

> HELPING BUSINESS GET BACK TO WORK



30 June 2020

COVID-19 Safety Plan

Effective 1 July 2020

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 and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

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:	Sydney Chinese Seventh-day Adventist Church
Plan completed by:	Pr. Daniel Chong
Approved by:	Sydney Chinese Church Board and Greater Sydney Conference Ltd Pty

> 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.	All staffs and volunteers have been made known of this information.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	All staffs and volunteers have been made known of this information.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	All staffs and volunteers have been made known of this information.
Display conditions of entry (website, social media, venue entry).	All display conditions of entry will be posted when the Church Board approved the re-opening

Wellbeing of staff and congregants	
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Worship Service will be live-broadcasted. Zoom Sabbath School Classes & afternoon Pathfinder & Adventurer classes still runs.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Community centres and halls (if hiring out premises) Conference and function venues Restaurants and cafes. 	This COVID-19 Safety Plans will be posted on Church's Notice Board, website and social media for everyone to view.

REQUIREMENTS	ACTIONS
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Physical distancing	
Capacity must not exceed one visitor per 4 square metres of space (excluding staff).	All spaces have been measured and church furnitures have been re-arranged to accomodate one visitor per 4 square metres of space.
The maximum number of people who may attend a funeral is one person per 4 square metres. If the service is held at a place of public worship, it can have up to 50 attendees (without the 4 square metre rule) provided non-household contacts can maintain 1.5 metres of physical distance.	The Main Hall can accommodate up to 75 people with 4 metres square of space for worship and any religious ceremony.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Done
Reduce crowding wherever possible and promote physical distancing.	No lunch potluck and visitors will be guided to enter and exit the building of worship
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	Done
Use telephone or video for essential meetings where practical.	Done
Review regular deliveries and request contactless delivery and invoicing where practical.	Entry registration and class attendance has been move online via QR code. A box at the foyer for people to give their tithe and offering.
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.	At the end of the worship service, people will be guided to exit the premises and annoucement that people should keep 1.5 metres away when talking outside the church building.
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.	Not applicable.

Physical distancing	
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	Not applicable
High energy dance, as well as singing and wind instruments, can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience. Group singing or chanting is particularly high risk and so should continue to be avoided.	Every visitors are encouraged to wear a mask when visiting the church premises and participating in singing.
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. Staff should continue to maintain 1.5m physical distancing from students where practical.	Done

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitizers will be placed in all available places for people to use.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Done
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.	No Ordinance and passing of Offering Bags (Divine Service or Sabbath School) will be held.
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.	All communal Bible, hymnals, drinking cups, plates and shared objects have been put away. Only disposable cups are provided for drinking.
Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Cleaning of high traffic surfaces will be done after every worship service
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Done
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Done

REQUIREMENTS	ACTIONS
Record keeping	
<p>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. For households, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>Record for entry registration and class attendance will be done online with QR code scanning on the smartphone.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Will encourage all staff to install the COVIDSafe app.</p>