

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	St Francis Xavier Cathedral, Wollongong
Business location (town, suburb or postcode)	36 Harbour St, Wollongong
Completed by	KEVIN GALEA
Email address	<u>wollongong@dow.org.au</u>
Effective date	8 November 2021
Date completed	10 November 2021

Wellbeing of staff and customers

Exclude staff and congregants who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Worshippers classified as vulnerable per AHPPC guidelines should be encouraged not to attend

People who feel unwell or have symptoms are not permitted to enter and must leave if symptoms become apparent during a gathering

Essential assistants classified as vulnerable per AHPPC must provide medical clearance before serving

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

Agree

Yes

Tell us how you will do this

All parish staff and assistants to be made aware of detailed directives and other COVID19 resources provided by Office of the Bishop

All staff and assistants to be reminded to get tested if they develop any COVID-19 symptoms

Staff to be made aware of NSW Health's public health alerts webpage:
<https://www.nsw.gov.au/covid-19/latest-news-and-updates>

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

Children count towards the capacity limit.

One person per 2 square metres if seating is assigned seating is within allocated seated areas.

Dedicated monitors at all gatherings to ensure capacity does not exceed limits

Each building measured to identify actual maximum capacity of our parish communities.

Everyone should wear a mask indoors

Parishioners and Visitors are encouraged to use a mask when able to

Worshippers to sanitise hands upon entry using provided hand sanitiser

Hand washing/sanitising required immediately before any possible contact with hands during Masses and other services

Sufficient quantities of hygiene products (soap, hand sanitiser, tissues) to be available and accessible to parish staff, worshippers and attendees at doors of churches and confessionals, back of the church, bathrooms, and in the sacristy and sanctuary

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Diocesan/parish website, social media and online registration form includes conditions of entry

(and detailed in publicly available COVID-19 directives)

Signage (A3 poster or pull up banner) at entry to premises

Parish website to be updated to include conditions of entry

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

People attending churches will need to observe a two square metre rule, with the exception of people from the same household.

Funerals may proceed at this time, with a maximum of ten members of the congregation, following a four square metre rule

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Monitors to ensure participants do not congregate, including by encouraging staggered entry/exit

Stickers to be placed on seats to promote 1.5m physical distancing

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Monitors to ensure participants do not congregate, including by encouraging staggered entry/exit

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.

Agree

Yes

Tell us how you will do this

Visible signage to discourage gathering

Monitors to encourage any individuals gathering to disperse

Singing and dancing by unvaccinated adults is not allowed in indoor areas (excluding a performer who is performing or rehearsing; a person who is instructing or being instructed in singing or dancing; or at a small funeral or memorial service or a small wedding service).

Agree

Yes

Tell us how you will do this

Visible signage to discourage gathering

Monitors to encourage any individuals gathering to disperse

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

- All churches are to have windows opens to allow for fresh ventilation of air at all times.
- Reducing the number of people in an indoor space at any one time.
- Parishioners/Staff are to wear a well-fitting face mask whenever you are indoors.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

- An outdoor religious service at a place of public worship must not start or end at the same time as another religious gathering in another separate area at the place to prevent mingling between groups

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

Agree

Yes

Tell us how you will do this

- All churches are to have windows opens to allow for fresh ventilation of air at all times.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

- All churches are to have windows opens to allow for fresh ventilation of air at all times.
- Church does not have air conditioning or ventilation systems

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

All churches are to have windows opens to allow for fresh ventilation of air at all times.

Church does not have air conditioning or ventilation systems.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

All churches are to have windows opens to allow for fresh ventilation of air at all times.

Church does not have air conditioning or ventilation systems.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Parishioners/Staff are to wear a well-fitting face mask whenever you are indoors

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Worshippers to sanitise hands upon entry using provided hand sanitiser

Hand washing/sanitising required immediately before any possible contact with hands

during Masses and other services

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

Agree

Yes

Tell us how you will do this

☑ Sufficient quantities of hygiene products (soap, hand sanitiser, tissues) to be available and accessible to parish staff, worshippers and attendees at doors of churches and confessionals, back of the church, bathrooms, and in the sacristy and sanctuary

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.

Agree

Yes

Tell us how you will do this

☑ High touch surfaces to be cleaned and disinfected wipes after each celebration (including door handles pews, lectern, computer, vessels, shared musical instruments, taps, toilets, handrails) per Work Safe Australia guidelines.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

Agree

Yes

Tell us how you will do this

The church door monitors provide assistance for parishioners, staff or visitors to sign-in using the Service NSW QR code. Attendees can also see the door monitor to sign-in by using the Service NSW portal.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Service NSW QR codes are placed at each the entrances of our parish office and churches.

Door monitors to ensure the the GREEN tick is displayed on attendees phone upon entry

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Door monitors will ensure that attendee provides the information required prior to entry.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Service NSW QR codes are placed at each the entrances of our parish office and churches.

Door monitors to ensure the the GREEN tick is displayed on attendees phone upon entry.

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

Yes