

COVID-19 Safety Plan v 5.2

St Barnabas Anglican Church, Broadway

Completed by: Rebecca Spires
Approved by: Church wardens: Ivy Tran, Nicholas Utber, Iain Hespe
Last updated: November 8, 2021

*Adapted from the COVID-19 Safety Plan for Places of Worship recommended by the NSW government
 accessed here: <https://www.nsw.gov.au/form/covid-safety-plan/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 Broadway 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 COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.	(1) Staff have been informed by email and are reminded at regular meetings.	Michael Paget

Commented [MP1]: leave this one in

	(2) Guidelines for staff found on Staff tab of COVID-19 worksheet online.	Michael Paget
	(3) Write to all staff via email to encourage them to get vaccinated, while being clear that their employment does not rest on being vaccinated (unless at some future time key residences or institutions such as schools require vaccination, and visiting them is a key part of a job description, or the government makes vaccination necessary for attendance at church).	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 including requirements to stay away if unwell and record keeping.	(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 each service.	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
Physical distancing		
Capacity must not exceed one person per 2 square metres of space in indoor areas of the premises.	(1) Our maximum capacity under the 2 square metre rule is 590. No more than 590 participants will be allowed on the premises for the purpose of a gathering for worship.	Michael Paget

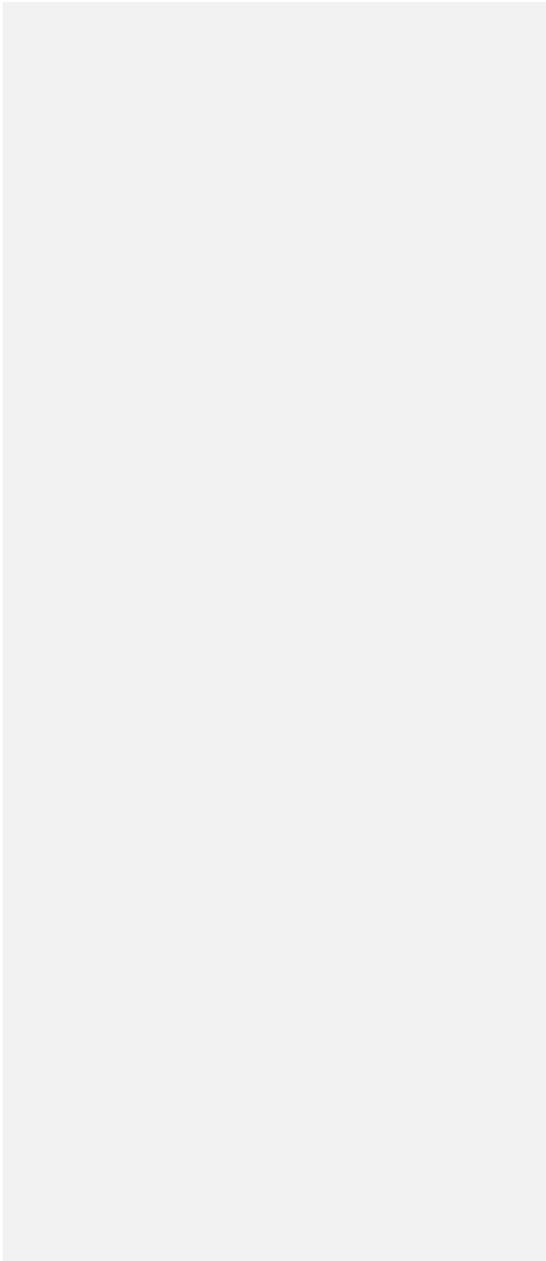
	(2) A staff member will be present at every religious service, funeral or wedding. Staff are trained to maintain limits and to supervise welcomers in enforcing limits.	Michael Paget
Ensure 1.5m physical distancing where possible, including: <ul style="list-style-type: none"> at points of mixing or queuing between seated groups between staff. 	(1) Seating is arranged for both capacity and social distancing.	Rebecca Spires
	(2) Signage throughout building will promote safe distancing.	Rhianna Miles
Avoid congestion of people in specific areas where possible.	(1)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
	(2)Barriers and markers have been placed in appropriate places throughout the building.	Rebecca Spires
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.	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
Singing and dancing by unvaccinated congregants is not allowed in indoor areas (excluding a performer who is performing or rehearsing; or person who is instructing or being instructed in singing or dancing; or at a wedding service or gathering after a wedding service).	The congregation will be asked not to sing until 5 th December. Before this time the singing requirements will be communicated clearly to all congregants via email and during services. From 5 th December unvaccinated congregants will be asked not to sing.	Steve Crain/Michael Paget

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.	The guidelines have been reviewed and measures put in place as per below	Rebecca Spires
Use outdoor settings wherever possible.	Outdoor settings will be used where possible	Michael Paget
In indoor areas, increase natural ventilation by opening windows and doors where possible.	Broadway glass doors, main auditorium doors and Mountain St door to be locked open	Rebecca Spires
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).	(1)The air conditioning will be scheduled for all events and set at the appropriate settings.	Rebecca Spires
	(2) Our HVAC system uses a continuous fresh air feed in the main auditorium and Howard Guinness Hall. The smaller meeting rooms and offices use a mix of fresh and recirculated air.	Rebecca Spires
	(3) In the small meeting rooms and offices capacity must not exceed the number limit indicated on the door. Doors must be kept shut, in order to minimise mixing air from different rooms.	
Ensure mechanical ventilation systems are regularly maintained to optimise	Our HVAC system is serviced monthly by our contractors	Rebecca Spires

performance (for example through regular filter cleaning or filter changes).		
Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.	We are working with our contractors to ensure that we have excellent airflow and maximum fresh air.	Rebecca Spires
Hygiene and cleaning		
Face masks must be worn by staff and customers in indoor areas, unless exempt.	(1) Staff and Congregation members are reminded by weekly email to wear masks when onsite.	Michael Paget
	(2) Signage is placed in appropriate areas throughout the building.	Rebecca Spires
Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.	(1) Signage at all entrances and in bathrooms instructs users in good hygiene.	Rhianna Miles
	(2) Hand sanitiser dispensers are anchored to bollards at garage lift entrance and inside Broadway doors.	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
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
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.	(1) We have registered as a covid safe business and received our QR code	Rebecca Spires
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.	(1) Contactless check-in is required for entry to any service. Volunteers check for name, contact details and record attendance.	Rebecca Spires
	(2) NSW services QR code is displayed prominently in the foyer for Check in.	Rebecca Spires
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	Records of those who cannot use the QR code to check in are kept in our church database Elvanto.	

<p>such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.</p>		
<p>Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. 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.</p>	<p>A separate Safety Plan will be prepared for all relevant event categories, venues & facilities that meet onsite at St Barnabas Broadway.</p>	
<p>I agree to keep a copy of this COVID-19 Safety Plan at the business premises</p>	<p>A copy of this safety plan will be kept in the green site managers folder in the administration office.</p>	<p>Rebecca Spires</p>



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:

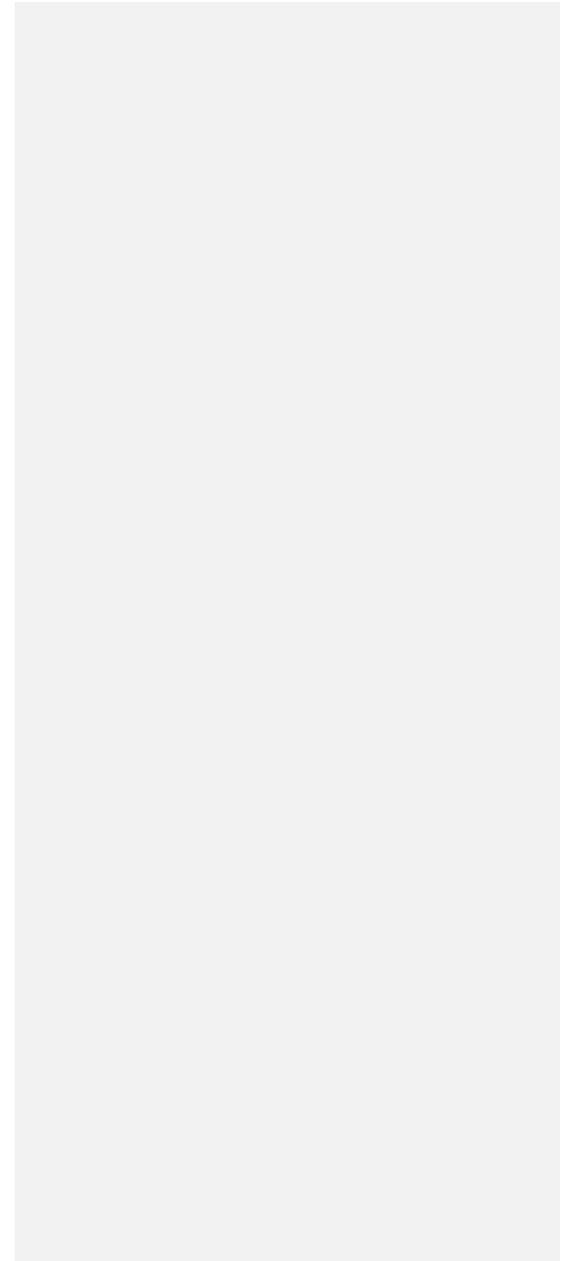
1. All rows to be 1.5m apart from head to head

Check-in

- Clear signage will be displayed in foyer directing people where to queue
- 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.

Lift

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



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

During services & in general

- Handheld microphones will not be shared during the services.
- Bridge seating use is discouraged

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 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

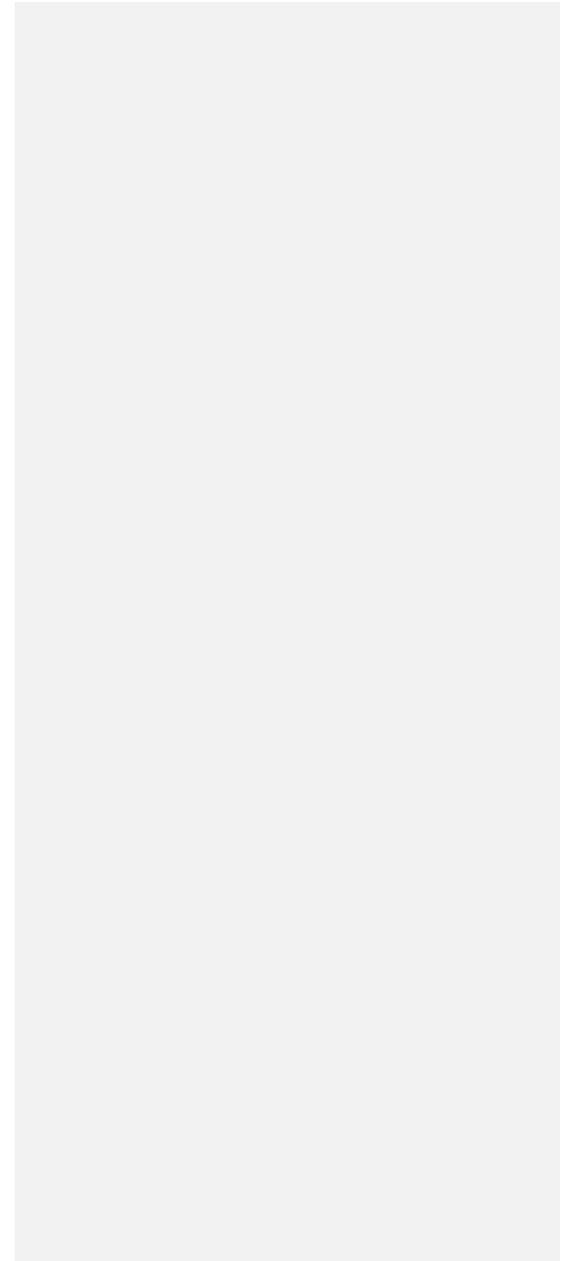
After a volunteer shift (which may be two services)

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.
- All participants must checkin using the NSW services QR code on entry to the building
- Room limits of 1 person per 4sqm must be observed
- Unless the group is meeting for a religious gathering all participants must be fully vaccinated and show proof of vaccination on entry. Religious gatherings are defined by the practice of prayer and bible teaching. Weddings and funerals are not religious gatherings and other guidelines apply.
- Masks must be worn indoors.
- 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)
- HVAC must be on in all rooms that are being used and doors of smaller meeting rooms & offices must be kept shut to minimise mixing of air between each room.
- 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. .

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 Barneys 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.

Commented [GU2]: two videos?

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 out door 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

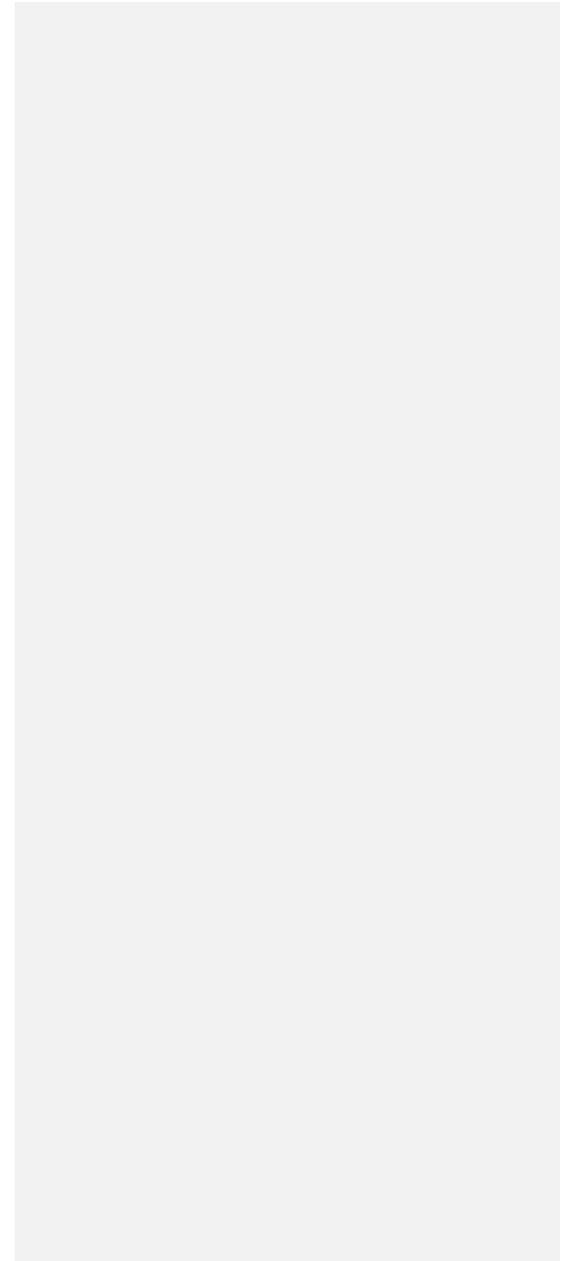
Meeting rooms

- Capacity signage

- Post-use instructions

Kitchens

- Post-use instructions for cleaning



Appendix 7: 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	Rebecca Spires

						personally identifying the person, and requested to get tested. (2) Professional cleaners to conduct deep clean of common spaces.	
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. (2) If there is insufficient notice, the service will be conducted with bible readings but no sermon.	Michael Paget
R10	A participant breaches social distancing in seating without the	4	2	8	Low	A staff member will ask the person to move to a different seat.	Staff

	consent of the other person						
--	-----------------------------	--	--	--	--	--	--

