

COVID-19 Safety Plan v1.4

St Barnabas Anglican Church, Broadway

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Adapted from the COVID-19 Safety Plan for Places of Worship recommended by the NSW government accessed here: <https://www.nsw.gov.au/covid-19/covid-safe/places-of-worship>

REQUIREMENTS	ACTIONS	RESPONSIBLE
Wellbeing of staff and congregants		
Exclude staff and congregants who are unwell from the premises.	(1) All members of the church, including staff, will be reminded via weekly email not to attend services if they display symptoms.	Rebecca Spires
	(2) Signage at all points of entry will ask three questions: “are you unwell, do you have a fever or respiratory symptoms, have you come into contact with anyone with COVID-19?”	Rebecca Spires
	(3) Welcomers at the doors will direct people towards the questions prior to contactless check-in. Those who don’t answer appropriately will be advised that they may not enter the building.	Welcomers
Provide staff with information and training on COVID-19, including when to	(1) Staff have been informed by email and are reminded at regular meetings.	Michael Paget

get tested, physical distancing, wearing masks and cleaning.		
	(2) Guidelines for staff found on Staff tab of COVID-19 worksheet online.	Michael Paget
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff have been reminded of their sick leave provisions when ill or required to self isolate.	Michael Paget/Wardens
Display conditions of entry (website, social media, venue entry).	(1) The Barneys website, Facebook page, closed Facebook group and Instagram all clearly display the conditions of entry.	Rhianna Miles
	(2) Signage displaying conditions of entry is placed at the Mountain St doors, garage lift, and Broadway doors and gates.	Rhianna Miles
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Services are streamed on YouTube, and for those currently unable to attend at all due to compromised health, interaction, engagement and pastoral care is supported by Zoom groups following some services.	Michael Paget
Ensure first aid kits are up-to-date and contain appropriate equipment	First aid kits have been updated and contain protective masks and gloves.	Rebecca Spires
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. Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.	This document is our COVID-19 Safety Plan. A separate Safety Plan has been prepared for weddings. A separate Safety Plan will be prepared for all relevant event categories	Michael Paget /Wardens

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.	(1) Our maximum capacity under the 4 square meter rule is 295. No more than 295 participants will be allowed on the premises for the purpose of a gathering for worship.	Michael Paget
	(2) A staff member will be present at every religious service, funeral wedding or other event. Staff are trained to maintain limits and to supervise newcomers in enforcing limits.	Michael Paget
If a place of public worship has more than one building on the premises, each building can have up to 100 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: <ul style="list-style-type: none"> • 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. 	There is only 1 building at St Barnabas Broadway.	
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	No more than 150 participants will be allowed at a wedding. All wedding clients will be asked to comply with St Barnabas' COVID-19 Safety plan for weddings and will sign an agreement stating that they will do so.	Rebecca Spires

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.		
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.	No more than 100 participants will be allowed on the premises for the purpose of a gathering for a funeral.	Rebecca Spires
Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.	<p>As of 6th November 2020 current advice is that: A small group of up to 5 people may sing together in a large well-ventilated (preferably outdoor) area if:</p> <ul style="list-style-type: none"> • all singers face forwards and not towards each other • have physical distancing of 1.5 metres between each other and any other performers, and 5 metres from all other people including the audience and conductor. <p>Ensembles and other musical groups should rehearse and perform outdoors or in large, well-ventilated indoor spaces.</p> <p>These requirements will be adhered to.</p>	
Move or remove tables and seating as required, where possible. Members of the same household do not need to physically distance.	No tables are to be used with the exception of those required for check-in. Seating is arranged for both capacity and social distancing.	Rebecca Spires
Reduce crowding wherever possible and promote physical distancing.	(1) Signage throughout building will promote safe distancing.	Rhianna Miles
	(2) The entrance on Sundays will be into the Mountain St foyer to allow for ample space for physically distanced checkin and extra physically distanced seating on the bridge foyer.	Rhys Duggan/Rebecca Spires
	(3) Seating is placed in groups 1.5m apart.	Rebecca Spires

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.	Staff are instructed, where possible, to maintain social distancing from one another and participants.	Michael Paget
Use telephone or video for essential meetings where practical.	Online services are provided.	Michael Paget
Review regular deliveries and request contactless delivery and invoicing where practical.	(1) Wherever possible, contactless delivery is practiced.	Rebecca Spires
	(2) Staff are directed to wash hands after taking delivery.	Rebecca Spires
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.	Before the end of every service, participants are advised to maintain social distancing while moving through the courtyard and into subsequent smaller gatherings, such as in Victoria Park or homes.	Michael Paget /service leader
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	
Take measures to ensure drivers of courtesy vehicles minimise close contact	N/A	

with passengers where possible and encourage passengers to wear masks whilst in the vehicle.		
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.	Sunday School and youth will be conducted in accordance with the NSW Government guidance on schools. Leaders will observe social distancing where practical.	Toby Knights/Rachel Knights
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.	Congregants and staff will be encouraged to wear masks.	Michael Paget
Hygiene and cleaning		
Adopt good hand hygiene practices.	(1) Signage at all entrances and in bathrooms instructs users in good hygiene.	Rhianna Miles
	(2) Hand sanitiser dispensers are anchored to bollards at appropriate accessible places.	Rebecca Spires
	(3) Staff will wash hands with soap and water before every service and prior to handling any material.	Michael Paget
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Cleaning teams clean & restock bathrooms prior to each service and cleaners do so at the end of each Sunday.	Rhys Duggan/Rebecca Spires

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.	Those preparing bread and cups for communion will wash hands before and afterwards and wear gloves. When celebrated, communion will involve bread distributed using gloves and tongs, and prefilled communion cups. Those serving will wash their hands immediately before and after serving, and participants will use hand sanitiser prior to receiving the elements.	Michael Paget
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.	(1) Book corner in foyer has been packed away.	N/A
	(2) Church bibles will not be used.	Michael Paget
	(3) No physical collection will be conducted.	Michael Paget
	(4) Next Steps cards will not be used.	Michael Paget
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.	(1) Site managers and office staff clean all frequently used areas each day. High-touch areas are cleaned between services on Sundays and after use during the week.	Rebecca Spires
	(2) Professional cleaners clean whole building on Saturday (prior to church) and Sunday after all services have been completed.	Rebecca Spires
	(3) Cleaning teams clean bathrooms, chairs, balustrades and other high-touch surfaces between services.	Rhys Duggan/Rebecca Spires
Disinfectant solutions need to be maintained at an appropriate strength and	(1) Standard 2-in-1 detergent and disinfectant solution used.	Rebecca Spires

used in accordance with the manufacturers' instructions.		
	(2) Staff have been instructed which products to used and further specific guidelines are provided in the cleaning plan.	Rebecca Spires
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	(1) Staff (including site managers) have been trained to wear gloves while cleaning and wash hands before and after.	Rebecca Spires
	(2) The cleaning plan provides clear instructions for the wearing of gloves and washing of hands.	Rebecca Spires
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.	(1) Congregation members are allocated to specific services and asked not to change times without confirmation from a staff member. All congregation members are required to provide a mobile number or email address.	Rebecca Spires
	(2) Sign in sheet and QR code displayed at entry at entry for Elvanto-form-based check-in to the site with personal details.	Rebecca Spires

	(3) Contactless check-in is required for entry to any service. Volunteers check for name contact details and record attendance.	Rebecca Spires
	(4) A record is kept by the administration staff of all contractors and visitors to the site.	Rebecca Spires
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Staff have been advised. Congregants will also be encouraged to download and use the COVIDsafe app.	Rebecca Spires
All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au .	Our Safety Plan has been registered.	Rebecca Spires

Appendix 1: Contact protocols

If the case of the church being alerted a positive test of COVID-19 in relation to a person who is or has been on site:

1. All further activities in the building are suspended prior to a professional clean. If this occurs on a Sunday, subsequent physical services are cancelled and the service will be moved online. All participants will be notified by text and email.
2. All people present on site at the gathering or any other gathering at the time or subsequent but prior to cleaning will be alerted by text and email and encouraged to be tested.
3. If NSW Health has not yet approached the church, the office will contact NSW Health to notify them of the incident and provide details of everyone present on the site then and since for contact tracing.

Appendix 2: Setup for Sunday services

Seating

Seating for Sunday services is to be arranged as follows:

1. Rows of 6 or 7 chairs in the wings spaced 1.5m apart.
2. Rows in the centre of the main auditorium will be comprised of individual & paired seating spaced 1.5m apart.
3. Rows of seating on the bridge foyer will be comprised of individual & paired seating spaced 1.5m apart.

Check-in

- The main entrance for Sunday services will be from the Mountain St glass doors.
- Clear signage will be displayed on the Broadway glass gates directing attendees to Mountain St.
- All kiosks will be attended by welcomers and participants will check in using a QR code or the welcomer will enter their details into the kiosk. Participants will move from the front of the queue to the closest available kiosk.
- Children will be signed in by a kid's leader at the same time.

Lift

- Signage on lift doors in car park listing conditions of entry and lift capacity (1 person or multiple members of the same household)

Stage

- Singers are to have physical distancing of 1.5 metres between each other and any other performers, and 5 metres from all other people including the audience and conductor

Appendix 3: Additional notes on hygiene & cleaning for Sunday services

During services & in general

- Handheld microphones will not be used during the services.
- Bridge seating use is discouraged
- Services must be kept short to allow for <1hr on site

Between services

The following items need to be cleaned by spray with Glen20 or 70% isopropyl wipe between each service:

- Translation equipment
- Microphones

The following items must to be cleaned with Chux wipe and 2- in-1 detergent and disinfectant cleaning spray between each service:

- Lectern
- All chairs
- Lift buttons – exterior (carpark, ground and first floors) and interior (vertical and horizontal)
- Cry room – sink, bench, microwave, door handles
- Bathrooms – upstairs (accessible), downstairs (men, women, children) – toilets, doors, taps, changing table
- Main stairs balustrade

After a volunteer shift (which may be two services)

The following items need to be cleaned by spray with Glen20 or 70% isopropyl wipe after each volunteer shift (before being used by another person):

- Band microphones
- Sound desk

- Instruments
- Kiosk tablets and tables

After all services

- Cleaners will conduct a professional clean.

Appendix 4: Groups meeting onsite at Barneys

General

In general, the following applies to all groups:

- All groups (whether internal or external) require a booking approved by the Barneys office
- Bookings require indicative numbers.
- Internal bookings must identify expected participants and mark attendance via Elvanto.
- All participants must be identified by full name, mobile phone number and email.
- Unless it is a service of worship (must be determined by Rector), or a workplace gathering for Barneys or Credo, or for a group that *regularly* uses Barneys for workplace meetings, the number of participants in a room must be the lesser of the room capacity or 20 persons.
- Groups *must not* be onsite before their site manager, and the site manager's name and contact details *must* be specified in the booking. If the site manager is for any reason unable to be present, a gathering may not proceed until the Barneys office has approved an alternative site manager in the booking.
- Groups that do not follow these conditions will no longer be able to meet onsite.

Checklist for groups meeting onsite at Barneys

- Group organisers must advise their group that anyone experiencing symptoms of COVID-19 or any cold and flu like symptoms to stay home and not attend
- Groups must not exceed the room capacity (as determined by the 4 square metre rule) and signage and must encourage group members to physically distance (stay 1.5m away from each other)
- Practice good hygiene
 - Hands should be washed, ideally in the bathrooms with soap and water, or if necessary using hand sanitiser, on arrival
 - Hand sanitiser is available at the Mountain St entrance or from the Barneys office
- Door handles, light switches, chairs, tables, couches etc must be cleaned before and after the event
 - Use Norfolk surface cleaner – available in the front office & cleaning cupboard
 - Wear gloves (available in the front office & cleaning cupboard) when cleaning and wash hands before & after cleaning.
 - Spray cleaner on surface to be cleaned and wipe with a clean Chux cloth. Throw the cloth out when finished.

- Contact details (full name, mobile phone number and email) for each person attending must be kept. Internal groups must record attendance as group attendance in Elvanto. Other groups must record these details via paper or email and submit the attendance list to the office as soon as the meeting is finished.

Appendix 5: Signage and public communication

General

- All signage to be professionally colour printed on gloss heavy stock or plastic
- Ideally mounted using professional looking holders, stands etc – e.g. <https://www.slimlinewarehouse.com.au/acrylic-wall-mounted.aspx>
- Signage and social media elements can follow recommended government designs (<https://www.australia.gov.au/covidsafe-resources>) but to use Barney's colours and branding in non-primary colours
- Signage advising of (a) that we are re-open and under what conditions, (b) the existence of a COVID-19 safety plan, and (c) conditions of entry to be pinned website, Facebook page and Instagram.
- A video will be released showing a walkthrough experience of church.

Lift

- At garage entrance to lift, listing conditions of entry and lift capacity (1 person or multiple members of the same household)

Entrances

- A1 signs in weighted outdoor frames welcoming to church and displaying conditions of entry at Broadway gates, bottom of Mountain St stairs and outside Mountain St doors.
- All entry via Broadway ramp
- A1 signs in weighted indoor frames, or pull-up signage, inside Broadway doors, with welcome and explanation of conditions of entry
- QR-code for Elvanto form check-in for visitors and contractors during the week

Bathrooms

- Signage on mirrors esp re: hand-washing

Meeting rooms

- Capacity signage
- Post-use instructions

Kitchens

- Post-use instructions for cleaning

Appendix 6: Risk management

Risk		Likelihood	Severity	Overall Risk	Risk Level	Strategy	Owner
		(1-5)	(1-5)	(1-25)			
R1	A participant is unable to understand the conditions of entry	5	2	10	Med	(1) Main entry signage is printed in English and Mandarin. (2) Check-in team will explain conditions of entry.	Check-in team
R2	A participant is unwilling to comply with the conditions of entry	3	4	12	Med	(1) Engage a ministry staff member. (2) Ask them to leave. (3) Call the police if non-compliant.	Check-in team then escalate to staff
R3	A participant becomes symptomatic (e.g. coughing, develops a fever) during a service	3	3	9	Low	(1) Service coordinator to supply person with a mask. (2) Observe whether coughing subsides/is related to dust or similar. (3) If symptoms are persistent or fever is present, direct person to head home with mask on, and contact NSW Health for a test. (4) Wipe down where they have been sitting. (5) Move people an extra space away.	Service coordinator then staff

R4	A participant in a service reports a subsequent positive test for COVID-19	1	4	4	Low	(1) All participants present in that service and subsequent services to be contacted by email and text, advised of the circumstance without personally identifying the person, and requested to get tested. (2) Professional cleaners to conduct deep clean of common spaces.	Rebecca Spires
R5	A member of staff tests positive for COVID-19	1	4	4	Low	(1) All church members to be advised to be contacted by email and text and requested to get tested. (2) No further use of site until professional cleaners have conducted a deep clean of common spaces.	Michael Paget
R6	A member of staff requires sustained hospital treatment for COVID-19	1	4	4	Low	Wardens have established extended sick leave arrangements for staff during COVID-19.	Wardens
R7	An increase in community transmission leads to tightening of restrictions	4	3	12	Medium	Physically gathered services will be temporarily suspended and streamed services substituted.	Michael Paget
R8	A participant sings during a public gathering on site	3	1	3	Very low	Staff or service coordinator to immediately ask them to stop.	Staff
R9	The scheduled preacher falls ill or is required to self-isolate	4	2	6		(1) If sufficient notice is available, either the sermon will be pre-recorded and screened as a video, or an alternate preacher appointed.	Michael Paget

						(2) If there is insufficient notice, the service will be conducted with bible readings but no sermon.	
R10	A participant breaches social distancing in seating without the consent of the other person	4	2	8	Low	A staff member will ask the person to move to a different seat.	Staff