

The **health and safety** of all persons attending out sites during this time is paramount. To ensure a COVIDSafe return to the preparation and service of refreshments on site it is important that we continue to maintain safe food handling practices as well as introduce additional COVID19 specific measures.

Requirements of the Parish:

- ✓ The area that is used for the service of refreshments must be set up in accordance with the **Fact Sheet: Preparing the Church Building**.
- ✓ There must be no mingling during this time and social distancing must be maintained. If seating is provided this should be set up in advance to ensure 1.5m distance is maintained.
- ✓ The area where the refreshments will be prepared should be cleaned in line with the **Fact Sheet: Cleaning** before and after use and should be set up to ensure social distancing is maintained between the person serving and those receiving refreshments.
- ✓ The person/s responsible for serving refreshments must be well, comply with all **Conditions of Entry** and ensure that that they use hand sanitizer before and after preparing food.
- ✓ Disposable gloves should also be provided for the Volunteer to wear during preparation. Once preparation is complete these gloves should be disposed of in a closed lid bin.
- ✓ The person/s responsible for serving refreshments must wear a mask in line with the **Fact Sheet – Wearing of Masks**.
- ✓ Single use cups, tea, coffee, sugar, milk and pre-packaged biscuits should be used. No shared items are permitted.
- ✓ These items should not be handed directly to the person. They should be prepared and placed on the table in front of the person for collection.
- ✓ Where possible reduce crowding while persons are waiting for refreshments and ensure social distancing is maintained. Place markings on the floor to ensure that this distance is maintained.
- ✓ A closed lid bin should be provided with all persons directed to dispose of their rubbish before leaving.
- ✓ There is a cap of 30 minutes time onsite for refreshments. This time is in addition to the current cap of 90 minutes that is in place for services.
- ✓ At the conclusion, all persons should be asked to depart site in line with **Fact Sheet: Safe Entry and Exit of the Church Building**
- ✓ Any preparation or handling of refreshments must follow standard food safety practices some basic reminders have been included below:
 - Observe temperature control requirements.
 - Check food packaging for the use by date, any food past this date must not be consumed.



- Ensure that the utensils and kitchen areas are kept clean.
- ✓ Further detail on food safety requirements can be found by visiting the NSW Government Food Authority website – www.foodauthority.nsw.gov.au

DECLARATION AND UNDERTAKING

In line with the ongoing management of COVID19 we undertake to comply with the directives contained in the Fact Sheet.

A copy of the signed Fact Sheet will be attached to the buildings approved **Reopening Application** which is stored on site.

Incumbent Signature

Churchwarden Signature

Incumbent Name

Churchwarden Name

Incumbent Contact Details

Churchwarden Contact Details

Date

Date