

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

Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

| | |
|-------------------------------------|--|
| Name of place of worship | St Canice Elizabeth Bay |
| Location (town, suburb or postcode) | Rushcutters Bay 2011 |
| Completed by | Paul Raymond Fyfe |
| Email address | parishpriest@stcanice.com.au |
| Effective date | 22 October 2020 |
| Date completed | 26 October 2020 |

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Staff may not work when unwell. Our bulletins and announcements provide regular advice on this point; when signing in, people are asked about their health, and instructed to leave if unwell.

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

We advise staff and volunteers to seek advice from their GP, and ensure they are aware of all the basic information on COVID-19, behaviours, testing and cleaning protocols. We provide staff with resources and information re testing, distancing, masks and cleaning

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

The Parish Priest as employer or his delegated manager does this.

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

The Archbishop's instructions is displayed on the Church doors. The COVID-19 Safety plan will be kept in Church; and on the parish website. The 14 expectations of each member of the congregation were printed on the front of the Church bulletin for a long period, are available to them on entry and are referred to regularly.

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

Livestreaming arrangements: our 6pm Saturday evening mass, and when requested special masses, weddings and funerals are livestreamed.

Ensure COVID-19 Safety Plans are in place, where relevant, for community centres and halls (if hiring out premises).

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

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

COVID-19 safety requirements are negotiated with every community group that use our hall or Church.

Physical distancing

Capacity at a place of public worship or religious gathering must not exceed 300 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit.

Our Church has floor space for 101 people so the capacity is 101 people.

If a place of public worship has more than one building on the premises, each

building can have up to 300 persons (or 150 for a wedding), or the number of persons that is equivalent to one person per 4 square metres of space (whichever is the lesser), provided that each building has:

- a separate ingress/egress to the outdoors
- no contact between congregants or staff across these buildings
- a separate COVID-19 Safety Plan for each building.

We do not use multiple venues for worship.

Wedding services in a place of public worship have a maximum capacity of 150 people, or one guest per 4 square metres, whichever is the lesser. Bookings for weddings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

Our capacity is 101 people. Patrons are informed of the safety requirements and to be aware that they will have to comply with any new restrictions.

Funeral services held in places of worship have a maximum capacity of 100 people, or one guest per 4 square metres, whichever is the lesser.

Our capacity is 100 people.

Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.

Our instructions prohibit communal singing.

Move or remove tables and seating as required, where possible. Members of the same household do not need to physically distance.

Entry and exits are organised to promote distancing. Seating and tables are re-arranged and signed to ensure physical distancing. Welcomers provide information about household seating.

Reduce crowding wherever possible and promote physical distancing.

Collections and communion are organised to minimise any close contact, and people are regularly reminded about distancing. The congregation are required to stand or sit in their place, not move forward, and not to touch the pew in front of them.

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.

Ministers on the sanctuary will observe physical distancing wherever possible; staff observe it in the kitchen and office.

Use telephone or video for essential meetings where practical.

Zoom has been licensed. Telephone or Zoom is used for essential meetings where practical.

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

The parish manager acts on this matter.

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.

People advised about where and how to gather after mass. The parish priest or delegated person encourage people to move on.

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.

This is not relevant to our location.

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.

We do not have courtesy vehicles.

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.

We have one instructor who has been briefed.

Encourage congregants to wear a mask during attendance at places of worship. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.

Congregants are encouraged to wear masks, notably by a regular bulletin notice.

Hygiene and cleaning

Adopt good hand hygiene practices.

The priest and lay ministers sanitise hands regularly and before distributing communion. All who enter and leave the Church are asked to sanitise their hands.

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

The parish manager ensures this.

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.

All possible components of ritual are left in place, and are not held. Contact in distributing communion, baptising and anointing is avoided; materials are not re-used. See also above.

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.

Objects used by priests in services are not touched by others, and are cleansed with boiling water and soap after each service. Fonts contain sanitiser. Bulletins and any other handouts are one-use, picked up, and after taken away by the user.

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.

We clean frequently touched surfaces after services.

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

We maintain alcohol solutions of 65-75%

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

Staff are advised; gloves are provided, as is soap and water.

Record keeping

Keep a record of name and contact number 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. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

Parish uses an on-line booking system and a physical sign-in system. Parishioners must give consent for any personal details to be kept by the parish for pastoral purposes. The parish manager keeps all records securely, and is responsible for disposing of those records that may not be retained. We utilise our NSW QR code in some cases.

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

This was officially recognised as a COVID-Safe on 24 July 2020

Make your staff aware of the COVIDSafe app and its benefits to support contact

tracing if required.

Staff are made aware of the COVIDSafe app and its benefits to support contact tracing if required.

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

Yes