

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

Your COVID-19 Safety Plan

Places of worship and religious gatherings

Name of place of worship Pitt St Uniting Church

Location (town, suburb, or postcode) Pitt St Sydney NSW 2000

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Effective date 23 November 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Staff and congregants who are unwell must not attend Pitt St Uniting Church. They may join via zoom when available or view the recording through Facebook or YouTube. Staff and congregants who have been in close contact with others who are unwell must not attend Pitt St Uniting Church. Staff and congregants who are considered casual contacts or who frequent any current hotspots are advised not to attend Pitt St Uniting Church

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

Develop and deliver COVID 19 Training is available for staff and key PSUC people

Post Department of Health guidelines on testing, physical distancing links on eNews Post COVID info and links on website.

Have a list of hot-spots and department of health notices displayed at entrances. Reinforce relevant

messages at the beginning and end of the service Appoint COVID monitors for each service (pre and post service)

COVID Monitors receive information and training

Have a Folder of relevant information/ notices available in COVID box kept in the Church office but brought into the Church for services.

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

If unwell or needing to self-isolate participants are not to attend the meeting in person. Staff to use sick leave entitlements if unwell.

Reinforce the requirement to self-isolate if unwell or a close contact.

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

Conditions of entry notified through eNews, website and reinforced at the beginning and end of the service.

Posters displaying conditions of entry pinned at entry and exit points of the building, in the kitchen and toilets.

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

Record service and post on Facebook/ YouTube

Offer live streaming when possible (NBN updated)

This form of attendance is particularly recommended for vulnerable congregants.

Ensure COVID-19 Safety Plans are in place, where relevant, for community centres and halls (if hiring out premises).

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

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

Food or drink service not being offered at this stage.

Any weddings or funerals will not include food or drink service.

COVID Safe arrangements will be as for worship services.

This is the approved COVID plan for Worship at Pitt St UCA.

Should a Wedding or Funeral be required a new COVID plan will be formed for that event.
The event will not be held without an approved plan.

Physical distancing

Capacity at a place of public worship or religious gathering must not exceed 300 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit.

Under 4 square metre rule Pitt St Uniting Church could accommodate up to 140 people on the ground floor.

Display signage for maximum capacity prominently at entrance.

Pre-Covid times usual service attendance was about 80 congregants.

However, attendees will be asked to register their intention to attend via Eventbrite or otherwise notify the Pitt Street church office.

In the event of any changes to Public Health Orders attendance numbers will be appropriately adjusted to comply with requirements at the time.

If a place of public worship has more than one building on the premises, each building can have up to 300 persons (or 150 for a wedding), or the number of persons that is equivalent to one person per 4 square metres of space (whichever is the lesser), 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.

Only the ground floor of Pitt St Uniting Church is to be used for worship (except for access to the organ).

Pitt St Uniting Church attendance capped at 140.

Wedding services in a place of public worship have a maximum capacity of 150 people, or one guest per 4 square metres, whichever is the lesser. Bookings for weddings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

The maximum capacity for weddings is capped at 140 under the 4 square metre rule. If bookings for future weddings expect more than 140 guests, then patrons are advised that the wedding will need

to comply with the restrictions in place at the time.

This is the approved COVID plan for Worship at Pitt St UCA.

Should a Wedding be required a new COVID plan will be formed for that event.

The event will not be held without an approved plan.

Funeral services held in places of worship have a maximum capacity of 100 people, or one guest per 4 square metres, whichever is the lesser.

The maximum capacity for weddings is capped at 140 under the 4 square metre rule.

This is the approved COVID plan for Worship at Pitt St UCA.

Should a Funeral be required a new COVID plan will be formed for that event.

The event will not be held without an approved plan.

Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.

Any singing and playing of musical instruments will be in accordance with current Public Health Orders and associated recommendations.

CURRENT REQUIREMENTS- In accordance with advice from the Chief Health Officer, NSW Health recommends the following measures for singing and chanting. A small group of up to 5 people may sing together in a large well-ventilated (preferably outdoor) area if:

- all singers face forwards and not towards each other
- have physical distancing of 1.5 metres between each other and any other performers, and 5 metres from all other people including the audience and conductor. Ensembles and other musical groups should rehearse and perform outdoors or in large, well-ventilated indoor spaces.

Move or remove tables and seating as required, where possible. Members of the same household do not need to physically distance.

Members of the same household may sit together. Individuals/ different households to maintain 1.5 m distance.

Place markers on pews

Use alternate pews, taping off unused pews

Individual chairs spaced at 1.5 m distance

Reduce crowding wherever possible and promote physical distancing.

Congregating in aisles discouraged

Congregants requested to disperse in small numbers and not to congregate outside the church.

Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work

in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Promote physical distancing through signage, barriers, and verbal encouragement. Congregants requested to remain seated.

Congregants encouraged to bring and wear facemasks. Face masks available.

include appropriate signage in toilets and corridors.

Keep Church office half door closed and only admit essential workers and ensure that they maintain physical distancing.

Keep Minister's office door closed and only admit those rostered on for the service.

Ensure seats in office are 1.5m apart and participants maintain physical distancing.

Use telephone or video for essential meetings where practical.

Maintain current arrangements for video attendance of services

Encourage meetings to continue via zoom when possible.

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

No deliveries during worship services

Contactless delivery and invoicing preferred during working week / office hours Any on-site visitors to comply with sign on/off registration, hygiene, and physical distancing requirements.

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.

1) No refreshments served following the service

2) Any meetings following the service are conducted with participants seated in pews 3)

No hugging or handshaking, supported by notices and reminders 4) Congregants asked not

to congregate outside the church before or following the service.

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.

People asked to wear masks if travelling by public transport

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

If car sharing with people from different household's people asked to maintain physical distancing as much as possible and if not possible to wear masks.

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.

No school age education program conducted.

No under school age activities conducted.

Children requested to remain with parents/caregivers.

Families to provide own pencils etc for any activity sheets.

No use of children's corner equipment.

Encourage congregants to wear a mask during attendance at places of worship.

Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing but may further reduce risks.

A "fixed and known to everyone" roster of members has been delegated to ensure that all attendees are provided with a face mask if they have not brought their own. Those people on the roster have the responsibility for ensuring that the reasons for wearing a mask are clearly pointed out and people will be encouraged to wear them whilst in attendance at worship.

Signage will also be prominently displayed setting out the reasons for face masking.

Hygiene and cleaning

Adopt good hand hygiene practices.

Display notices re good hand washing hygiene in foyer, at entrance, in toilet areas and kitchen.

Provide plenty of soap and paper towels in bathrooms and kitchen

Provide hand sanitizer and encourage its use on entry

- Clean your hands with soap and water for 20 seconds or use an alcohol-based hand sanitiser.
- Cover your nose and mouth with a tissue when coughing and sneezing or use your elbow, not your hands.
- Avoid close contact with people unwell with cold or flu-like symptoms and stay home if you have symptoms.
- Avoid touching your face and avoid shaking hands with others.

Reminders- when washing hands, all that is needed is water and soap, body wash or shampoo. It does not need to be expensive, or 'antibacterial'. The key to handwashing is to wash often and wash well, for at least 20 seconds.

Sanitiser, detergent, disinfectant, disposable gloves, and disposable face masks will be available for all.

Extra supplies of sanitiser, detergent, disinfectant, disposable gloves, and disposable face masks will be stored in the COVID Safe tub stored in Church Office.

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

The "fixed and known to everyone" roster of members will ensure that bathrooms are well stocked with hand soap and paper towels prior to worship.

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.

Physical contact greeting discouraged. Gracious bow, hand on heart or hands in prayer encouraged.

No distribution of hymn books.

Congregants invited to pick up own copies of single use service sheets when used. Single use only.

No physical sharing of sign of peace. Gracious bow, hand on heart or hands in prayer encouraged.

No Communion

No offering passed around- EFT and retiring collection as alternatives No post service

refreshments.

Disposable cups available for water as required but congregants encouraged to bring own water bottle.

Into the future, consider using projection on yet to be acquired TV screens as an alternative to service sheets.

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.

Physical contact greeting discouraged. Gracious bow, hand on heart of hands in prayer encouraged.

No distribution of hymn books.

Congregants invited to pick up own copies of any service sheets etc if used.

Single use only.

No physical sharing of sign of peace. Gracious bow, hand on heart of hands in prayer encouraged.

No Communion

No offering passed around- EFT and retiring collection as alternatives No post service refreshments.

Disposable cups available for water as required but congregants encouraged to bring own water bottle.

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.

Cleaning requirements observed. Informed by "Recommended Cleaning Supplementary information from Safe Work Australia. In most cases water and detergent is sufficient. The additional use of disinfect is recommended for high use/ volume areas.

1) Hard surfaces (pews, door handles etc) disinfected at the end of each service and weekly clean

2) Disinfectant wipes available for congregant use

3) Contract cleaning of the premises between weekly Church Services Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible number of germs. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant.

A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing. Allow the disinfectant to remain on the surface for the period required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes. Any clip boards, pens, remote controls, sound system panels, computer keyboards, video camera controls etc used to be cleaned after use with detergent and / or disinfectant wipes.

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

Directions for use of commercial products to be observed

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

Disposable gloves available in COVID Safe tub.

Those involved in cleaning to be reminded by signage to wear gloves and to wash hands with soap and water thoroughly before and after cleaning

Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry.

Clean hands immediately after removing gloves using soap and water or hand sanitiser. Frequently use of hand sanitizer promoted.

Record keeping

Keep a record of name and contact number 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. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

A list of participants' names, date of attendance and mobile phone numbers will be recorded on a data sheet.

These will be scanned and stored electronically as well, available upon request.

All visitors / personnel must sign the attendance roll on arrival located in Church foyer.

The Greeters will ensure that this completed and or the NSW Service QR app used

Records are to be stored confidentially and securely in Church Office for at least 28 days and made available to Dept of Health as required.

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

Covid Safe plan submitted to Presbytery and Synod.

Copy kept on site and available for congregants via the e-news/website.

Pitt St Uniting Church is registered with nsw.gov.au

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

Use of NSW Service app and COVIDSafe app encouraged and their benefits for contact tracing of communicated

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

END OF PLAN



Pastoral Relations Minister
Sydney Presbytery Pastoral Relations Committee
24th November 2020