

The **health and safety** of all persons attending our sites during this time is paramount. To ensure we are providing a safe building for Third Parties to undertake activities, the following steps must be taken prior to the recommencement of Hall Hire arrangements with Third Parties.

Public health orders advise that excluding worship activities **any class, gathering or organised event held in any church building can have 20 or less participants.**

Note: This process does not allow for the recommencement of parish organised youth and child activities. Separate advice will be provided on this.

Requirements of the Parish:

- ✓ Prior to re-opening, the Third Party must complete and sign the **Hire / Casual Agreement – COVID19 Annexure**. A copy of the completed form **must** be forwarded to the Diocese for noting. If this is a new hirer that has not previously completed the Hire / Casual Agreement this must also be completed.
- ✓ A site inspection will need to be completed with measurements taken to determine maximum number of persons allowed in building. You must allow for 4 square metres per person.
- ✓ The number of persons allowed in the building must be noted on the **Maximum Capacity** signage provided by the Diocese and placed at the entry point of the building for all to see.
- ✓ The **Conditions of Entry** sign is to be displayed at the designated entry point of the building.
- ✓ Signage provided by the Diocese must also be placed at the entry and at other points that are visible throughout the building. These signs include **“Keeping your Distance” Stop the Spread” and “Hygiene is in your Hands”**
- ✓ The number of users of the building must be considered as part of recommencing activities and there must be adequate space of at least **1.5 hours** between use to allow for cleaning.
- ✓ The Parish will be responsible for ensuring that the building is cleaned prior to the first use of the building. The Third Party is then responsible for undertaking cleaning after each use.
- ✓ The use of the building must be in line with Public Health orders. If the Parish has any concerns with this, please contact the Diocesan Risk Officer Heidi Randle (02) 4926 3733.
- ✓ Current Public Health orders allow for any class or organised event to take place with a maximum of **20 participants** (this excludes the person that is conducting the class or event and any parents, guardians or carers of participants - noting that the maximum capacity of the building will need to be adhered to).
- ✓ Parents, guardians or carers of participants must be socially distanced from each other when attending the building.
- ✓ At this stage the Diocese is **not** allowing groups using the building for choir or music practice that involves the use of a wind instrument such as a flute, oboe or clarinet to recommence.

- ✓ The Third Party is obliged to notify the Parish of a suspected or confirmed case of COVID-19 on site. Following a notification, the Parish must close the site immediately and follow the **COVID-19 Return to Church Framework Fact Sheet 4 – Incident Response**.

Ensuring Safety

- ✓ The Churchwarden and Authorised Parish Representative are responsible for ensuring that these measures are communicated to the Third Party and that the **Hire / Casual Agreement - COVID19 Annexure** is completed and signed prior to recommencement of activities.
- ✓ A copy of the **COVID-19 Safe Reinstatement of Hall Hire to Third Parties - Cleaning Record** must be placed at the hall and Third Parties instructed to complete this after each clean. A regular check of this documentation and also the cleaning that is undertaken should be completed by the Parish.