

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

## Your COVID-19 Safety Plan

### Places of worship and religious gatherings

#### Details

Name of place of worship	Hill Top Church Incorporated
Location (town, suburb or postcode)	Hill Top 2575
Completed by	Raymond James Aitken
Email address	<a href="mailto:president@hilltopchurch.org.au">president@hilltopchurch.org.au</a>
Effective date	22 October 2020
Date completed	24 October 2020

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#### Wellbeing of staff and congregants

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

Included in Conditions of entry, signage posted in Church entry.

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

No staff employed at Church. Information provided to Service Leaders and Committee. Posters in entry foyer, and Church Notice Board.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

N/A No staff employed at the Church

**Display conditions of entry (website, social media, venue entry).**

Signage in the Church and on the website.

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

ZOOM utilised for online access and recording of Services. Link to online Service and recording provided to all congregants.

**Ensure COVID-19 Safety Plans are in place, where relevant, for community centres and halls (if hiring out premises).**

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through [nsw.gov.au](https://nsw.gov.au).

**Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.**

Premises are not for hire for other purposes. Food or drink services not provided on the premises.

Bookings are not taken for wedding or funerals. A funeral service requires approval of Committee and a Safety Plan would be developed for the event.

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## **Physical distancing**

**Capacity at a place of public worship or religious gathering must not exceed 300 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit.**

Capacity limit for the Church is 50 persons. Signage posted on entry doors.

**If a place of public worship has more than one building on the premises, each building can have up to 300 persons (or 150 for a wedding), or the number of persons that is equivalent to one person per 4 square metres of space (whichever is the**

lesser), provided that each building has:

- a separate ingress/egress to the outdoors
- no contact between congregants or staff across these buildings
- a separate COVID-19 Safety Plan for each building.

N/A Only one Worship Centre on the premises.

**Wedding services in a place of public worship have a maximum capacity of 150 people, or one guest per 4 square metres, whichever is the lesser. 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.**

Wedding Services have not been conducted on the premises. Any future request would need to be approved by the Committee and a Safety Plan developed to the restrictions in place at the time.

**Funeral services held in places of worship have a maximum capacity of 100 people, or one guest per 4 square metres, whichever is the lesser.**

maximum capacity of the venue is 50 persons, any funeral service would be restricted to this number.

**Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.**

Service format has been adjusted to use of recorded music. Use of singers and musicians has been discontinued under the current guidelines.

**Move or remove tables and seating as required, where possible. Members of the same household do not need to physically distance.**

Floor has been marked for row spacing of 1.5m, excess seating has been removed, (members of the same household may sit together).

**Reduce crowding wherever possible and promote physical distancing.**

Physical distance signage in the Church and on conditions of entry. Member numbers are less than maximum capacity of the premises.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all**

**times, including at meal breaks and in offices or meeting rooms. 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.**

No staff at the Church. Volunteer Committee and Service leaders. Church is open for short periods of time only, therefore no meal breaks, no separate offices. Face masks are provided.

**Use telephone or video for essential meetings where practical.**

Church ZOOM account used for essential meetings such as AGM. Committee meeting of 5 persons may meet face to face maintaining social distancing requirements.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

No regular deliveries. PO Box used for mail and small packages.

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

The practice of greeting congregants at the door has been discontinued. Congregants are discouraged from gathering in groups outside the building

**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.**

N/A No public transport serving Church times.

**Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible and encourage passengers to wear masks whilst in the vehicle.**

N/A No courtesy vehicle provided by the Church, congregants use personal transport.

**Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices and physically distance where practicable. Staff should continue to maintain 1.5 metres**

**physical distancing from students where practicable.**

The premises are not used for Education programs or childcare.

**Encourage congregants to wear a mask during attendance at places of worship. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.**

Physical distancing is maintained and congregants encouraged to wear a mask. Masks are available in the Entry.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Hand sanitising requested on entry. Sanitiser provided in common areas. Hand washing posters in entry, kitchen and toilets.

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

Hand soap and paper towel provided in Toilets and checked each Service.

**Consider modifying religious rites or rituals to avoid direct contact where practical, such as communion or other similar practices. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.**

Communion does not use a shared cup or plate to avoid cross contact. No religious rituals practiced.

**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 frequently touching these.**

Use of hymn books has been discontinued with current restrictions on singing. Bibles are not passed out or placed on seats. Congregants are encouraged to make offeratory through electronic transfer. Offering bag not passed around.

**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.**

Cleaning plan in place for use following each use of the Church. Church is not open every day or for extended periods.

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

Disinfectant solution provided in accordance with manufacturers instructions.

**Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

Instruction given to those conducting cleaning, gloves are provided and their use required.

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## **Record keeping**

**Keep a record of name and contact number for all staff, volunteers, visitors and contractors for a period of at least 28 days. For households, one contact is sufficient to support contact tracing. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.**

All persons required to provide name and contact number each time they attend a Service. QR code is provided, though there are members without mobile phones, therefore attendance sheet also provided. Attendance sheets are scanned and filed.

**All places of worship must complete a COVID-19 Safety Plan and register themselves through [nsw.gov.au](https://nsw.gov.au).**

Covid safety Plan has been completed and the Church registered. The Church President has responsibility for registration.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Covid safe app posters have been erected in the Church and congregants made aware.  
No staff employed by the Church.

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

Yes