

The **health and safety** of all persons attending out sites during this time is paramount. This Fact Sheet has been prepared to assist Parishes in preparing for COVIDSafe Advent – Christmas – New Year Events.

Note: For a large one-off event such as Christmas Carols the **COVIDSafe General Application** must be completed and approved. This is your COVIDSafe plan and your detailed risk assessment for the event. A copy must be retained on site.

Requirements of the Parish:

Advent – Christmas – New Year Events

- ✓ The site that you are using for this activity must have formally been reopened under the **Safe Return to Church Framework**
- ✓ For an event or activity that has not yet recommenced within your Parish such as carols or community meals a **COVIDSafe General Application** must be completed, this will be your COVIDSafe plan for the event a copy of this must be retained on site.
- ✓ Carols should be held in a large well-ventilated space (preferably outside).
- ✓ A site inspection must be completed to determine the maximum capacity for the building or outside space. This is determined by applying the 2 square metre rule. This rule requires you to allocate 2 square metres per person.
- ✓ Those attending must remain seated and ensure social distancing is in place for non-household contacts. Consideration to the set up should include staggered seating or marked grass areas.
- ✓ Up to 50 people may sing together indoors in a large well-ventilated space. There is no cap in the number of people singing outdoors however in both instances the following measures must be adhered with:
 - all singers face forwards and not towards each other;
 - have physical distancing of 1.5 metres between each other and any other performers, and 5 metres from all other people including the audience and conductor.
 - The audience or congregation may participate in the singing, but anyone 12 years or older must wear a mask while doing this.
 - The NSW Government Advice – Face Masks – Singing must be placed at the entry and at other suitable locations around the Parish.
- ✓ Consider whether it is appropriate to establish a registration process to ensure compliance with the maximum capacity of the space.
- ✓ A record of all persons on site including name and contact number should be retained by the Parish for a period of 28 days.

- ✓ No food or drink should be sold on site.
- ✓ Any events involving the service of refreshments must comply with the **Fact Sheet COVIDSafe Preparation of Refreshments**
- ✓ Where possible a separate entry and exit should be established and directional signage in place to encourage traffic to flow in one direction.
- ✓ Any Workers who are participating in this activity and have not yet returned to their role during COVID19 must ensure they have completed the **COVIDSafe induction Checklist**.

Preparation of Christmas Hampers

- ✓ Donated items should be non-perishable
- ✓ Where the sorting of donated items does not take place onsite the supervisor must ensure that Public Health orders are complied with.
- ✓ The sorting of hampers should be done in a large well-ventilated space. There must be compliance with the Maximum Capacity of the space and the site should be prepared in line with the **Fact Sheet: Preparing the Church Building**
- ✓ All Volunteers should wash their hands thoroughly or use hand sanitizer provided before and after sorting is completed.
- ✓ If items are to be collected from site a designated area should be established preferably at the entry to the Parish Hall or Church Building.
- ✓ Any packages that are to be delivered to a third-party site should be done so in accordance with social distancing measures and in compliance with third party conditions of entry.
- ✓ A record of all persons on site including name and contact number should be retained by the Parish for a period of 28 days.
- ✓ Any Workers who are participating in this activity and have not yet returned to their role during COVID19 must ensure they have completed the **COVIDSafe induction Checklist**.



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