

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



## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	Celebration Church
Business location (town, suburb or postcode)	South Nowra
Completed by	Libby Poulton
Email address	<a href="mailto:hello@celebrationchurch.com.au">hello@celebrationchurch.com.au</a>
Effective date	18 October 2021
Date completed	22 October 2021

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### 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 persons screened at the entry point by signing in using the QR code. By signing in a person is agreeing to the conditions of entry and declaring they have not been unwell or showing symptoms of COVID-19 or they will be dismissed from the property.

**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**

All staff and volunteers are to complete relevant COVID-19 training and agree to understand and follow safety policies and procedures.

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

Agree

Yes

**Tell us how you will do this**

All forms of contact have clear directions and notices (text messages, social media platforms and website). The foyer and sign-in desk entry points have clear T&C of entry displayed. Service attendance is taken through the church database, alongside QR code sign-in.

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## **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**

All spaces have been measured and signs have been placed at the entry points to each area with the safe max capacity allowed.

**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**

Red circles are being used to mark out the standing points for queues to ensure correct spacing. COVID-19 Safety Team will be monitoring to ensure people are physical distancing, and that crowding does not occur.  
1.5m (3 chairs) will be allocated empty as space between households in the auditorium.

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

COVID-19 Safety Team will be monitoring to ensure people are physical distancing, and that crowding does not occur.

**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**

COVID-19 Safety Team and Host team will ensure crowding does not happen on entry or exit of the building and help oversee a safe flow of traffic at the commencement or conclusion of a service.

**Choirs at a place of worship or in a religious service must not exceed 10 persons. All members of the choir must be fully vaccinated or have a medical exemption.**

**Singing by congregants is not allowed in indoor areas.**

Agree

Yes

**Tell us how you will do this**

All singers will be confirmed as fully vaxxed. No more than 10 singers will be allowed. The congregation will not be allowed to sing. This will be made know both from the platform, and also using signage.

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## **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**

Good ventilation will be used at all times with open windows on both sides of the room allowing sufficient airflow. High ceilings with fans will also assist with ventilation.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Where possible we will encourage the use of outdoor settings, such as for meetings.

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

**Agree**

Yes

**Tell us how you will do this**

Good ventilation will be used at all times with open windows on both sides of the room allowing sufficient airflow. High ceilings with fans will also assist with ventilation.

**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**

Good ventilation will be used at all times with open windows on both sides of the room allowing sufficient airflow. High ceilings with fans will also assist with ventilation.

**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**

Airconditioning in rooms that have it will be used, cleaned and maintained to allow for optimal 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**

Team will consult the facility manager and reevaluate procedures as necessary.

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## **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 will be worn by all staff and congregants unless exempt. Signage is up to remind people. Face masks are also available at the sign-in desk.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser is placed at all entry points. Signage is also up around the property reminding people to keep good hand hygiene practices.

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

**Agree**

Yes

**Tell us how you will do this**

All bathrooms are 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**

Staff and volunteers will be cleaning frequently used areas on an ongoing basis throughout the day with disinfectant, and anti-bacterial wipes.

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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**

QR codes for sign-in are positioned at all entry points throughout the property.

**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**

Team will be positioned at the sign-in desk to ensure people are completing the sign-in process using the QR code correctly.

**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**

In the event that a person is unable to sign-in with the QR code, the team will assist. Paper sign-in sheets will also be available in the event that a person does not own a smartphone. Service attendance is also taken through church database, alongside QR code sign-in.



**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**

Additional COVID-19 Safety Plans have been completed for the church cafe, and will be completed for children's program facilities. They will be updated as required.

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

Yes