

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	Hunter Christian Church
Business location (town, suburb or postcode)	Highfields NSW 2289
Completed by	David Maddison / Mark Edwards
Email address	mark@hcc.org.au
Effective date	8 November 2021
Date completed	19 November 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

- Staff and congregants are reminded via email not to attend if unwell.
- Signage at the church entry point reminds them of this.
- Church website to reflect health guidelines

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

Agree

Yes

Tell us how you will do this

- Advice regarding the above to be communicated to staff through weekly staff meeting
- Cleaning information, supplies and protocols to be regularly discussed and reviewed

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

Agree

Yes

Tell us how you will do this

- Conditions of entry are posted at all entry points
 - This includes instructions to stay home if unwell, the requirement to check in directly via NSW electronic methods every time (QR Code or HCC web-based check in).
-

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

Total venue capacity to be determined by measuring all accessible public space and applying the 2m² rule

- Auditorium - 283.5 (13.5m x 21m) @2m² = 142
- M3 - 80 (10 x 8) @2m² = 40
- Kitchen Foyer - 70 (10 x 7) @2m² = 35
- Kids Club - 80 (10 x 8) @2m² = 40
- Little Wonders - 64 (8 x 8) @2m² = 32

TOTAL VENUE CAPACITY IS 289

- As an additional risk management strategy, the HCC Eldership has decided to limit the room capacity to all rooms, based on 2m² rule per room with physical distancing. (eg Auditorium 142)

people)

- The room capacity DOES NOT need to include people required to be in the room (volunteers and staff)

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

- Ensure seating layout is adjusted to provide 1.5m between rows
- Congregation encouraged to sit in household groups / single bubbles with a single seat or aisle gap.
- 1.5m ground markings to be used at main entry
- Staff to comply with physical distancing guidelines where possible

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

- Minimise activities and locations where congestion could occur
- Staff and volunteers to encourage people not gather at congestion points
- Signage to remind people to physically distance

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

- Staff to consider different gathering types and develop relevant strategies if needed

Singing and dancing by unvaccinated adults is not allowed in indoor areas (excluding a performer who is performing or rehearsing; a person who is instructing or being instructed in singing or dancing; or at a small funeral or memorial service or a small wedding service).

Agree

Yes

Tell us how you will do this

- Worship team has been advised on current requirements regarding only vaccinated singers performing
- Rosters to developed with this in mind
- Remind congregation via email, website and entry point signage to refrain from singing unless fully vaccinated

FOR YOUTH AND CHILDREN'S PROGRAMS

As additional duty of care to our church family. HCC eldership has implemented the following:-

Parents to sign youth/children in and out using QR Codes

- only fully vaccinated leaders be used for youth and children's programs.
- activities to minimise physical contact where possible
- children's program to operate in a different space to main service

DETERMINING ROSTERS FOR BOTH SINGERS AND LEADERS

- Worship and YAC (Youth and Children) Leader to communicate via email, the vaccination requirements established by NSW Health and HCC Eldership for being on roster
- Individual team members asked to remove themselves off rosters if they are not able or not willing to meet above requirements
- Individual team member to advise Worship or YAC Leader via email, that they have received this advice and managed their availability for rostering accordingly

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> 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

- After reading and discussing relevant document, ways to enhance ventilation have been developed and implemented.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

- Formal church services and programs typically happen inside the church.
- Consideration is to be given for instances where some of the activity may happen outdoors.

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

Agree

Yes

Tell us how you will do this

- Windows and doors will be opened before any service, remain open throughout the service, and be left open for a period of time after the service.
- Communication of the above requirement to be given to all group leaders that use the building

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

- Mechanical ceiling fans will be turned on where available to assist with airflow through the building;
- HVAC systems to be additionally used to create positive air pressure within rooms

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

- HCC Building team to ensure regular scheduled maintenance to optimise performance

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

- HCC Building Team to consider this recommendation and action as needed

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

- Face masks for people over 12 years (unless exempt) are a requirement of entry.
- NSW Health signage regarding masks to be displayed at entry points and prominently displayed throughout building.
- Extra face masks are available at all entries and in the offices for anyone who has forgotten their 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 sanitizers available at entry entry point
- Additional sanitizer points are located throughout the building, including the help desk and children sign in areas
- Signage to be used to remind people

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

Agree

Yes

Tell us how you will do this

- Regular check by church cleaner, staff and volunteers

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

- Sanitising spray and/or sanitising wipes will be utilised according to manufacturer's directions to ensure cleanliness.
- Children's play areas are currently not in use
- Each user is responsible for a post-covid clean after their event

This includes

- All hard surfaces (eg. Benches, light switches)
 - Toilet and basin if used
 - Kitchen / sink areas if required
 - Group leader or delegate is to sign off once cleaning is complete
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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

- We have already been requiring check in via mobile devices using the NSW QR code system. - -
For those without the ability to use a mobile device, we are registered to utilise the NSW QR website to entering an individual's details.

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

- Remind congregation via email, website and entry point signage regarding this mandatory requirement to sign in with QR Codes
- Ensure signage is visible and accessible
- Welcome team to provide QR Code sign cards as people enter through main entry asking them to ensure they have checked in or to direct them to Help Desk if they need assistance

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

We will only check in people using one of two approved electronic methods:

- 1) Check in as a dependent of another individual using a mobile phone
- 2) Assisted check in using the NSW web-based check in system to enter their contact data directly into the system

No paper records are to be used, as all information will be in NSW's electronic records immediately

As an additional backup, Church staff will keep a record on the Elvanto database of all those who attended the Sunday service, and can make this available to NSW Health as required.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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

There are no sub-premises at this venue, however, any external groups using church facilities are required to complete their own COVID-19 Safety Plans and lodge a copy with the church office.

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

Yes