COVID-19

> HELPING BUSINESS GET BACK TO WORK

NSW GOVERNMENT

July 1, 2020

Catholic Archdiocese of Sydney

COVID-19 Safety Plan for Parishes and Agencies

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your congregants.

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 business. You may need to update the plan in the future, as restrictions or advice changes.

Churches 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. For more information and specific advice go to **nsw.gov.au**

LOCATION DETAILS	
Parish name:	**ST JOSEPH'S, OATLEY**
Plan completed by:	**Parish Priest**
Approved by: (Parish Priest / Administrator)	
Date:	**8th July, 2020**

REQUIREMENTS	ACTIONS
Physical distancing	
The church or hall must provide 4m^2 per person. People must also keep their distance from each other during the service, and while queuing and gathering before and after a service. **The maximum number of people allowed at a funeral or memorial services is one person per 4 square metres of space. If the service is held at a place of public worship, funeral home, crematorium or place of residence it can have at least 50 people regardless of its size.** **NB: There is no restriction on the number of people for outdoor gatherings, but 1.5m social distancing is required.**	
Signage to communicate the maximum safe capacity.	A sign saying how many people may gather in the building; signs to indicate where people should sit, etc; people will be advised about distancing when coming to receive Holy Communion.
Move or remove tables and seating as required.	
Reduce crowding wherever possible and promote physical distancing.	Gathering spaces for before and after mass will be reviewed and people advised about distancing
Where reasonably practical, ensure staff maintain 1.5m physical distancing at all times (including at meal breaks.)	Ministers on the sanctuary will observe physical distancing wherever possible
Use telephone or video for essential meetings where practical.	
Review regular deliveries and request contactless delivery and invoicing where practical.	
Strategies in place to manage gatherings that may occur unexpectedly outside the church	People advised about where and how to gather after mass

REQUIREMENTS FOR RELIGIOUS WORSHIP

Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and congregants	
Exclude staff and congregants who are unwell from the premises.	There will be regular advice on this point; when signing in, people must affirm that they are not unwell.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	We will advise staff to seek advice from their GP
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	The Parish Priest as employer will do this.
Display conditions of entry (website, social media, venue entry).	COVID-19 Safety plan will be displayed at Church; and on parish website
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Livestreaming arrangements:

REQUIREMENTS	ACTIONS
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers. e.g. review drop off and parking arrangements	
Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres distance from other people. There will be no congregational singing; any cantor will be apart from other people; cantor group will be very small.	
Record keeping	
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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely. Parish will use an on-line booking/roster system or physical sign-in system Parishioners must give consent for any personal details to be kept by the parish for pasto purposes.	
Staff will be made aware of the COVIDSafe app and its benefits to support contact tracing if required.	

REQUIREMENTS	ACTIONS

Other Issues: