

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



## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	Forster Tuncurry Presbyterian Church
Business location (town, suburb or postcode)	16 Bruce Street, FORSTER NSW 2428
Completed by	Edward Kenneth Harvey
Email address	<a href="mailto:ed.harvey47@hotmail.com">ed.harvey47@hotmail.com</a>
Effective date	8 November 2021
Date completed	13 November 2021

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### Wellbeing of staff and customers

**Exclude staff and congregants who are unwell from the premises.**

Agree

Yes

**Tell us how you will do this**

By asking the question - Are you unwell - if so please go home to recover or seek medical advice.

**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**

Ensuring all service leaders etc are fully conversant with all COVID - 19 information and safety requirements

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

Yes

**Tell us how you will do this**

Display COVID - 19 QR Code registration facility and all relevant posters at Church and church hall entry points.

Record all persons entering on entry sheet and transfer information to electronic spreadsheet

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## **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**

Ensure Welcome People that no more than 42 persons are allowed in the church and 40 in the hall are allowed.

Room capacity signs are clearly visible

**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**

Welcome People monitor and separate non family members

**Avoid congestion of people in specific areas where possible.**

Agree

Yes

**Tell us how you will do this**

Welcome People to monitor and take corrective action if congestion occurs

**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**

Welcome People to monitor and take corrective action if congestion occurs

**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**

Serviced Leader and Welcome People to monitor and take corrective action if necessary

Specific announcements at each service

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## 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**

Follow guidance on ventilation guidelines

**Use outdoor settings wherever possible.**

Agree

Yes

**Tell us how you will do this**

Outside Deck area is available if required

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

Agree

Yes

**Tell us how you will do this**

Open all windows and doors when service in operation

**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**

Ensure all windows and doors are open during services

**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**

No mechanical air conditioning is available

**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**

Not required as no mechanical ventilation

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## **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**

Instruct all service leaders and staff

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

Agree

Yes

**Tell us how you will do this**

Instruct all service leaders and staff

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

Agree

Yes

**Tell us how you will do this**

Cleaners replace every week prior to Sunday Services

**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**

Cleaners carry out cleaning as required every week prior to Sunday Service

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## **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**

Display COVID - 19 QR Code registration facility and all relevant posters at Church and church

hall entry points.

Record all persons entering on entry sheet and transfer information to electronic spreadsheet

**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**

Welcome People to check and if negative to record information on sign in sheet

**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**

Record all persons entering on entry sheet and transfer information to electronic spreadsheet

**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**

Hal is provided with separate check in

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

Yes