

> HELPING BUSINESS GET BACK TO WORK

30 June 2020

COVID-19 Safety Plan

Effective 1 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

BUSINESS DETAILS

Business name: OUR LADY OF THE ROSARY PARISH, KELLYVILLE
Plan completed by: ANGELA BARLOW
Approved by: FR. ALEJANDRO

> 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. | We keep an eye out for this |
| Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. | We are all aware of this |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate. | All staff are aware of this |
| Display conditions of entry (website, social media, venue entry). | We have done so |

Wellbeing of staff and congregants

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

Our parish has on-line Mass on Sundays

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Community centres and halls (if hiring out premises)
- Conference and function venues
- Restaurants and cafes.

Yes

REQUIREMENTS

ACTIONS

Physical distancing

Capacity must not exceed one visitor per 4 square metres of space (excluding staff).

We have marked pews accordingly

The maximum number of people allowed at a funeral or memorial services is one person per 4 square metres of space. If the service is held at a place of public worship, funeral home, crematorium or place of residence it can have at least 50 people regardless of its size.

As above

Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.

As above

Reduce crowding wherever possible and promote physical distancing.

The Priest constantly warns parishioners of this rule

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

Staff are aware of this

Use telephone or video for essential meetings where practical.

Zoom is used regularly

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

We choose to do so

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.

Mentioned above

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.

N/A

Physical distancing

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.

Funeral homes have arranged this in the past

High energy dance, as well as 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. Group singing or chanting is particularly high risk and so should continue to be avoided.

We have eliminated choirs at present

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.

We choose to do so

REQUIREMENTS

ACTIONS

Hygiene and cleaning

Adopt good hand hygiene practices.

We have changed public toilet dryers with paper towels. Provide hand sanitiser at entrance to the Church.

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

We choose to do so

Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.

We choose to do so

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.

We have removed all Hymnals from the Church, removed supplies for burning candles, etc.

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.

Parishioners clean what they have touched after each Mass. Others volunteers clean up after Mass too

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

We choose to do so

Hygiene and cleaning

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

We hire cleaners for the Church and toilets

REQUIREMENTS

ACTIONS

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.

We choose to do so

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

Staff are fully aware of this.