

The **health and safety** of all persons attending our sites during this time is paramount. To ensure compliance with **social distancing** measures, each parish will need to undertake steps to ensure that the site can adequately cater to the maximum number of attendees at a church service.

#### Requirements of the Parish:

##### Social Distancing

- ✓ Social distancing rules must be observed when entering and exiting the church, there is to be no queueing at doorways.
- ✓ A site inspection will need to be completed with measurements taken for the area in which you intend to use for the service. This is to ensure that there will be adequate space for social distancing measures. **You will still need to allow for 4 square metres per person.**
- ✓ To work out the maximum number of people allowed on your premises at any one time, use the relevant calculation for the size of your floor space. **Note: when you are calculating this number the maximum number of persons on site must not exceed 100.**

Premises up to 200 square metres in total; include the whole area in your calculation.

Premises more than 200 square metres in total; only include publicly accessible areas in your calculation.

- ✓ Seating will need to be adjusted to ensure social distancing measures can be complied with. People are required to sit 1.5 metres apart. You will need to put markings on seats or the floor to signal where a person can sit or stand.
- ✓ All persons will need to sit separately on allocated seating with the exception for members of the same household who may now sit together. A 1.5 metre distance to the next person or group must be maintained.
- ✓ Restricted seating or areas should be roped off using bunting or some other means. Where possible chairs could be removed or turned around.
- ✓ Ensure that social distancing is in place prior to, during and at the conclusion of the service. Participants should be instructed to leave the site immediately after the service.
- ✓ There is to be a designated single entry/exit door used.
- ✓ **The Incumbent and Churchwardens may resolve that the parish will not have a registration process prior to church services, however you are still required to request that people provide their contact details prior to entry on the day of the service.** The parish will need to have clear arrangements for denying entry to the church when the maximum attendance is reached. Any parish dispensing with a registration processes must also advise the Diocesan Risk Officer.

- ✓ The Conditions of Entry sign is to be displayed at the designated entry point and referred to in any registration process.
- ✓ A single bathroom facility is to be designated for use.
- ✓ The service is to be restricted the designated area to ensure that all areas used can be appropriately cleaned.
- ✓ The Maximum Capacity signage provided by the Diocese must be updated to include the maximum persons (based on the 4 square metre calculation) and placed at the entry point of the building.  
Note: This calculation must include children as well as the persons that are conducting and assisting with the service.

### Hygiene Practices

- ✓ Ensure that hand sanitizer is available at the designated entry point to the Church. All attendees are required to use this on their way into and out of the Church Building.
- ✓ Ensure that there is adequate airflow through the building.
- ✓ Hygiene signage provided is to be displayed at the designated entry point to the Church.
- ✓ No food or drinks are to be prepared or consumed on site.

### Use of multiple buildings for service

- ✓ In the unusual circumstance that your parish wishes to use more than one building to hold a service, an application must be made to the Bishop and will be reviewed on a case by case basis.
- ✓ The number of buildings that a Parish can choose to operate for one service is limited to two.
- ✓ Both sites must adhere to all measures set out in the fact sheets.
- ✓ A Churchwarden or authorised representative must be allocated to each building.
- ✓ The maximum number of persons on site must comply with the 4 square metre rule and must not exceed the cap of 100.

### Specific to Funerals Only

- ✓ Where your building is large enough to do so you can now have up to 100 people attend a funeral. When determining the maximum number of people who can attend you must apply the 4 square metre rule i.e. you must allow for at least 4 square metres per person. **Note: when you are calculating this number the maximum number of persons allowed on site must not exceed 100.**
- ✓ For the smaller buildings your Parish is able to have up to 50 people regardless of its size (without the 4 square metre rule), provided non-household contacts can maintain 1.5 metres of physical distance.

- ✓ The Parish when making arrangements for funerals must have an awareness of household and non-household groupings to facilitate the seating arrangements above. The Parish must have a clear process in place to ensure that this measure is complied with.
- ✓ Persons attending the service will be required to supply their name and contact number so that their information can be used, if required, for contact tracing. This information will need to be retained by the Parish and a copy sent through to [whs@newcastleanglican.org.au](mailto:whs@newcastleanglican.org.au)
- ✓ Your parish must have applied to reopen the Church as part of the Safe Return to Church framework.
- ✓ All other measures outlined in the Safe Return to Church still apply.

### **Ensuring Safety**

- ✓ The Incumbent, Minister officiating, Churchwarden or Authorised Parish Representative designated by the Churchwardens is to ensure the safety of any person attending the service. This includes ensuring the maximum number of attendees is not exceeded, social distancing rules are complied with and hygiene practices are undertaken.