramount and it is essential that there is strict adherence to the measures outlined within this Application and contained in the Fact Sheets that have been provided.

This Re-opening Application must be completed by the Churchwarden and Opportunity Shop Supervisor. The completed form is to be returned to [whs@newcastleanglican.org.au](mailto:whs@newcastleanglican.org.au). If you have any queries, please phone our Risk Officer Heidi Randle on 4926 3733. For urgent reporting of COVID-19 matters, please phone Linda Wilson on 0410 457 621 immediately.

Formal written approval of the Bishop will be required prior to the reopening of the Opportunity Shop and will be dependent on your ability to comply with all measures listed below and outlined in the relevant Fact Sheets. Please provide a written response to each of the questions below and have this signed by the Churchwarden and Opportunity Shop Supervisor.

<b>Parish Name:</b>	
<b>Name of Op Shop or other Retail Shop to re-open:</b>	
<b>Proposed days and times:</b>	

## ASSESSMENT QUESTIONNAIRE

<p>1. Is your site able to comply with the <b>Opportunity and Retail Shop Preparing the Building Fact Sheet</b>?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p>2. Is your site able to comply with the <b>Opportunity and Retail Shop Incident Response Fact Sheet</b>?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p>3. Is your site able to comply with the <b>Opportunity and Retail Shop Cleaning Fact Sheet</b>?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p>4. Is your site able to comply with the <b>Opportunity and Retail Shop Accepting and Sorting Donations Fact Sheet</b>?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p>5. Do you agree to record the name and contact details of all workers present on site each day on the Opportunity and Retail Shop <b>Attendance Record Sheet</b> and forward a copy to the Diocesan Office at the conclusion of each week?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>

6. Has each worker completed the **COVIDSafe Induction and Training checklist**?

- Yes       No

7. What is the size of the building and have you calculated the maximum number of persons that can be onsite? (1 person every 4m<sup>2</sup>) How will you ensure that this measure is complied with?

8. Please outline how you will provide and instruct on the use of hand sanitizer at the entry of your building?

9. Are the agreed “conditions of entry” and “maximum capacity” posters on display at each entry point?

- Yes       No

10. Are the supplied Coronavirus (COVID-19) posters on clear display?  
“Keeping your Distance” “Stop the Spread” and “Hygiene is in your Hands”

- Yes       No

11. Is there access to adequate hand washing facilities on site and is a hand washing guide on display?

- Yes       No

## DECLARATION AND UNDERTAKING

The information provided in this application is true and correct to the best of my knowledge.

We undertake to comply with the directives contained in the Fact Sheets and any subsequent directives provided by the the Bishop, the Diocesan Chief Executive or their delegates in relation to the ongoing management of COVID-19.

**Incumbent Signature**

**Churchwarden Signature**

**Incumbent Name**

**Churchwarden Name**

**Incumbent Contact Details**

**Churchwarden Contact Details**

**Opportunity or Retail Shop Supervisor Signature**

**Opportunity or Retail Shop Supervisor Name**

**Opportunity or Retail Shop Supervisor Contact  
Details**