

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



Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	Katoomba Christian Convention
Location (town, suburb or postcode)	Katoomba
Completed by	Lachlan McGuire
Email address	lachlan.mcguire@kcc.org.au
Effective date	7 December 2020
Date completed	8 December 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Temp. checks for staff & contractors at the start of each shift. Asking group leaders to ensure group members are well, with temp checks etc

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

In place. Staff completed online COVID training, StayKCC Safe Workplace Plan discussed 23rd June at WHS meeting. Info provided to guests.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

To ensure contract catering staff aware. All staff made aware - usual leave & entitlements apply - as per Jobkeeper (currently) & Fairwork info

Display conditions of entry (website, social media, venue entry).

Conditions of entry given to groups in advance. Group Coordinator to sign that will ensure info given to whole group and to manage group.

Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).

Livestreaming will be considered for large events on a case by case basis. Technical Systems are in place for this. Large events may be entirely online if can't be run within current restrictions

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

COVID safe plans completed for accommodation, catering, conferences, corporate events and camping.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

N/A - Don't host weddings or funerals

Physical distancing

Capacity at a place of public worship or religious gathering must not exceed one visitor per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 visitors or less at the premises. Children count towards the capacity limit.

Capacity at a place of public worship or religious gathering must not exceed one visitor per 2 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit.

Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.

Everyone advised to wear masks when singing. Seating from stage is 5m from front singers.

2sqm ruling followed onstage

Where possible, ensure congregants comply with 1.5 metres physical distance, such as by moving or removing tables and seating as required, or marking out grassed areas for outdoor religious services. Members of the same household do not need to physically distance.

Capacity limits in place. Signs in place encouraging social distancing. Guest Group Leaders advised to inform group to maintain 1.5m social distancing where possible. Limited amount of chairs put out.

For outdoor religious services, ensure congregants remain seated throughout the service.

Grass will be spray painted with social distancing markers for people to sit in. Signs and announcements will be made to remain seated at all times.

Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.

Grass will be spray painted with social distancing markers for people to sit in. Signs and announcements will be made to remain 1.5m apart

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Staff advised of this at WHS meetings

Use telephone or video for essential meetings where practical.

Already in place. Zoom and Teams meetings are regular

Review regular deliveries and request contactless delivery and invoicing where practical.

In place. Electronica delivery and sign in place

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services. This may involve suspending or adjusting the practice of greeting congregants as they arrive or depart to ensure appropriate physical distancing.

Guest Group Leader advised to manage people as they arrive and leave. Signs up advising people to be 1.5m apart.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur.

Discussions had with local bus companies about social distancing on their buses. Stickers in place on seats. Capacities known

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible and encourage passengers to wear masks whilst in the vehicle.

N/A Don't use courtesy vehicles currently. Will ensure drivers and guests wear masks if this is considered in the future.

Education programs should be conducted in accordance with the NSW Government

guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices and physically distance where practicable. Staff should continue to maintain 1.5 metres physical distancing from students where practicable.

In place. Volunteers and adults will be required to social distance. Hand sanitiser will be provided at entry and exit points. Signage and floor markings will be put in place on a per event/service basis.

Encourage congregants to wear a mask during attendance at places of worship, especially if there will be singing or chanting. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.

People advised to be wearing of masks for church services

Hygiene and cleaning

Adopt good hand hygiene practices.

In place. Hand sanitiser and soap dispensers in dining rooms and kitchens

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

In place: soap dispensers and paper towel well stocked and checked at least 1 once daily

Consider modifying religious rites or rituals to avoid direct contact where practical, such as communion or other similar practices. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.

Will advise Guest Group Leaders and Coordinators to notify and enforce this

Avoid sharing books, drinking cups or other shared objects used during the service such as collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these.

Everyone given separate booklet or given access to online booklet

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.

Cleaning in place at least 1 once daily. High traffic areas done more frequently

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Viraclean and cleaning products in place

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

In place

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

In place where possible. Windows will be open where possible

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

In place. Conference coordinators to provide this. Office team to consider & plan best confidential storage option & to destroy after 28 days

Ensure records are used only for the purposes of COVID-19 contact tracing and are

collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

In place. Will advise guests and coordinators of groups of this

All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au.

Done

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Staff made aware of this at StayKCC Safe Workplace Plan discussed 23rd June at WHS meeting.

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

Yes