

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

## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	Mater Dolorosa Church, Balgownie
Business location (town, suburb or postcode)	47 Balmoral Rd, Balgownie 2519
Completed by	KEVIN GALEA
Email address	<u><a href="mailto:wollongong@dow.org.au">wollongong@dow.org.au</a></u>
Effective date	8 November 2021
Date completed	10 November 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

☐ Worshippers classified as vulnerable per AHPPC guidelines should be encouraged not to attend

☐ People who feel unwell or have symptoms are not permitted to enter and must leave if symptoms become apparent during a gathering

☐ Essential assistants classified as vulnerable per AHPPC must provide medical clearance before serving

**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 parish staff and assistants to be made aware of detailed directives and other COVID19 resources provided by Office of the Bishop

☐ All staff and assistants to be reminded to get tested if they develop any COVID-19 symptoms

☐ Staff to be made aware of NSW Health's public health alerts webpage:

<https://www.nsw.gov.au/covid-19/latest-news-and-updates>

☐ Capacity at a place of public worship or religious gathering must not exceed one visitor per 4 square metres of space (excluding staff), whichever is the lesser.

☐ Children count towards the capacity limit.

☐ One person per 2 square metres if seating is assigned seating is within allocated seated areas.

☐ Dedicated monitors at all gatherings to ensure capacity does not exceed limits

☐ Each building measured to identify actual maximum capacity of our parish communities.

☐ Everyone should wear a mask indoors

☐ Parishioners and Visitors are encouraged to use a mask when able to

☐ Worshippers to sanitise hands upon entry using provided hand sanitiser

☐ Hand washing/sanitising required immediately before any possible contact with hands during Masses and other services

☐ Sufficient quantities of hygiene products (soap, hand sanitiser, tissues) to be available and accessible to parish staff, worshippers and attendees at doors of churches and confessionals, back of the church, bathrooms, and in the sacristy and sanctuary

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

Agree

Yes

### **Tell us how you will do this**

☐ Diocesan/parish website, social media and online registration form includes conditions of entry

(and detailed in publicly available COVID-19 directives)

☐ Signage (A3 poster or pull up banner) at entry to premises

☐ Parish website to be updated to include conditions of entry

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## **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**

☐ People attending churches will need to observe a two square metre rule, with the exception of people from the same household.

☐ Funerals may proceed at this time, with a maximum of ten members of the congregation, following a four square metre rule

**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**

☐ Monitors to ensure participants do not congregate, including by encouraging staggered entry/exit

☐ Stickers to be placed on seats to promote 1.5m physical distancing

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

**Agree**

Yes

**Tell us how you will do this**

☐ Monitors to ensure participants do not congregate, including by encouraging staggered entry/exit

**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**

☐ Visible signage to discourage gathering

☐ Monitors to encourage any individuals gathering to disperse

**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**

☐ Visible signage to discourage gathering

☐ Monitors to encourage any individuals gathering to disperse

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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**

- ☐ All churches are to have windows opens to allow for fresh ventilation of air at all times.
- ☐ Reducing the number of people in an indoor space at any one time.
- ☐ Parishioners/Staff are to wear a well-fitting face mask whenever you are indoors.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

- ☐ An outdoor religious service at a place of public worship must not start or end at the same time as another religious gathering in another separate area at the place to prevent mingling between groups

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

**Agree**

Yes

**Tell us how you will do this**

- ☐ All churches are to have windows opens to allow for fresh ventilation of air 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**

- ☐ All churches are to have windows opens to allow for fresh ventilation of air at all times.
- ☐ Church does not have air conditioning or ventilation systems

**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**

- ☐ All churches are to have windows opens to allow for fresh ventilation of air at all times.
- ☐ Church does not have air conditioning or ventilation systems.

**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**

- ☐ All churches are to have windows opens to allow for fresh ventilation of air at all times.
- ☐ Church does not have air conditioning or ventilation systems.

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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**

- ☐ Parishioners/Staff are to wear a well-fitting face mask whenever you are indoors

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

**Agree**

Yes

**Tell us how you will do this**

- ☐ Worshippers to sanitise hands upon entry using provided hand sanitiser
- ☐ Hand washing/sanitising required immediately before any possible contact with hands

during Masses and other services

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

**Agree**

Yes

**Tell us how you will do this**

☐ Sufficient quantities of hygiene products (soap, hand sanitiser, tissues) to be available and accessible to parish staff, worshippers and attendees at doors of churches and confessionals, back of the church, bathrooms, and in the sacristy and sanctuary

**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**

☐ High touch surfaces to be cleaned and disinfected wipes after each celebration (including door handles pews, lectern, computer, vessels, shared musical instruments, taps, toilets, handrails) per Work Safe Australia guidelines.

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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**

☐ The church door monitors provide assistance for parishioners, staff or visitors to sign-in using the Service NSW QR code. Attendees can also see the door monitor to sign-in by using the Service NSW portal.

**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**

☐ Service NSW QR codes are placed at each the entrances of our parish office and churches.

☐ Door monitors to ensure the the GREEN tick is displayed on attendees phone upon entry

**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**

☐ Door monitors will ensure that attendee provides the information required prior to entry.



**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**

☐ Service NSW QR codes are placed at each the entrances of our parish office and churches.

☐ Door monitors to ensure the the GREEN tick is displayed on attendees phone upon entry.

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

Yes