

23 July 2020

COVID-19 Safety Plan

Effective 24 July 2020

Places of worship

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your congregants.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your congregants that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au. **This safety plan must be read in conjunction with the Diocesan COVID-19 Directives (as revised from time to time) which provide more detail on the Parish's COVID-19 management practices.**

PARISH DETAILS

Parish name: Our Lady Help of Christians, Rosemeadow

Plan completed by: Father Christopher Sarkis

Approved by: Father Christopher Sarkis

Date: 24 July 2020

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and congregants	
Exclude staff and congregants who are unwell from the premises.	<ul style="list-style-type: none"> All worshippers have temperature taken before entering church Worshippers classified as vulnerable per AHPPC guidelines should be encouraged not to attend People who feel unwell or have symptoms are not permitted to enter and must leave if symptoms become apparent during a gathering Essential assistants classified as vulnerable per AHPPC must provide medical clearance before serving
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<ul style="list-style-type: none"> All parish staff and assistants to be made aware of detailed directives and other COVID-19 resources provided by Office of the Bishop All staff and assistants to be reminded to get tested if they develop any COVID-19 symptoms Staff to be made aware of NSW Health's public health alerts webpage:

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	https://www.nsw.gov.au/covid-19/latest-news-and-updates
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<ul style="list-style-type: none"> All staff informed of their leave entitlements if they are sick or required to self-isolate as a result of COVID-19 testing, contact or confirmed case
<p>Display conditions of entry (website, social media, venue entry).</p>	<ul style="list-style-type: none"> Diocesan website, social media and online registration form includes conditions of entry (and detailed in publicly available COVID-19 directives) Signage (A3 poster or pull up banner) at entry to premises Parish website to be updated to include conditions of entry
<p>Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).</p>	<ul style="list-style-type: none"> Livestream Mass from Parish on weekend advertised on Parish website and Bulletin and email to parishioners Mass Online options promoted to all worshippers via the diocesan website (https://www.dow.org.au/covid-19/daily-mass-and-devotions-online/) Special ministers of Holy Communion can take Communion to those considered vulnerable and cannot attend
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> Community centres and halls (if hiring out premises) Restaurants and cafes Weddings Funerals 	<ul style="list-style-type: none"> Safety Plans are in place for Masses and Ceremonies, Funerals and Weddings at Rosemeadow church. Kept in Sacristy.

Physical distancing	
<p>Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.</p>	<ul style="list-style-type: none"> Pre-registration for all Masses to ensure numbers are capped at the limit Dedicated monitors at all gatherings to ensure capacity does not exceed limits Each building measured to identify actual maximum capacity Rosemeadow church capacity is 100 people
<p>Wedding services can have a maximum capacity of 150 people, and funeral services can have a maximum capacity of 100 people. See the NSW Government website for wedding and funeral service COVID-19 Safety Plans.</p>	<ul style="list-style-type: none"> Parish has a Parish Covid 19 safety plan for funerals and weddings Weddings in Parish buildings maximum limit to 100 as per clause 9 and 14A (6) of the Public Health Order 24 July 2020. See above for Parish limit for funerals and weddings
<p>Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.</p>	<ul style="list-style-type: none"> Seating arranged to maximise distance between individuals Stickers used to mark out 1.5m seating on pews and other available seating (e.g. plastic chairs)
<p>Reduce crowding wherever possible and promote physical distancing.</p>	<ul style="list-style-type: none"> Monitors to ensure participants do not congregate, including by encouraging staggered entry/exit Stickers to be placed on seats to promote 1.5m physical distancing
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.</p>	<ul style="list-style-type: none"> Physical distancing of 1.5m between clergy, worshippers and all other participants must be maintained at all times—with the exception of activities during which 1.5m cannot be practically maintained (i.e. receiving communion on the hand, anointing a child for baptism), in which case proximity within 1.5m should be minimised and as brief as possible

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Use telephone or video for essential meetings where practical.	<ul style="list-style-type: none"> • Digital video conferencing used as primary mode of communication for staff meetings • Online/streamed Mass offered as alternative to physical attendance • Where parish meetings are held for practical reasons detailed procedures are followed including following one person per square metres, 1.5 metres physical distancing, proper hygiene and cleaning practices. • Vulnerable persons are encouraged not attend meetings
Review regular deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> • Parish to review current delivery processes and adjust to support contactless delivery and invoicing (e.g. by designating a space for delivery people to drop parcels without the need for physical interaction with staff members)
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services. This may involve suspending or adjusting the practice of greeting congregants as they arrive or depart to ensure appropriate physical distancing.	<ul style="list-style-type: none"> • Pre-registration and ongoing communication utilised to proactively reduce likelihood of gathering outside the premises • Visible signage to discourage gathering • Monitors to encourage any individuals gathering to disperse
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur.	<ul style="list-style-type: none"> • Parish to review likelihood of public transport use for worshippers and where required, advise worshippers of how to minimise COVID-19 risk when using public transport
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	<ul style="list-style-type: none"> • Parish to communicate with known drivers of courtesy vehicles and recommend close contact be minimised as far as reasonably possible
Solo singing and wind instruments can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience.	<ul style="list-style-type: none"> • Congregational singing is prohibited • Only one musician and one cantor is allowed • The cantor must maintain 3 metres physical distance from others
Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.	<ul style="list-style-type: none"> • When school children use the Church they are supervised by qualified teachers who follow strict COVID-19 protocols provided by Catholic Education for the Diocese of Wollongong • Parish based education programs in church buildings follow good hygiene practices, physical distancing protocols and allowances for that building including physical distancing for all adults in attendance • Hand sanitisers are available in all buildings

Hygiene and cleaning	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> • Worshippers to sanitise hands upon entry using provided hand sanitiser • Hand washing/sanitising required immediately before any possible contact with hands during Masses and other services (see Directives for more detail)
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	<ul style="list-style-type: none"> • Sufficient quantities of hygiene products (soap, hand sanitiser, tissues) to be available and accessible to parish staff, worshippers and attendees at doors of churches and confessionals, back of the church, bathrooms, and in the sacristy and sanctuary
Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are	<ul style="list-style-type: none"> • Wherever possible, direct contact has been eliminated from the conduct of Masses and other

REQUIREMENTS	ACTIONS
washed before and after each interaction with soap and water or hand sanitiser.	services <ul style="list-style-type: none"> Where not possible, hand washing/sanitising is required immediately before any possible contact with hands (see Directives for more detail)
Avoid sharing books, drinking cups or other shared objects used during the service such as collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these.	<ul style="list-style-type: none"> No hymnals or prayer cards to be put out and all fonts and stoups to remain empty Priests should not kiss the lectionary No collection plates to be passed around (secure receptacles in view of the monitors may be left by the doors of the church)
Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	<ul style="list-style-type: none"> High touch surfaces to be cleaned and disinfected after each celebration (including door handles pews, lectern, computer, vessels, shared musical instruments, taps, toilets, handrails) per Work Safe Australia guidelines
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> Disinfect solutions to be maintained in accordance with manufacturer's instructions and Safe Work Australia guidance: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> All staff to wear gloves when cleaning and wash hands thoroughly before and after with soap and water Parish to provide staff with disposable gloves and soap and water for this purpose

Record Keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. For households, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	<ul style="list-style-type: none"> Parish keeps all pre-registration information locally on site. Diocesan online registration may be utilised for digital record keeping Records stored confidentially and securely and used in accordance with agreements attendees agree to when providing their details
All places of worship must register their COVID-19 Safety Plan through nsw.gov.au .	<ul style="list-style-type: none"> The Parish was registered at https://www.nsw.gov.au/register-your-business-as-covid-safe on 22 July 2020
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	<ul style="list-style-type: none"> All staff will be advised of the COVIDSafe app and its benefits in supporting contact tracing