

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



## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	Armidale Uniting Church - Youth Centre Hall
Business location (town, suburb or postcode)	Armidale
Completed by	Rene Dasey
Email address	<a href="mailto:finance@armidaleunitingchurch.org.au">finance@armidaleunitingchurch.org.au</a>
Effective date	2 August 2021
Date completed	10 September 2021

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### Wellbeing of staff and customers

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

Agree

Yes

Tell us how you will do this

Anyone displaying symptoms of illness, or anyone coming from a known hotspot, will be asked to leave the premises.

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

**Agree**

Yes

**Tell us how you will do this**

Staff and volunteers, have been provided with written paperwork informing them of the requirements for physical distancing, cleaning and the need to be tested if they display any symptoms of illness. Face masks are to be worn at all times. No-one over the age of 70 years are allowed to clean.

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

**Agree**

Yes

**Tell us how you will do this**

QR signage and also a posters for number of people in a certain area have been posted at all entries, inside the and in the office, stipulating the number of people allowed in the area and how to maintain social distancing.

**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.**

**Agree**

Yes

### **Tell us how you will do this**

Separate Covid-19 Business Plans will be completed for Wesley Hall, the Youth Centre, Church and the Youth Centre lounge.

### **Encourage staff to access COVID-19 vaccination.**

#### **Agree**

Yes

### **Tell us how you will do this**

Posters displaying where they can obtain their vaccinations are posted on the notice board.

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## **Physical distancing**

**Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.**

#### **Agree**

Yes

### **Tell us how you will do this**

- The maximum number allowed in the Youth Centre Hall is 55 using the 4sqm ruling.
- Upon entry into the Youth Centre Hall, all congregation members must maintain a social distance of 1.5m.

### **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**

- Signage is displayed on entry reminding people to social distance of 1.5m. The safety officer will speak to anyone not distancing and ask them to move further away.
- All staff and volunteers have been asked to practice social distancing at all times, including coffee breaks and meal breaks. No food is shared.
- When hosting meetings, everyone must social distance of 1.5m.
- Meetings using tables, must only seat 2 per table and tables be a metre apart.

## **Avoid congestion of people in specific areas where possible.**

## **Agree**

Yes

### **Tell us how you will do this**

- Congregation members have been asked not to the mill in the doorways of the Youth Centre Hall when arriving or leaving the premises.
- When meetings are finished, leave straight away, after all tables / chairs have been packed up..
- There are to be no refreshments served during this time of restrictions.

## **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**

- Congregation members have been asked not to the mill in the doorways of the Youth Centre Hall when arriving or leaving the premises.
- When the function has finished, leave straight away, after all tables / chairs have been packed up..

## **Singing by congregants is not allowed in indoor areas.**

## **Agree**

Yes

### **Tell us how you will do this**

No community singing will occur until the government lifts the restrictions on it. This Hall is not to be used for choir practice during restrictions.

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## **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**

- It is mandatory for everyone to wear masks at all times, especially when attending or utilising the Hall..
- Free masks have been made available for those that forget a mask.
- Those members that have an exemption to not wear a mask, must provide a letter of proof from their GP and this to be seen by the person in charge..
- Members will not be allowed to attend meetings etc. if they fail to provide a letter of proof.

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

#### **Agree**

Yes

#### **Tell us how you will do this**

- High grade sanitiser is available at all entry points to the Hall, as well as the kitchen area.
- Signage is posted around the premises as well as the bathroom areas.

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

**Agree**

Yes

**Tell us how you will do this**

- The bathroom are cleaned regularly and restocked with soap and paper towels as needed.
- Posters are displayed in the bathrooms promoting safe hand washing practices.

**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**

- All frequently used areas will be thoroughly cleaned before and after use with detergent and disinfectant.
- All sanitisers and disinfectants to be used, are at least 70% alcohol and will be used according to the manufacture's instructions.
- Gloves, hand soap, paper towel and sanitisers are provided for use and safety of anyone undertaking any cleaning of the premises.
- as per Covid-19 Rulings, anyone over the age of 70 years must not undertake any cleaning.

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

All entry doors inside the hall will remain open to provide ventilation.

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## **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**

- It is now mandatory that we use the NSW Government QR code so that staff, volunteers and members can check in using the Service NSW app.
- Those that are unable to sign in electronically, we are required to collect members records and must record the following details for every person entering the premises:
  - Full name
  - Phone number (and email address where possible)
  - Date and time of entry (and time of exit where possible).
  - Records must be kept for a minimum period of 28 days and provided as soon as possible, but within 4 hours, upon request from NSW Health, 7 days a week.

**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**

- We have displayed QR codes in prominent locations, including on approach to and at the entry and throughout the premises (where possible) to avoid queues of customers, staff or visitors
- remind people to check in when entering the Hall.
- Those that sign in electronically, must show the 'green tick' on the Service NSW app and check it relates to your premises where possible.

**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**

If there are unexpected circumstances which prevent the use of electronic methods to collect customer contact details, we can manually collect customer contact details using paper and pen.

- Any paper records must be entered into an electronic format, such as an Excel spreadsheet or Word document, kept by the business for at least 4 weeks, and provided on request to the Chief Health Officer within 4 hours.

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

Yes