

The **health and safety** of all persons attending our sites during this time is paramount. To ensure we are providing a safe space for our workers to return, the following measures need to be in place.

Note: As part of the recommencement of other activities the parish may have already gone through and implemented some of these requirements. However, as part of this process it is important that you go through this detail to confirm compliance and that the processes are working effectively for your Parish.

Requirements of the Parish:

Preparing the Site

- ✓ A site inspection will need to be completed with measurements taken to determine maximum number of persons allowed in building and each individual space. 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.
- ✓ Separate spaces within the building must be considered to determine **Maximum Capacity** i.e. office and meeting rooms.
- ✓ Where you have multiple workers sharing the same workspace you may need to move desks further apart to ensure that the 1.5m space is always maintained.
- ✓ If multiple workers utilize the same spaces, then you may need to consider staggered start and finish times or amending days in the office. Breaktimes must also be considered to ensure that the **Maximum Capacity** of the lunch room or kitchen area is not exceeded.
- ✓ 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 Parish is responsible for cleaning at the end of each work day and cleaning frequently touched items. This will need to be in line with the **Cleaning Fact Sheet**.
- ✓ A **Cleaning Record** should be maintained by the Parish with details of the cleaning recorded on the form.
- ✓ In line with current Public Health orders it is important to note that where a worker requests to continue to work from home that providing that it is reasonably practicable to do so then it must be allowed.
- ✓ If a worker is concerned about returning to the workplace because of health or other concerns they should be strongly encouraged to visit their GP to have this conversation to ensure that it is appropriate for them to return to the office. Any concerns here should be addressed as part of their return to work.

- ✓ Prior to coming back on site, the person must be inducted using the COVIDSafe Induction and Training form. A record of this must be retained by the Parish.
- ✓ The Staff Attendance record sheet must be completed and retained by the Parish. A copy must also be forwarded to the Diocesan Office at the end of each week.
- ✓ Contact can be made with Jane Dumsa from the Diocesan office if there is a need to discuss any payroll considerations.

Hygiene

- ✓ Adequate handwashing facilities must be made available on site and an adequate supply of hand sanitizer provided for workers to use.
- ✓ Hand sanitizer should be provided at the entry and exit of the building and a bottle should be placed on each workstation. Antibacterial wet wipes should also be provided for workers to use to clean tables and other surfaces as required.

Third Party Visitors and Delivery of Goods

- ✓ Where you plan to recommence regular deliveries to site or will have Third Parties on site to perform work reference must be made to ***Third Party Contractor of Delivery of Goods Fact Sheet***. This must be communicated to all workers on site.
- ✓ The Parish will need to retain information for those onsite for a period of a minimum of 28 days.

Onsite Meetings

- ✓ The NSW Govt recommends that where possible meetings continue online however if it is not practical and an in-person meeting is required then the following the measures outlined in this section must be adhered to.
- ✓ Advise those attending of the ***Conditions of Entry***.
- ✓ Ensure that social distancing can be maintained during the meeting. You will need to ensure that the space is set up so that the chairs are separated by at least 1.5m and that there is adequate spacing to allow for 4sqm per person.
- ✓ Ensure that the hand sanitizer station is made available for use when entering and existing the building.
- ✓ Ensure that routine cleaning takes place of all used spaces in line with the ***Cleaning Fact Sheet***.