

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	Granville Community Baptist Church
Location (town, suburb or postcode)	Cnr South and William Sts, Granville, NSW, 2142
Completed by	Secretary
Email address	secretary@granvillebaptistchurch.com
Effective date	3 January 2021
Date completed	12 January 2021

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

All attendees will be asked and excluded if they:

- Have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell).
- Have COVID-19 or are waiting for results of a COVID-19 test.
- Are known to have been in contact with any known or suspected cases of COVID-19 in the past 14 days.
- Have returned or known to have been in contact with anyone else who has returned, from overseas or other hotspot areas in the past 14 days.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

All staff, paid and unpaid, are kept up-to-date with current status and regulatory information through regular emails and video meetings

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

The only staff member in this category has been advised of appropriate entitlements.

Display conditions of entry (website, social media, venue entry).

Signage, including the maximum capacities of spaces used, will be posted at the doors, with the same information on the Church's website.

Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).

Alternate arrangements have been discussed at length and will be put to those members of the congregation identified as being in a high-risk category

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

No sub-premises are used.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

While no use of the property for wedding or funeral services is currently foreseen, if such is proposed specific COVID-19 Safety Plans will be developed and used.

Physical distancing

Capacity in regions outside of Greater Sydney must not exceed one visitor per 2 square metres of publicly accessible space. In Greater Sydney, capacity at a place of public worship or indoor religious gathering must not exceed 100 visitors, OR one visitor per 4 square metres of publicly accessible space, whichever is less. Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Noted: at a density of 1 per 4 square metres, capacity of the main building is 37 persons plus staff. The room used for ESL (English as Second Language) classes is approx. 7 x 7 metres, giving a maximum capacity of 12 persons.

In Greater Sydney, if a place of public worship has more than one building on the premises, each building can have up to 100 persons, OR one person per 4 square metres of publicly accessible space, whichever is less, provided that each building has:

- **a separate ingress/egress to the outdoors**
- **no contact between congregants or staff across these buildings**
- **a separate COVID-19 Safety Plan for each building.**

At a density of 1 per 4 square metres, capacity of the secondary building is 37 persons plus staff.

However, at the moment the secondary building will not be used. A separate COVID-19 Safety Plan will be developed for this building if it is to be used.

Face masks must be worn by anyone 12 years and over in Greater Sydney, unless exempt.

Masks for the congregation will be required and their use promoted by signage and announcement.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Overall attendance is expected to be low-moderate, which facilitates separation at entry/exit points. Check-in attendants have been rostered and appropriately briefed.

An appropriate seating plan within the service has been developed and signage posted. Room layout within the ESL classroom is in accordance with physical distancing guidelines.

Ensure congregants remain seated throughout the service.

Noted: congregants will be reminded by signage and announcement.

Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.

As above, standing will be discouraged and queuing kept to an absolute minimum.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

Not applicable.

Use telephone or video for essential meetings where practical.

Video conferencing is being used for most Deacon's meetings and for Bible Study groups.

Most administrative business of the Church is being conducted over email.

Review regular deliveries and request contactless delivery and invoicing where practical.

Not applicable; no deliveries are received at the Church premises.

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.

Service announcements will remind attendees to not congregate afterwards

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.

Not applicable.

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible and encourage passengers to wear masks whilst in the vehicle.

Not applicable.

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 and physically distance where practicable. Staff should continue to maintain 1.5 metres physical distancing from students where practicable.

The Junior Church programme is not restarting at this time.

The ESL class follows strict physical adult distancing guidelines and good hygiene practices.

No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, congregants should not participate in singing or chanting. In outdoor areas, congregants 12 years and older should wear masks if singing or chanting.

Noted and will be complied with.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitiser will be available at all doors and in the ESL classroom.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

All bathrooms are checked, cleaned and restocked before every service/meeting.

Consider modifying religious rites or rituals to avoid direct contact where practical, such as communion or other similar practices. Where this is not practical, ensure

hands are washed before and after each interaction with soap and water or hand sanitiser.

Noted and will comply.

The observance of Communion will be suspended until the Church Leadership can make appropriate provision for safe handling and distribution of the sacrament, e.g. individually wrapped portions.

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.

Attendees will not be given opportunity to touch the offering bags/plates as the stewards collect the offering.

The ESL class has no shared objects.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

All rooms/areas used will be cleaned before every use. High-touch surfaces will receive special attention.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Cleaning instructions will be provided to all relevant persons.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Cleaning instructions will be provided to all relevant persons.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Noted and will comply.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Most attendees are regular and well known, with contact details provided. Attendance at all services/meetings will be recorded, including specific contact details of any previously unregistered attendee. Records will be maintained by the Church Secretary. The Church has a QR code as provided by Service NSW.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Noted and will comply

All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au.

Granville Community Baptist Church is currently registered.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

All staff are aware.

I agree to keep a copy of this COVID-19 Safety Plan at the premises

Yes