

23 July 2020

# COVID-19 Safety Plan

Effective 24 July 2020

## Funerals, memorial services and wakes

We've developed this guidance to help you create and maintain a safe environment when organising a funeral or wake.

There are some requirements that should be complied with, including the number of people who can attend. This will change with time, so to access up to date information, please visit [nsw.gov.au](http://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

## > GUIDANCE

Consider the actions you will put in place to keep people safe

### CONSIDERATIONS

### ACTIONS

#### Wellbeing of attendees

Ensure attendees are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.

- Liaise with Funeral directors to ensure consistency of information provided to family and guests
- Temperature checks and exclusion from church if signs of illness present (by funeral directors if offered)
- Covid - 19 information posters displayed in all Church/Chapel entrances
- Staff and visitors requested to not attend if feeling unwell via information brochure supplied to family and guests

Consider reminding your guests that it's important they don't attend if they are feeling unwell and encourage them to get tested

- Liaise with Funeral directors to ensure consistency of information provision
- Temperature checks and exclusion from locations if signs of illness present (by funeral directors if offered)
- Covid - 19 information posters displayed in all Church/Chapel entrances
- Staff and visitors requested to not attend if feeling unwell via entrance banners and information brochure supplied to family

CONSIDERATIONS	ACTIONS
<p>If a guest has symptoms and asks if they should attend, encourage them to see their GP or attend a local COVID clinic</p>	<ul style="list-style-type: none"> <li>Monitoring in progress at all venues by funeral directors and Parish staff</li> <li>Covid -19 Compliance handouts provided on all event sites</li> </ul>
<p>Discourage people who are from an area of high COVID-19 transmission from attending the funeral in person. If the funeral is in an area of high COVID risk or must have guests from a high COVID-19 area then limit the gathering or consider having two separate gatherings with people from higher risk areas in only small numbers.</p>	<ul style="list-style-type: none"> <li>This will be discussed with the family in the funeral planning in conjunction with the funeral director.</li> </ul>
<p>Think about ways in which attendees can be involved through a video broadcast or live stream, if they can't attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. Speak to the funeral director about any available options to stream the event.</p>	<ul style="list-style-type: none"> <li>Not generally offered in Parish Church. Family requested to speak with the Funeral Director about options</li> </ul>
<p>If you are aware of attendees that are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity, consider an online service</p>	<ul style="list-style-type: none"> <li>See above for streaming</li> <li>For funeral planning phone, email and Zoom video conferencing is available to support families plan their funeral</li> </ul>
<p>If you will serve alcohol at the wake or service, consider ways to ensure there is responsible use, such as limiting bar tabs or drinks packages</p>	<ul style="list-style-type: none"> <li>Not offered in the Parish</li> </ul>
<h3>Physical Distancing</h3>	
<p>Capacity must not exceed 100 attendees, or one attendee per 4 square metres for a funeral or memorial service. Small venues can have up to 50 attendees (without the 4 square metre rule) provided non-household contacts can maintain 1.5 metres of physical distance, whichever is the lesser.</p>	<ul style="list-style-type: none"> <li>Church and chapels have been assessed for maximum attendance numbers</li> <li>Maximum allowance displayed prominently at Church entrances</li> <li>Names provided by family/funeral directors for preferred attendees prior to Service.</li> <li>Names ticked off and sign in register maintained.</li> <li>Funeral Director / Parish staff monitoring social distancing in pews</li> <li>1.5 metre seating stickers placed on pews</li> </ul>
<p>Group singing, such as choirs, is high risk and should be avoided. Solo singing and wind instruments can spread COVID-19 if a performer is infected. If these are involved in the funeral or service ensure there are protections in place for attendees, including at least 3 metres distance from performers.</p>	<ul style="list-style-type: none"> <li>Only one musician and one cantor is allowed.</li> <li>The Cantor must maintain 3 metres physical distance.</li> </ul>
<p>Consider seating guests from the same household next to each other, to make it easier to fit everyone safely together. If seating people at tables ensure these are assigned and that there is minimal mingling between people at different tables. There should be no more than 10 people per table.</p>	<ul style="list-style-type: none"> <li>Concierge assistance (monitors) for safe seating distancing of attendees via funeral directors and / or parish staff/volunteers</li> </ul>
<p>Remind participants of the importance of physical distancing before, during and after the funeral or memorial service. Whilst it is a very natural instinct to hold or hug each other when grieving, this is where COVID-19 can spread easily. Consider alternative ways people could offer condolences that don't involve close contact, such as through a condolence book or recorded messages.</p>	<ul style="list-style-type: none"> <li>This will be announced via signs and announcements prior to and at the conclusion of the service.</li> </ul>
<h3>Hygiene and cleaning</h3>	

CONSIDERATIONS	ACTIONS
<p>Consider alternatives to cash donation collections, such as online donations or electronic funds transfers.</p>	<ul style="list-style-type: none"> <li>• At times donations are encouraged in lieu of flowers to charities</li> <li>• Work with Funeral Directors and families to encourage online donating</li> <li>• Secure receptacles in view of the monitors may be left by the doors of the church and mourners invited to place their donation as they enter or exit</li> </ul>
<p>Think about how other hygiene risks can be minimised, such as not sharing food or cigarettes/e-cigarettes and making sure people can remember which glassware is theirs.</p>	<ul style="list-style-type: none"> <li>• Food, cigarette consumption and glassware not offered</li> </ul>
<p>If you would like a condolence book, consider asking guests to bring their own pen, or have a plan to clean any shared pens and the area around the book in-between guests signing. Consider alternatives like a digital condolence book that can be filled in from home.</p>	<ul style="list-style-type: none"> <li>• Hand sanitisers available at church entrances</li> <li>• Funeral directors provided hygiene practices for utilisation of pens for book signing</li> </ul>
<p>Talk to the funeral director about alternatives to books, booklets, or other shared objects used during the service</p>	<ul style="list-style-type: none"> <li>• Single use mass books and order of services now required.</li> <li>• Hymnals in churches are not used</li> </ul>
<h3>Record keeping</h3>	
<p>Keep a digitised record of guests who attend the funeral and/or wake, including a contact number. Make sure you also keep a record of additional attendees such as caterers. Keep this list for 28 days after the funeral or wake. If there is an attendee at the funeral who gets diagnosed with COVID-19 public health will ask that you provide this record to assist with contact tracing.</p>	<ul style="list-style-type: none"> <li>• Registration details are maintained by the Funeral Director and/ or the parish compliant with COVID-19 registration and retention guidelines</li> </ul>