

The **health and safety** of all persons attending our sites during this time is paramount. To ensure compliance with **social distancing** measures, Opportunity and Retail Shops will need to undertake a series of steps to prepare the store for reopening.

Requirements of the Opportunity Shop:

Social Distancing

- ✓ Social distancing rules must be observed when entering and exiting the store, there is to be no queueing at doorways.
- ✓ A site inspection will need to be completed with measurements taken to determine maximum number of persons allowed in a shop. You will need to allow for 2 square metres per person. When calculating the number of persons allowed on site you must also take into consideration the number of workers that will be on site.
- ✓ The number of visitors allowed in store must be noted on the **Maximum Capacity** signage provided by the Diocese and placed at the entry point.
- ✓ The **Conditions of Entry** sign is to be displayed at the designated entry point.
- ✓ Social distancing signs provided by the Diocese have been placed at the entry of the store and at other points throughout the store to remind visitors to maintain distance.
- ✓ Floor markings will need to be placed near the entry to the store and at the service area to ensure that a safe distance is always maintained.
- ✓ If safe to implement, an additional barrier should be placed between the service area and customer to ensure social distancing is maintained during service.
- ✓ Any seating areas in store area must be removed or bunting used to rope them off.
- ✓ Change rooms must be closed.
- ✓ Determine whether shifts and rosters need to be amended to consider the number of workers in the store at any one time and to meet additional cleaning requirements (whilst ensuring the continued safety of having enough workers on site during a shift).

Hygiene Practices

- ✓ Hand sanitizer should be placed at the entry point of the store.
- ✓ Hand sanitizer should be placed near the register for use by worker.
- ✓ Disposable gloves must be provided for workers to use when counting cash at the end of the day.

- ✓ No shared equipment by workers i.e. pens and notebooks.
- ✓ Ensure that there is adequate airflow through the building. This may mean leaving the front door open if possible.
- ✓ Hygiene signage provided by the Diocese is to be displayed at the entry, service area and at other points throughout the store.

Kitchens / staff rooms

- ✓ Handwashing facilities to be in place to allow workers to wash hands on entering and exiting the kitchen.
- ✓ All communal cutlery, plates and cups are not to be used.
- ✓ Break times are to be staggered to ensure that persons in kitchen can comply with the 4 square metres per person rule.
- ✓ Removal of communal books, magazines and newspapers.
- ✓ Communal items such as the fridge or microwave should be wiped down after each use.

Ensuring Safety

- ✓ Whilst it is not mandatory, a QR code should be placed at the entry to the store to encourage those entering to check in. As part of registering the site as COVIDSafe, a free QR code was provided by Service NSW for use.
- ✓ Prior to re-opening, Supervisors will need to complete the COVIDSafe Induction Checklist with all workers to ensure they are aware of the processes introduced to mitigate the risks associated with COVID-19.
- ✓ The Opportunity Shop OR Retail Shop Supervisor is responsible for ensuring that these measures are compiled with. This includes ensuring the maximum number of persons in the store is not exceeded, social distancing rules are complied with and hygiene practices are undertaken.



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