

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:

Maximum Capacity

- ✓ Ensure the maximum occupancy number as outlined in the sites COVIDSafe Plan is always complied with.
- ✓ At times, during an outbreak, the maximum capacity at a place of worship may vary depending on the activity and location. Visit [COVID-19 What you can and can't do under the rules | NSW Government](#) to view any current additional restrictions.
- ✓ 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 all attendees to comply with physical distancing measures.
- ✓ 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.

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. Generally, a publicly accessible area is an area where visitors are allowed. This includes entry points, browsing areas and walkways, waiting rooms and rest rooms. It does not include staff-only areas such as offices.

Note: This calculation must include children as well as the persons that are conducting and assisting with the service.

- ✓ The Maximum Capacity signage provided by the Diocese must be updated to include the maximum persons (based on the applicable square metre calculation) and placed at the entry point of the building.

Physical Distancing

- ✓ Physical distancing (i.e. remaining 1.5 meters apart) rules must be observed when entering and exiting the church, there is to be no queueing at doorways.
- ✓ Seating and tables where in use will need to be adjusted to ensure physical 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 physical distancing of at least 1.5 meters 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 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 to a designated area to ensure that all areas used can be appropriately cleaned.

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.
- ✓ Food and drinks are to be prepared in line with the **Fact Sheet: COVIDSafe Preparation and Service of Food.**

Use of multiple buildings for a single 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 applicable square metre rule and the relevant cap on numbers depending on the location, service or activity.
- ✓ There must be a separate entry and exit to the outdoors for each building.
- ✓ There must be no contact between people across the buildings.
- ✓ Each building must have been formally approved to reopen to ensure there is a COVIDSafe plan in place for each space.

Different services or activities taking place on site

- ✓ Different activities are able to take place on site at the same time providing that the following measures in the section are complied with.
- ✓ There must be a separate entry and exit to the outdoors for each building.
- ✓ There must be no contact between people across the buildings.
- ✓ Each building must have been formally approved to reopen to ensure there is a COVIDSafe plan in place for each building.
- ✓ The start and finish times should differ for each service or activity to ensure that there is not a crossover of persons on site.

Specific to Funerals Only

- ✓ Where your building is large enough to do so you can have up to **300** people attend a funeral. When determining the maximum number of people who can attend you must apply the applicable square metre rule.
Note: when you are calculating this number the maximum number of persons allowed on site must not exceed 300.
- ✓ 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 for at least 4 weeks and a copy sent through to whs@newcastleanglican.org.au
- ✓ The Parish must have an approved COVID-19 Church Framework COVIDSafe Plan.

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.