

**COVID-19
Safety Plan for
Chatswood
Baptist Church**

[Updated 9 May 2021]

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Purpose of COVID-19 Safety Plan

The COVID-19 Safety Plan for Chatswood Baptist Church has been prepared with the express intent of ensuring the safety and wellbeing of Chatswood Baptist Church and its community. This is being achieved by enacting a plan that conforms to the NSW Government - Places of Worship Safety Plan as prescribed by the NSW State Government on their web page <https://www.nsw.gov.au/covid-19/industry-guidelines/places-of-worship>

Schedule #1.

Wellbeing of

Staff and

Congregants

1.1 Exclude staff and congregants who are unwell from the premises

- a) All staff are to stay home from church (work) if they are unwell. Unwell staff should let the Pastoral team know that they are unwell and the symptoms of their illness.
- b) If any staff member has COVID-19 symptoms including, but not limited to a cough, sore/scratchy throat, shortness of breath or fever, they should self isolate immediately and get tested for COVID-19. Test results will need to be provided to the Pastoral team prior to a return to church (work).
- c) As part of entry requirements, all congregants and all visitors are to be asked the following screening questions, and should be refused entry if they answer yes to any of the following:
 - i) Do you currently have any COVID-19 or flu like symptoms?
 - ii) Have you been in close contact with anyone who has COVID-19 in the last fourteen days?
 - iii) Have you returned from Overseas or any of the Australian COVID-19 hotspots in the last fourteen days?
 - iv) Have you had any contacts with someone who returned from Overseas or any Australian COVID-19 hotspots in the last fourteen days?
- d) Signage that supports exclusion due to illness, to be put up at each entry door and as needed throughout the premises.
- e) Signage to be used as attached. This will be printed as an A4 poster.

Attention

If you have experienced a **fever, cough, sore throat, shortness of breath** or **travelled overseas** in the past month, please **do not** enter this facility.



BE COVIDSAFE

For more information about Coronavirus (COVID-19), please visit [health.gov.au](https://www.health.gov.au)



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

- a) All staff to read through and acknowledge via signature that they have read and understood the information contained in this COVID-19 Safety Plan. A copy of this one page declaration (see Appendix A) is to be kept in the 'Staff Register' that forms part of the CBC COVID-19 Safety Plan Hard copy manual, to be kept in the Church Office.
- b) Training in COVID-19 for Staff and Volunteers has been developed for all ministries that are currently in operation via the individual policies can be found in the appendices of this document.
- c) For further information on physical distancing and cleaning, refer to those specific sections in this manual.

- d) Any staff member that has COVID-19 or flu like symptoms should be tested for COVID-19 and remain in isolation until they receive their results. If a negative result is forthcoming they may return to work. If a positive result is received they should continue to self isolate, and not return to work until they have a doctor's clearance letter.

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

- a) CBC has adopted the provisions under the Fair Work Commission as per the following information from www.coronavirus.fairwork.gov.au :

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On 8 April 2020, the Fair Work Commission (the Commission) made determinations varying 99 awards. The determinations inserted a temporary new schedule into these awards. The schedule provides employees with:

- *2 weeks of unpaid pandemic leave*
- *the ability to take twice as much annual leave at half their normal pay if their employer agrees.*

The schedule in each award applies from an employee's first full pay period on or after 8 April 2020 until 30 June 2020. This end date can be extended by application to the Commission.

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

- a) In order to gain entry to the Chatswood Baptist Church premises all people, whether staff, congregants, or visitors will need to adhere to the Safety Plan Policies of CBC.
- b) Conditions of entry include but are not limited to information on wellness, hand sanitisation, maximum capacity, physical distancing, and good hygiene.
- c) The four (4) posters that will be used form part of the conditions of entry and can be seen below.



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

- a) Live Streaming of the 9:30am morning service of CBC to continue indefinitely. This is to be promoted as a good option for those who are classed as vulnerable. Including but not limited to those who are over 70 years of age, and those who have an underlying medical condition, thus making them at higher risk of complications arising from COVID-19.
- b) Ensure that the live stream option is highly visible on our website and promoted through our social media streams.
- c) Mention in our correspondence with our congregations that it is suggested that vulnerable people stay home and not congregate together.

1.6 Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Community centres and halls (if hiring out premises)**
 - a) Chatswood Baptist Church hires rooms within its premises to several organisations. A current list of hirers is embedded below.

- b) COVID-19 signage will be on display at the entrance to the church building as this is already required for Church services on Sundays.
- c) CBC requires all hirers to submit a COVID-19 Safety Plan - Community Centres and Halls (edition), before they can commence activities on CBC's premises.
- d) CBC has ensured that every hirer is made aware of their obligation to submit a COVID-19 Safety Plan.

Current List of Outside Hirers, their days and hours of operation.

Week Day	Room	Contact/Business	Email	Mobile No
Mon-Thu 3 PM - 6.30 PM	Cry Room/Foyer Hall - Mondays	Grace Lazzeri Kids Circle	kidscircleaus@gmail.com	
Mon 11.30 AM - 12.30 PM	Cry Room	Michele Wythes Healthy Lifestyle	Michele.Whytes@health.nsw.gov.au	
Tue 4.15 PM - 6.30 PM	F1	Tina Marsden Flute	tgmarsden@gmail.com	
Fri 10 AM- 11 AM	Cry Room	Alison Lee Kanga Training	ali@kangatraining.com.au	
Sat 9 AM - 1 PM	Side Hall	Rebecca Kidner Tiny Toes Ballet	rebecca@tinytoesballet.com.au	
Sat 9 AM - 1 PM	Cry Room & F1	Wayne Chang Jubilee Music	ahxen@msn.com	
Sat 10 AM - 4 PM	Back Cottage Rooms Cry room - Holidays	Joanne Li Sydney Hutong	luckyjoannal@gmail.com	

- Weddings & Funerals (COVID-19 Plan to be organised for each event)

1.7 COVID-19 Marshall

- a) While a COVID-19 Marshall is not mandated for places of worship, CBC will have a COVID-19 Marshall in place for each Sunday service to help with compliance. Sidi Wiriadisastra is the official COVID-19 Marshall for the 9:30am Sunday morning service. There will at times be others who fill this role.

Schedule #2.

Physical

Distancing

2.1 Maximum Venue Capacity

- a) Capacity at a place of public worship or religious gathering must not exceed one visitor per 2 square metres of publicly accessible space indoors and outdoors. This does not include necessary staff.

2.2 Weddings

- a) Weddings are limited to a maximum of 300 people, subject to the two square metre rule indoors and outdoors and all other mandates as set out in this COVID-19 Safety Plan. 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.

2.3 Funerals

- a) Funerals are limited to a maximum of 300 people, or the two square metre rule indoors (and 2 square metre rule outside) whichever is the lessor. As well as all other mandates as set out in this COVID-19 Safety Plan.

2.4 Maximum Room Capacity

- a) List of each room and its capacity
A list of each room and its capacity will be reviewed and updated whenever the NSW Health regulations are updated. The list is also provided to the external hirers.
- b) Signage for Room Capacity to be displayed in each room using the Australian government's template.
- c) Current room capacity based on 4 sqm rule::
 - Main Auditorium: 104 + 20 upstairs
 - Side Hall: 66
 - Foyer: 54
 - Cry Room: 18
 - 1st Floor (F1): 26
 - 2nd Floor (F2): 28
 - Foyer for morning tea - 35
 - Morning tea in Car Park - 89

2.5 Move or remove tables and seating as required

- a) 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.
- b) All tables and chairs which are not required to run the service and/or activities must be stored and/or be made inaccessible by the visitors.

2.6 Reduce crowding wherever possible and promote physical distancing

- a) Signage about physical distancing to be displayed throughout the premises.
- b) People flow management to be incorporated in individual ministry policies.
- c) Congregants seating area/place are managed by ushers/welcomers.
- d) Ensure that congregants remain seated throughout the service
- e) Set up barriers to areas which are not used to run church service and/or other activities.

2.7 Where reasonably practicable, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks), 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.

- a) All staff are to be made aware of this point through staff training and their reading of this Safety Plan.
- b) During the service ensure that congregants remain seated wherever possible.
- c) Use physical distancing markers where people need to queue.

2.8 Use telephone or video for essential meetings where practical

- a) This means that before any and every physical meeting we should look at whether that meeting could achieve the same outcome through virtual means.

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

- a) An audit of regular deliveries and their current strategies for contactless delivery and invoicing should be undertaken (Action: Anne Batten). Where

appropriate an email should be sent to request contactless delivery and invoicing.

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

- a) Encourage congregants not staying for morning tea not to gather outside the premises after service or activities.
- b) Encourage congregants to come within a limited timeframe to alleviate queue upon entering the church.
- c) This is to be announced via email, website and social media.
- d) Signage to be put on the outside of the building to reflect this.

2.11 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.

- a) Noted. However very limited practicality with our numbers.

2.12 Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers

- a) While we do not have courtesy vehicles in our church, we do have congregants that regularly transport other congregants who are unable to otherwise attend services.
- b) Passengers are to be asked if they have any COVID-19 symptoms or are unwell and refused entry to the vehicle if they acknowledge being unwell or suffering from any COVID-19 Symptoms.
- c) Passengers will be asked to wear masks.

2.13 Music and Singing

- a) ~~Singing will commence again from Sunday March 28th. Singers should face forwards and not towards each other, have physical distancing of 1.5m between each other where not part of the same household. Performers should remain 5m from all other people including the audience and conductor, where practical. (For Sunday 9th May up to five singers and no congregational singing!)~~

2.14 Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare.

- a) 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.

2.15 Morning Tea

- a) ~~As of Sunday March 7th a very basic morning tea will be offered after the 9:30am service. This will take place in the foyer and carpark. There are limited numbers in these spaces due to the 2 sqm rule and social distancing. These numbers are reflected in 2.4(c).~~
- b) ~~Congregants will be reminded from in the service that they are to ensure a 1.5m distance at all times.~~
- No morning tea on Sunday 9th March!

Schedule #3.

Hygiene and

Cleaning

3.1 Adopt good hygiene practices

- a) Put up signage about good hygiene practices throughout the premises.
- b) Provide hand sanitiser stations at the entrance and other places as required.
- c) ~~Face masks are not mandatory, but encouraged during all worship services for congregants and staff. Children under 12 are exempt but are encouraged to wear masks as well. Ensure face masks are available for congregants and staff who haven't brought their own.~~

For Sunday 9th May Face masks are mandatory for Adults!

3.2 Ensure bathrooms are well stocked with hand soap and paper towels

- a) Roster staff and volunteers to regularly check the stock level in bathrooms.
- b) Signage to ask people to report any lack of soap or paper towels to a staff member.
- c) Staff to ensure the church has a healthy stock level for hand soap and paper towels.

3.3 Order of service

- a) Order of service should be adjusted to the current health regulations such as avoiding direct contact and not sharing of books etc.
- b) 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.
- c) Weekly Announcements about COVID-19 Safety Measures.

3.4 Sharing objects

- a) All Bibles, song books, welcome cards, pencils, should be removed and stored away.
- b) 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 touching these.

3.5 Cleaning

- a) Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant.
- b) Clean frequently touched areas and surfaces several times a day.
- c) Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions.
- d) Staff and volunteers are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

3.6 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).

3.7 Cleaning and bathroom supplies

Kitchen:

- a) Disposable gloves
- b) Paper towels
- c) Disinfectant spray bottles
- d) 15 L Disinfectant refill - For general cleaning, dilute 1 cup of disinfectant in 10 L of water or for surface cleaning, dilute at a ratio of 1:10, then apply to the surface and wipe clean

Foyer cupboards:

- a) Hand sanitisers
- b) Face masks
- c) Sanitiser refill for stations
- d) Hand soap refills, toilet paper, paper towel rolls
- e) Paper hand towels for disabled toilet

3.8 Morning Tea Service

- a) Only prepackaged biscuits are to be served. This is to be done by servers wearing gloves and using tongs.
- b) Those serving coffee and tea are also to use gloves.

Schedule #4.

Record

Keeping

4.1 Attendance records

- a) From Sunday March 28th CBC will move to only collecting registrations through the Service NSW Application. See 4.3 below
- b) External hirers manage and maintain their own record keeping.
- c) External hirers must be able to demonstrate to the church that they have a record keeping system in place before they can use the church premises.

4.2. Register COVID-19 Safety Plan through NSW Health

- a) Chatswood Baptist Church has registered as COVID Safe Business through NSW Health

4.3 QR Code for COVID Safe Service NSW Check-in

- a) QR code to be used by everyone entering the building.
- b) Ushers to ensure compliance when church meeting in person.
- c) For those that do not have access to the Service NSW App, they will be helped to log in.

4.4 COVIDSafe app

- a) Ensure staff are aware of COVIDSafe app and its benefits to support contact tracing if required.
- b) Promote COVIDSafe app using signage at the main entrance.