

> HELPING BUSINESS GET BACK TO WORK



30 May 2020

COVID-19 Safety Plan

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 or advice changes.

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 Rosary, Fairfield
Plan completed by:
Approved by: Parish Priest or Administrator

> 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.	Priest announces at the beginning of each Mass that if people are unwell they must leave. If staff or parishioners are unwell they are asked to leave the church premises.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Presentation given to Parish staff and community leaders on Covid-19 information and training on how to follow Government regulations.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	The staff were given an Induction on 23 March regarding leave entitlements.
Display conditions of entry (website, social media, venue entry).	Covid-19 information posters, in various languages, have been placed in all church buildings. The Parish website also includes a link to the latest information regarding Covid-19.
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Some Masses are live-streamed on the Parishes Facebook page. Children less than 7 are not allowed to attend Mass. Parishioners 70 years or over are not advised to attend Mass.

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed 50 visitors for a religious service, 50 guests for a funeral service (excluding the persons involved in conducting the service), 20 guests for a wedding service (excluding the couple, the persons involved in conducting the service and the photographer and the videographer), or 50 visitors for private worship, to a maximum of one person per 4 square metres.	A combination of a booking system and at-the-door registrations are being utilised to ensure that religious services do not exceed capacity.
Use signage to communicate the maximum safe capacity.	Signs placed at least 1.5 metres apart in the church to indicate where people can sit.
Move or remove tables and seating as required.	Stickers to indicate that parishioners can only sit on every second pew in the church. Tape used to prohibit seating on certain pews.
Reduce crowding wherever possible and promote physical distancing.	Staff rotation between office and home. During religious services ushers and security personal have been assigned to ensure people are following physical distancing. Entrance and exit points assigned for Mass. Toilet in church car park closed. The priests cook is to leave prior to meals being served. The priests clean their own plates.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)	Staff assigned to separate rooms in Parish Office. Large table used for eating at meal breaks which allows staff to adhere to physical distancing while eating
Use telephone or video for essential meetings where practical.	Video conferencing software (Zoom and Microsoft Teams) used by Parish staff and community leaders for meetings.
Review regular deliveries and request contactless delivery and invoicing where practical.	We have been using the Woolworths online delivery service.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Weekday Masses are scheduled to be celebrated at 7.00pm to avert the potential for the gathering of parishioners, school teachers and school students on the premises.
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	N/A
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	N/A
Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people.	No congregational singing; any cantor should be apart from other people; cantor group should be very small.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Priest and lay ministers are to sanitise their hands before distributing communion. Clergy, parishioners and volunteers must sanitise their hands upon entry to all church buildings.
Ensure bathrooms are well stocked with hand soap and paper towels.	Bathroom are checked regularly to ensure that these items are well stocked.
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.	Hand shaking during Mass has been omitted.
Reduce objects that may be passed around such as books and collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these.	There is no collection plate distributed during religious services; online donations encouraged. Paper used only when necessary.
Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All surfaces that come into human contact (e.g. chairs, table tops, etc...) are cleaned after use. A cleaning kit is located in all the church buildings currently being used. The secretary cleans the office every morning. Staff members are required to wash their own dishes after use.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	All staff and community leaders have viewed a cleaning induction video before being assigned to clean a church building. Staff are to wear gloves prior to cleaning.

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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	A combination of a booking system and at-the-door registrations have been implemented to collect the contact details of all attendees to religious services and gatherings.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	We have posted Covid-19 informational videos from the Australian Government Department of Health on our Facebook page; the videos make reference to the COVIDSafe app.