

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



Your COVID-19 Safety Plan

Places of worship

Business details

| | |
|--|--|
| Business name | Boronia Park Uniting Church |
| Business location (town, suburb or postcode) | 93a Pittwater Road Hunters Hill. 2110 |
| Completed by | Boronia Park Uniting Church |
| Email address | robyn.49@bigpond.net.au |
| Effective date | 11 September 2021 |
| Date completed | 7 October 2021 |

Wellbeing of staff and customers

Exclude staff and congregants who are unwell from the premises.

Agree

Yes

Tell us how you will do this

All staff and congregants have been well-informed that they are not to come to worship if they have any flu-like symptoms. Masks are mandatory and physical distancing will be adhered to.

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

Agree

Yes

Tell us how you will do this

There is only one staff member and they have been informed and trained.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

There are A4 laminated signs explaining our policies and multiple copies that will be posted on the front door and walls for all to see.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

All hirers will be have their own QR code to record entry and they keep a record of children and adults who attend classes.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

ALL staff and volunteers have been fully vaccinated.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

We have individual chairs in the worship space and there will be marks on the floor so the number of chairs are spaced according to the 4 square metre ruling and all will be 1.5 metres apart

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

On arrival congregants will be reminded not to move the chairs.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

All the doors to the worship space will be opened so congregants can exit with 1.5 metres distancing.

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

Agree

Yes

Tell us how you will do this

Congregants will be advised to not gather outside premises but to leave the area as quickly as possible.

Singing and dancing by congregants is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

The congregation will be reminded at the beginning of each service that there is no singing and dancing during worship.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://www.nsw.gov.au) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Our air conditioning system in the worship space will be serviced before Face to Face services resume. Ventilation to the foyer will be by opening all front doors to allow natural air to circulate.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We intend to use the outdoor area for a Carol service in December.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

All windows and doors will be open at all times.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

We will have our air conditioning system service before commencement of face to face services.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

We will do this

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

We will consult our air conditioning servicing company

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

We will have face masks available for anyone who does not have their own mask.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hand sanitisers will be available in every room of the building

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

Agree

Yes

Tell us how you will do this

The bathrooms will be well stocked with hand soap and paper towels.

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.

Agree

Yes

Tell us how you will do this

Cleaning of indoor hard surfaces will be done after each use with detergent /disinfectant. Hall hirers will be asked to clean surfaces during and at the end of their use.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and

contractors.

Agree

Yes

Tell us how you will do this

Every congregant will be asked to either use the QR code on their phone or in a written register

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

There will be a person delegated to check that the QR code is confirmed.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

A register of date, names and contact details will be available for any who need to register in this way.

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

Yes