

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

## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	PRESBYTERIAN CHURCH BERRY
Business location (town, suburb or postcode)	BERRY NSW 2535
Completed by	PHILIP ROSS SKINNER
Email address	<a href="mailto:philiprskinner@gmail.com">philiprskinner@gmail.com</a>
Effective date	18 October 2021
Date completed	23 October 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**

Communicated to congregation.  
Included on notice at entrance to premises.

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

**Agree**

Yes

**Tell us how you will do this**

No employees other than the Minister. He has had his two COVID vaccinations and is aware of, and practices, COVID related responsibilities.

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

**Agree**

Yes

**Tell us how you will do this**

Church Attendance Directions posted at entrances to Church and Hall

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## **Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Agree**

Yes

**Tell us how you will do this**

Attendance monitored and attendees instructed to maintain physical distancing.

**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**

Alternative exit from Church building in use to improve exiting from the Church.

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

**Agree**

Yes

**Tell us how you will do this**

Instructions provided to congregants.

Monitoring and responding to any issues of congestion.

**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**

By utilising the alternative exit from the Church, congregants exit to a level open space.

Instructions provided to congregants.

Monitoring and responding to any issues of congestion.

**Choirs at a place of worship or in a religious service must not exceed 10 persons. All members of the choir must be fully vaccinated or have a medical exemption.**

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

**Agree**

Yes

**Tell us how you will do this**

There is no choir.

Congregants are instructed that singing in the Church is not permissible.

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**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.**

**Agree**

Yes

**Tell us how you will do this**

The Church is a large space. Windows open. Ceiling fans used.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Congregants instructed that after Church gatherings are to be outside the buildings.

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

**Agree**

Yes

**Tell us how you will do this**

Windows and doors open. Ceiling fans used to assist ventilation.

**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).**

Agree

Yes

**Tell us how you will do this**

Facilities are not mechanically ventilate other than ceiling fans and heaters.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

Agree

Yes

**Tell us how you will do this**

Ceiling fans recently replaced. No filters applicable.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

Agree

Yes

**Tell us how you will do this**

May be considered.

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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**

Congregants have been instructed as to requirement to wear face masks while inside with only exception being the speaker during services.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser is available.

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

**Agree**

Yes

**Tell us how you will do this**

Regular cleaning and maintenance service in place.

**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**

Facilities are not used daily. Cleaning weekly.

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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**

QR scan cards at entrances to Church and Hall.  
Manual record retained for visitors unable to use QR code

**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**

QR codes visible at entrances. Green tick checked where applicable.

**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**

Manual system in operation and recorded on spreadsheet after service.

**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**

No other venues within premises.

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

Yes