



# Highlands Christian Fellowship

## COVID-19 Safety Plan for Places of Worship

**Effective 18 August 2020**

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 church. 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.

### BUSINESS DETAILS

<b>Business name:</b>	Sydney Christian Fellowship Incorporated
<b>Church name:</b>	Highlands Christian Fellowship
<b>Address:</b>	6 Banyette St, Bowral, NSW, 2576.
<b>Plan completed by:</b>	HCF Church Sub-committee
<b>Approved by:</b>	David Thompson, WHS Coordinator

### SCOPE

This plan covers the following:	
<b>Activities:</b>	Church meetings such as Communion Services & Young Adult Meetings. For funerals & weddings, function-specific Safety Plans apply For Office Work at the facility, a business Safety Plan applies

# REQUIREMENTS FOR PUBLIC WORSHIP

Requirements for our meetings and the actions we will put in place to keep our congregants and visitors safe

A. Wellbeing of congregants and visitors	
Requirements	Actions
1. Exclude congregants who are unwell from the premises.	<ul style="list-style-type: none"> <li>▪ For planning towards communion meetings, e-mail communication will be issued to attendees prior to meetings reminding participants of the obligation not to attend if unwell.</li> <li>▪ Roster those with First Aid certificates or medical training as Door Hosts where possible.</li> <li>▪ Attendees who are not certain of their wellbeing can request a temperature check from the Door Host upon entry.</li> <li>▪ Attendees presenting with COVID-19 symptoms will be refused entry by Door Hosts.</li> </ul>
2. Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<ul style="list-style-type: none"> <li>▪ For office protocols, see business Safety Plan.</li> <li>▪ COVID Marshalls to be trained in the HCF COVID-19 Safety Plan</li> </ul>
3. Make staff aware of their leave entitlements if they are sick or required to self-isolate.	For office protocols, see business Safety Plan
4. Display conditions of entry (website, social media, venue entry).	<ul style="list-style-type: none"> <li>▪ The current HCF <b>COVID-19 Safety Plan for Public Worship</b> will be lodged on the HCF website.</li> <li>▪ Signage at entries will display entry conditions and maximum numbers permitted</li> </ul>
5. Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	<ul style="list-style-type: none"> <li>▪ Live-stream services are available for all congregants as an alternative to attendance.</li> <li>▪ Conduct a weekly risk assessment considering the origins of attendees, the current level of community transmissions in their areas of origin, and the incidence of COVID-positive cases that may impact on older persons and those in high-risk categories, to be communicated by e-mail to all attendees.</li> </ul>
6. <b>Hospitality</b> ; minimising other Vectors of Transmission for communion meetings	<ul style="list-style-type: none"> <li>▪ Morning tea not available on church premises.</li> <li>▪ Kitchen facility not used and out of bounds.</li> <li>▪ Communion elements to be provided by each household / attendee and not to be otherwise shared.</li> <li>▪ Water dispenser made unavailable and packed away.</li> <li>▪ Coffee machines not used and no drinks provided.</li> </ul>

B. Physical Distancing	
Requirements	Actions
1. Capacity must not exceed one visitor per 4 square metres of space.	<ul style="list-style-type: none"> <li>▪ Limit attendance numbers for the church hall to 45.</li> <li>▪ Schedule several communion meetings to accommodate all congregants</li> <li>▪ Stream meetings to overflow attendees in the Schoolhouse; limited to 16 in the main meeting</li> </ul>

	<p>area, to 2 in the Mothers' Room and to 9 in the upstairs conference Room.</p> <ul style="list-style-type: none"> <li>▪ A notice of this capacity shall be posted at the relevant entries to the facility.</li> <li>▪ A blue COVID Safe business poster will be displayed at the entry, and the digital COVID Safe badge will be displayed on the HCF website.</li> </ul>
2. 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.	A function-specific COVID-19 Safety Plan will apply
3. Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	<ul style="list-style-type: none"> <li>▪ Seating rows separated by 1.5m.</li> <li>▪ Householders and close contacts seated together wherever possible.</li> <li>▪ Leave 3 vacant seats between attendees who are not close contacts or householders</li> <li>▪ Release seating plan prior to meetings to ensure attendees are suitably separated.</li> <li>▪ Ushers to escort attendees to their seats</li> </ul>
4. Reduce crowding wherever possible and promote physical distancing.	<ul style="list-style-type: none"> <li>▪ Ushers and Covid Marshalls to encourage attendees to remain seated, or exit the building</li> <li>▪ Meeting Host to advise and remind congregants of proper protocols and social distancing.</li> <li>▪ Schoolhouse toilet area and hallway to be monitored especially as they may become bottlenecks. Consider a single Schoolhouse entry &amp; separate exit to minimise personnel proximity.</li> </ul>
5. Have strategies in place to manage gatherings that may occur immediately outside the premises, such as prior to and at the conclusion of services.	<ul style="list-style-type: none"> <li>▪ Attendees requested to arrive within 10 minutes of starting time of services</li> <li>▪ Attendees advised that social gatherings are not to take place on church premises, but from house to house</li> <li>▪ Chief Warden, COVID Marshall and Meeting Host to advise and remind congregants of proper protocols and social distancing.</li> </ul>
6. 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.	N/A
7. Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible.	N/A
8. 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.	<ul style="list-style-type: none"> <li>▪ Music Director to exclude wind and brass instruments</li> <li>▪ One song-leader shall lead singing with a microphone from the stage, and the pianist may sing by microphone, ensuring the first row of seating is at least 3 metres from the edge of the stage, and pianist is at least 3 metres from other musicians</li> <li>▪ Group 'singing' in the congregation will be limited to a very low volume in spoken tones.</li> </ul>
9. 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	No teaching sessions to be undertaken until further notice.

follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.	
--	--

C. Hygiene and Cleaning	
Requirements	Actions
1. Adopt good hand hygiene practices.	<ul style="list-style-type: none"> <li>▪ Notices posted in all toilets / bathrooms / mothers' room and in general areas.</li> <li>▪ Hand sanitiser provided at entry/exit points and also in main hospitality/foyer and office areas.</li> <li>▪ Door hosts to draw attention to sanitiser, and encourage attendees to use it.</li> </ul>
2. Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Cleaners trained & rostered
3. Promote the wearing of face masks as a means of minimising viral transmissions	<ul style="list-style-type: none"> <li>▪ Door Hosts and Covid Marshalls to wear face masks while welcoming attendees</li> <li>▪ Face masks to be made available to all attendees on request</li> <li>▪ A notice offering face masks at no charge to be displayed in a prominent place</li> <li>▪ First Aid attendants to wear face masks when treating any attendees.</li> </ul>
4. 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.	N/A
5. 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.	<ul style="list-style-type: none"> <li>▪ Electronic giving encouraged.</li> <li>▪ Refrain from use of offering bags,</li> <li>▪ Tithe boxes &amp; tithe envelopes offered.</li> <li>▪ Cash counting to be conducted with gloves, &amp; disinfectant used.</li> </ul>
6. 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.	<ul style="list-style-type: none"> <li>▪ Cleaners trained &amp; rostered.</li> <li>▪ Daily cleaning not required; cleaners rostered to work in advance of meetings, between meetings and after meetings.</li> </ul>
7. Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Cleaners trained & rostered
8. Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Trained cleaning teams rostered, PPE provided, appropriate disinfectant supplied, and post- cleaning security considered.

D. Record Keeping	
Requirements	Actions
1. 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	<ul style="list-style-type: none"> <li>▪ Online rostering system to be used to invite attendees for each meeting, and to keep a record of attendance.</li> <li>▪ Attendance records for church will be completed, lodged with the Administration team and filed;</li> </ul>

<p>COVID-19 infections and are stored confidentially and securely.</p>	<p>names &amp; e-mail addresses (phone numbers available from church contacts database).</p>
<p>2. Make your congregants aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>A notice will be placed in a prominent place including this requirement.</p>