

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	North New South Wales Conference of Seventh-day Adventists
Business location (town, suburb or postcode)	Wallsend
Completed by	Jodie Bird
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Effective date	8 November 2021
Date completed	15 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

- Individual churches will choose their own methods but will select from the following
- symptom checks that may include forehead temperature checks and a short checklist
 - an email to regular members/attendees to stay home and use virtual technology to worship if exhibiting symptoms or feeling unwell.
 - Ask people who are unwell to leave but give them the option of virtual worship in their own

home.

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

Signs, emails and briefings have educated all staff with information about COVID-19, when to get tested, physical distancing, hand hygiene, cleaning and the wearing of masks.

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

Agree

Yes

Tell us how you will do this

Downloads are available from the NSW Government website. Using these resources to exhibit conditions of entry and obtain each church's individual QR code.

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

Each Church will check the size of space and assess the capacity limit and apply by counting people as they enter and limiting the seating available to capacity limit.

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

Limiting the seating groups and encouraging family groups to gather together in seating groups. In the instance of mingling and queuing, encourage facemasks and physical distancing.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Limit indoor congestion and stagger entrance times as far as reasonably practicable.

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

All churches have welcome teams that are recommended to keep a steady flow of people to inhibit congestion in specific areas.

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

Singing in NNSW SDA Churches is not recommended at all until all congregants can sing as to not exclude people. Up to 10 singers are allowed to lead out the worship as long as they are vaccinated, and distanced from the front row of the congregation.

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

Air conditioning where available, opening of windows and doors and the encouragement of as much natural flow of air as far as reasonably practicable.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

If churches choose to gather outside, weather permitting and reasonably practicable.

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

Agree

Yes

Tell us how you will do this

Air conditioning where available, opening of windows and doors and the encouragement of as much natural flow of air as far as reasonably practicable.

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

Air conditioning where available, opening of windows and doors and the encouragement of as much natural flow of air as far as reasonably practicable.

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

Air conditioning where available, opening of windows and doors and the encouragement of as much natural flow of air as far as reasonably practicable.

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

Site Maintenance managers to handle this

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

Facemasks to be worn, and supplied in the event that worshipper arrives without one and is required to wear one.

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

Agree

Yes

Tell us how you will do this

Hand sanitiser is supplied and is available from the conference.

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

Agree

Yes

Tell us how you will do this

Cleaning cycles to be maintained.

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

Using appropriate disinfectant/alcohol solution. A cleaning team should be assembled.

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

Each Church to have its own QR code using the conference ABN if necessary 34 104 269 150

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

The welcome team is responsible for ensuring that all staff and guests sign in using the QR code for the Service NSW system and if not possible using a written method. It is recommended that the welcome team take details down verbally as opposed to a lineup of signing to limit frequently touched surfaces. Alternatively, have two pots of pens so each pen is clean/untouched.

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

The above system would take care of this.

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

Not applicable

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

Yes