

The **health and safety** of all persons attending our sites is paramount. **Each site** must have a COVIDSafe Plan which is consistent with the Diocesan Policies and approved by the Incumbent and the Churchwardens.

This plan details the COVID-19 Safety measures required to be in place at all times. A current copy of this must be retained on site and available for inspection as required.

Parish Name:	
Building:	
Maximum Capacity of Building under the 1 person per 2 square metres rule:	
Dimensions of the Building	

Preparing the Building (Church or Hall)

- ✓ A site inspection must be completed to determine the maximum capacity for the building. The maximum occupancy for each building is based on allowing 2 square metres of space per person.

Note: Up to 25 people are permitted to enter the building before the relevant square metre rule applies.

- ✓ In calculating the space available for each person on any premises, only the areas that are open to the public are to be included in the calculations. For churches, the sanctuary space is included in the calculation.

Current Signage - the following signs must be displayed at each site:

Conditions of Entry
Maximum Capacity
COVID19 - Keep Your Distance
COVID19 - Simple Steps to Stop the Spread
COVID19 - Good Hygiene is in Your Hands

Record Management

- ✓ The Parish must continue to have a process in place to ensure maximum capacity is not exceeded and any change to Conditions of Entry is communicated.
- ✓ The Parish must record the full name, contact number, date and time for each person that attends site (including any persons assisting or delivering the service).

- ✓ It is preferable that the Parish use either the Service NSW QR code check in or Newcastle Anglican Dioceses QR Code Check in and Risk Declaration. Contact the Quality & Risk team via email grm@samaritans.org.au for assistance or visit NSW Government's [Electronic check-in guidance and QR codes](#)
- ✓ The Parish must keep records of everyone who attends each Service or activity on site. These records must be retained on site for a period of 28 days.
- ✓ For weddings and funerals it is mandatory for Parishes to have a process in place to record contact details via a QR code or other electronic forms.
- ✓ Where a parishioner does not have a mobile phone, the parish will be required to record their details and time of entry through another device.
- ✓ In exceptional circumstances where an electronic method is not available for example due to technical limitations or outages, a paper record must continue to be collected and digitised immediately.
- ✓ Some Parishes have already established a way to capture contact information through an electronic ticketing system. This process can continue to be utilised however, it is important to confirm continuous access to the contact information.

Note: The Diocese and Parish has an obligation to provide required contact details as soon as possible or within a maximum of **4 hours** of receiving the request from NSW Health.

Physical Distancing

- ✓ We have an obligation to support 1.5 metre physical distancing where possible. To enable this, as much as is practical
 - ensure there is to be no queueing at doorways;
 - encourage people to move away from the entrance and exist rather than mingling for conversation;
 - use a separate designated entry and exit, where possible;
 - encourage people to sit 1.5 metres apart if they are not from the same household.
- ✓ Restricted seating or areas should be roped off using bunting or some other means. Where possible seating can be removed or pushed together to enable greater spacing in other parts of the church..

Note: The guidelines from NSW Health indicate that physical distancing is a requirement 'where possible'. Incumbents, Churchwardens and persons responsible for ensuring COVID Safety must use their best reasonable judgement in deciding whether to ask people to move or relocate within the Church.

Hygiene Practices

- ✓ Ensure that hand sanitizer is available at the designated entry point to the Church, and at other suitable points throughout the building. 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.
- ✓ Ensure all bathrooms are well stocked with soap and paper towel.

Food Service (including refreshments)

- ✓ Where refreshments or meals are served, the requirements for social distancing, hygiene, and cleaning remain in place.

Cleaning

- ✓ Clean frequently used indoor hard surface areas (including children's play areas) at least once with detergent/disinfectant at the conclusion of the day when the area is used.
- ✓ Clean tables, chairs, and any table settings between use by people.
- ✓ The **COVIDSafe Return to Church - Cleaning Record** must be located at each site and completed each time cleaning is undertaken. This record will detail the cleaning and processes that must be followed.
- ✓ Cleaning must occur between uses of the building.
- ✓ The person that is delegated to carry out cleaning should be fit for this duty and not fall within high-risk categories or have any pre-existing medical conditions that may put them at additional risk.

Liturgical and Music Practices

- ✓ You should not shake hands, hug or kiss as a greeting, farewell or during the greeting of peace.
 - The Greeting of Peace may proceed by saying the words "peace be with you" and acknowledging the other person. People should avoid moving about in the church to greet others.
- ✓ Communal items such as bibles and books, are to be cleaned as reasonably practicable and not reused within 24 hours.
- ✓ There are no restrictions on singing and chanting.
- ✓ The collection plate is not to be passed around. An alternate offertory arrangement should be made. Where cash is given, safe cash handling techniques including the use of hand sanitiser.
- ✓ Communion may be administered as the bread alone. Where the Incumbent and Churchwardens agree, communion with wine may be administered using individual cups may be used provided that practices for the use of individual cups approved by the Bishop are strictly observed. Communion with wine may be administered using the common cup, provided that it members of the

congregation are reminded that receiving communion as the bread alone is full communion. The practice of intinction is not approved.

People waiting to receive communion should stand at least 1.5 metres from another person. The only time this distancing can be relaxed is the precise movement of receiving the communion.

- ✓ If there is a need to bless a person, the priest should sanitise their hands immediately afterwards,
- ✓ The Incumbent, in specifying the service times should consult with the Church Wardens. There must be enough time between the services for the building and adjacent areas to be cleared and fully cleaned before people can enter for a subsequent service.

Weddings and Funerals

- ✓ All COVIDSafe measures outlined in this plan extend to both weddings and funerals.
- ✓ The Parish when planning for weddings or funerals must have an awareness of household and non-household groupings to facilitate the required seating arrangements. The Parish must have a clear process in place to ensure that this measure is complied with.

Wearing of Masks

At times in particular regions the wearing of masks may become mandatory. Parishes will be advised when this occurs. Otherwise, there is no requirement for masks. Pastoral sensitivity is required to ensure that people who choose to wear masks feel comfortable in exercising that discretion.

Incident Notification

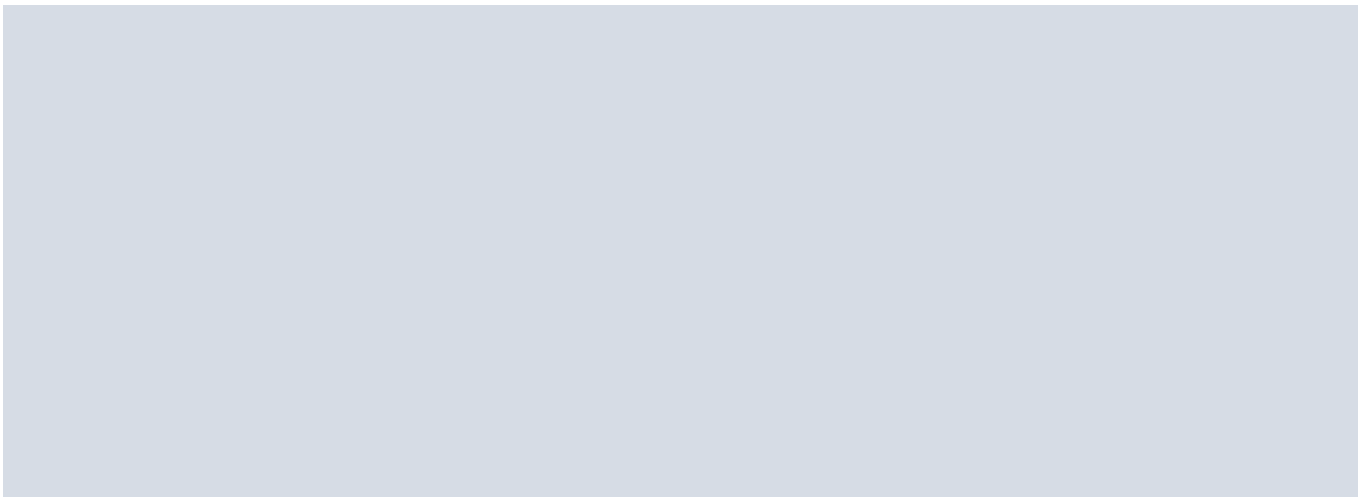
- ✓ Church Services and gatherings must be suspended, and the site closed immediately to allow for deep cleaning and other relevant action. No one is permitted to enter the site.
- ✓ Immediate verbal notification of the COVID-19 positive incident must be provided to the Bishop and the Quality & Risk Team by phoning **1800 797 455**.
- ✓ Post the verbal notification, notification should be entered into the R3 system by clicking on the below link or via the QR code on **RSK PTR 034 COVID-19 Notification of Suspected or confirmed Infection**. Once test results have been received, evidence of test results are be emailed to covid-19notifications@newcastleanglican.org.au.
http://samaritans.foliogrc.com/contracts/new?contract_template=50&token=zamf9XHZg1ozvSA9qJ7N
- ✓ Refer to booking system or forms to identify persons that may have been exposed to COVID-19. These details will need to be provided to the Diocesan Office to allow for further discussion with NSW Department of Health.
- ✓ Further advice from the Diocesan Office in reference to NSW Health and SafeWork NSW guidelines will need to be provided prior to the commencement of cleaning. This will include instructions regarding the use of professional cleaners, the areas to receive a deep clean and the appropriate Personal Protective Equipment (PPE) to be worn.

- ✓ Once the Quality & Risk Team have given clearance, the Parish may apply to the Bishop to recommence services.

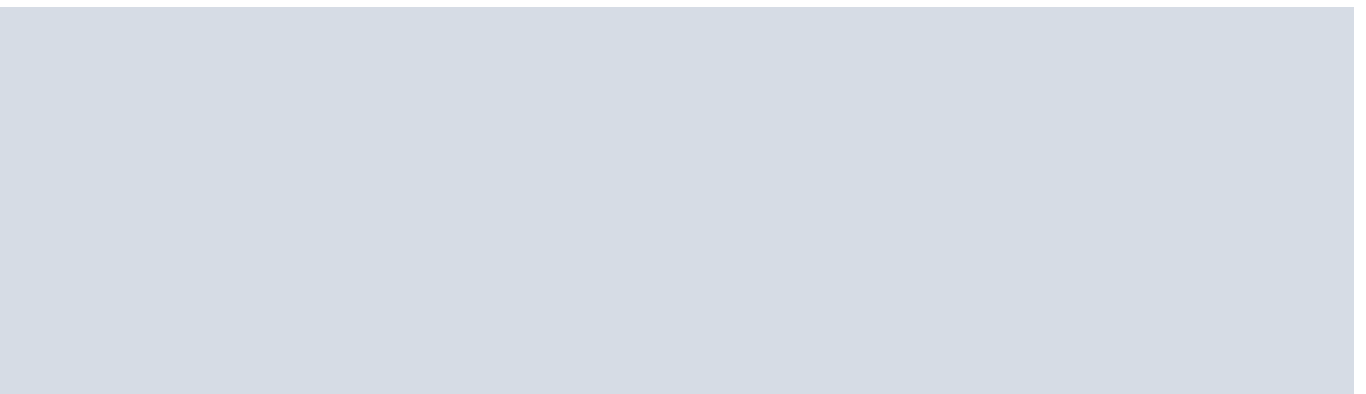
Safe Entry and Exit of the Church Building

- ✓ The parish must develop a plan to move parishioners safely into and out of their allocated seating. This plan must include details of what order seats will be filled and vacated to avoid pushing past occupied seating.

1. Documented seating arrangements in place to ensure all non household participants remain atleast 1.5m apart.



2. Documented process for safely moving people on and offsite and into and out of the allocated seating to prevent on site mingling and maintain physical distancing.





DECLARATION AND UNDERTAKING

The information provided in this application is true and correct to the best of my knowledge. We undertake to comply with the directives contained in the Fact Sheets and any subsequent directives provided by the the Bishop, the Diocesan Chief Executive or their delegates in relation to the ongoing management of COVID-19

Incumbent Signature

Churchwarden Signature

Incumbent Name

Churchwarden Name

Incumbent Contact Details

Churchwarden Contact Details

Date

Date