

## COVID-19 Safety Plan

**Effective 1 July 2020**

### Places of worship

**We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your congregants.**

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your congregants that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](https://nsw.gov.au)

#### BUSINESS DETAILS

**Business name:** Catholic Parish of Holy Family Mt Druitt

**Plan completed by:** Malia Lolesio (Parish Secretary)

**Approved by:**

### > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

| REQUIREMENTS   | ACTIONS   |
|--|---|
| Wellbeing of staff and congregants   |   |
| Exclude staff and congregants who are unwell from the premises.  | <ul style="list-style-type: none"> <li>Parish website and Facebook page has been updated to remind parishioners that they should not attend religious services if unwell. A reminder to all parishioners that they are dispensed at this time from Sunday Mass obligations.</li> <li>Parishioners when entering the church and providing their information for contact tracing and recording purposes should also certify that they are not unwell.</li> <li>Post signs at front of church for congregations reminding that they should not enter the church if they:               <ul style="list-style-type: none"> <li>Are experiencing cold or flu-like symptoms</li> <li>Having a temperature</li> <li>Have been in contact with anyone that is either a suspected or confirmed case of COVID-19</li> </ul> </li> <li>Parish staff have sick leave available for them to access and are reminded that they should not be attending work while unwell.</li> <li>Post reminder signs at the Parish office for visitors contractors and volunteers to not enter the office if unwell.</li> </ul> |
| Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. | <ul style="list-style-type: none"> <li>Included COVID-19 information as a standing item in staff and volunteers' meetings and use information in authorised government websites to share information.</li> </ul>  |

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Print and post COVID-19 guidelines and flyers in parish office premises</li> </ul>  |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate.  | <ul style="list-style-type: none"> <li>• Full-time and part-time staff are offered the option to access their accrued leave when there is a stoppage of work and no other productive work can be done.</li> <li>• Staff are aware that they have 10 days sick leave a year (Note: pro-rate for part-timers) and they can access this if they are sick. Should they require more leave, they can also access their paid annual leave (<i>Note: upon agreement between the employer and the employee</i>)</li> </ul>         |
| Display conditions of entry (website, social media, venue entry).   | <ul style="list-style-type: none"> <li>• Conditions of entry to the worship areas are displayed at the doors of the church, parish newsletters, website and social media page.</li> <li>• Parish Social Media page, bulletins and parish website also mentions the number of attendees that can attend weddings, funerals and religious gatherings. These pages also explicitly mention that the condition to attend is that a record (name and mobile number/email) will be kept for contact tracing purposes.</li> </ul> |
| Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years)   | <ul style="list-style-type: none"> <li>• Information is provided to members who are unable to attend Mass or who fall in the high-risk category, via the parish web page, newsletter, emails, Facebook etc.</li> </ul>   |
| Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>• Community centres and halls (if hiring out premises)</li> <li>• Conference and function venues</li> <li>• Restaurant and cafes.</li> </ul> | <ul style="list-style-type: none"> <li>• Updated restrictions are in place and communicated to individuals/community groups who utilise our facilities, such as the maximum number of people allowed at a given time, as mandated by the NSW government.</li> </ul>  |

| REQUIREMENTS   | ACTIONS  |
|--|--|
| <b>Physical distancing</b>   |  |
| Capacity must not exceed one visitor per 4 square metres of space (excluding staff).   | <ul style="list-style-type: none"> <li>• 1.5m distancing has been measured and marked on the floors in the church (with dots), indicating default space for chairs.               <ul style="list-style-type: none"> <li>◦ An exception for families from the same household allowed to sit together.</li> </ul> </li> <li>• Announcements are made via welcome slides and at the beginning of Mass, reminding parishioners to maintain social distancing at all times, especially during distribution of Holy Communion.</li> <li>• To meet the 4 square meter per person requirement, the maximum capacity of the church/ school hall is calculated as the total area of the room in square metres divided by 4.               <ul style="list-style-type: none"> <li>◦ Total number for church: 66 inside; 40 outside.</li> <li>◦ Total number for school hall: 100.</li> </ul> </li> </ul> |
| The maximum number of people who may attend a funeral is one person per 4 square metres. If the service is held at a place of public worship, it can have up to 50 attendees (without the 4 square metre rule) provided non-household contacts can maintain 1.5 metres of physical distance. | <ul style="list-style-type: none"> <li>• COVID related signage on maximum capacity is prominently displayed on the church doors.</li> <li>• When church numbers have reached maximum capacity, the doors are closed.</li> <li>• Families and funeral directors are also reminded of the current policies. We ensure that these policies are always adhered to.</li> </ul>  |
| Move or remove tables and seating as required.   | <ul style="list-style-type: none"> <li>• Markings to mark out where chairs are to be placed, have been put in place to 1.5 / 2 metre distance requirement from each other in all directions so that the 4 sq mtr per person rule is being met.</li> <li>• Extra chairs are removed to the back of the church and locked up.</li> </ul>   |
| Reduce crowding wherever possible and promote physical distancing.   | <ul style="list-style-type: none"> <li>• Bookings/ registrations to attend Mass policy is implemented.</li> <li>• Directional posters and floor markings to maintain social distancing are placed at the foyer of the church to remind people of this while lining up to register to enter the church</li> <li>• Assigned volunteers to assist in monitoring and reminding parishioners about physical distancing and crowding.</li> </ul>   |

|   |  |
|---|--|
| Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)   | <ul style="list-style-type: none"> <li>Physical distancing posters are placed in the kitchen/dining area to remind staff/volunteers about maintaining the 4 square meter per person requirement.</li> <li>Chairs in the conference rooms/ dining rooms have been spaced out.</li> </ul>  |
| Use telephone or video for essential meetings where practical.  | <ul style="list-style-type: none"> <li>Community group meetings on-site are on hold.</li> <li>Parish has signed up for the Zoom app, to hold meetings.</li> </ul>  |
| Review regular deliveries and request contactless delivery and invoicing where practical.   | <ul style="list-style-type: none"> <li>Limited deliveries are expected at the Parish church and office. Non-essential visits and deliveries to the parish office have been cancelled or postponed.</li> <li>Delivery drivers and other contractors who need to come to the office or church to provide maintenance and repair services or perform other essential activities are given clear instructions and also informed of where they can wash their hands and provided with hand sanitisers.</li> </ul> |
| Have strategies in place to manage gatherings that may occur immediately outside the premises.  | <ul style="list-style-type: none"> <li>The door to the church will immediately be closed once the maximum number of attendees are reached.</li> <li>An announcement will be made, and volunteers available, to help people move on after Mass, and not congregate outside.</li> </ul>  |
| Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.            | <ul style="list-style-type: none"> <li>N/A</li> </ul>  |
| Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.  | <ul style="list-style-type: none"> <li>N/A</li> </ul>  |
| Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people. | <ul style="list-style-type: none"> <li>Congregational singing discouraged. Lyrics are not projected.</li> <li>Choir spaced out 3m apart, with reduced numbers.</li> <li>Other musicians will maintain a distance of 3 metres from the singer.</li> <li>All who are part of the music ministry for that particular mass to maintain the 1.5 metre / 4 sqm rule per person requirements.</li> <li>No wind instruments will be used during mass.</li> </ul>   |

| REQUIREMENTS  | ACTIONS  |
|---|--|
| <b>Hygiene and cleaning</b><br>Adopt good hand hygiene practices. | <ul style="list-style-type: none"> <li>Parish doors are kept open where possible to avoid attendees needing to touch door handles and other surfaces when entering the building.</li> <li>Clergy, acolytes, and servers sanitise their hands before assisting the priest at Mass and before giving Communion to parishioners.</li> <li>There will be no holy water in stoups available at this time.</li> <li>Hand Sanitisers are available at the door for parishioners to use on entering the church. These are also available in the sacristy and confessionals. These hand sanitisers are checked and refilled regularly.</li> <li>Parish office is being cleaned twice a week.</li> <li>Parish staff do not share desks. They are required to wipe down desks/office supplies daily, and hand sanitisers are available for use at the Parish Office.</li> </ul> |

|   |  |
|---|--|
| Ensure bathrooms are well stocked with hand soap and paper towels.  | <ul style="list-style-type: none"> <li>Bathrooms and toilets all have liquid hand soaps and paper towels available for use.</li> <li>Liquid Hand Soap and towels are checked regularly and refilled by parish staff</li> </ul>   |
| Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.                      | <ul style="list-style-type: none"> <li>There will be no Gospel procession or procession of gifts.</li> <li>The exchange of the sign of peace will be omitted or given without hand-to-hand contact.</li> <li>All ministers are to sanitise their hands before handling objects.</li> <li>The priests and communion ministers (if any) should sanitise hands before distributing Holy Communion.</li> <li>Holy Communion shall be distributed and received on the hand only at this time.</li> <li>The Blood of Christ on the Chalice is reserved for clergy only.</li> </ul> |
| Reduce objects that may be passed around such as books and collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these. | <ul style="list-style-type: none"> <li>There will be no passing of hymn books, bulletins and collection plates.</li> <li>A volunteer walks around with collection basket; it is not passed around. Basket is regularly cleaned.</li> <li>Parishioners are encouraged to take bulletins home and not to return these to the bulletin holder.</li> </ul>   |
| Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.   | <ul style="list-style-type: none"> <li>Chairs, door handles and objects are cleaned after each service/Mass.</li> <li>Doors are left open, where practical, to reduce touching handles.</li> </ul>   |
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.  | <ul style="list-style-type: none"> <li>Disinfectant solutions are store bought. It is checked that the solution has antiviral activity.</li> <li>Disinfectant is applied to surfaces using disposable paper towels.</li> </ul>   |
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.  | <ul style="list-style-type: none"> <li>Disposable gloves are made available and kept at the parish office for staff/volunteer to use for cleaning. Staff are reminded that they should wear gloves while cleaning and that these gloves should be discarded after each clean.</li> <li>As mentioned, liquid hand soap and paper towels are available at all bathroom and kitchen facilities for both staff and parishioners to use.</li> <li>Posters of hand washing procedures are placed in parish bathrooms and kitchens.</li> </ul>                                      |

| REQUIREMENTS   | ACTIONS   |
|--|---|
| <b>Record keeping</b><br>Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely. | <ul style="list-style-type: none"> <li>Manual and online booking system implemented.</li> <li>On entering the church, a parish staff/volunteer is stationed at the door of the parish church to welcome and tick off the names of individuals who have registered for the mass/prayer session to attend on the day and to record their details (name and mobile/email) in the register. Assure people that personal information will be used only for this purpose and will be kept securely and confidentially.</li> <li>The information will be kept for a period of at least 28 days (4 weeks)</li> <li>A daily visitor, volunteer and contractor sign in sheet is kept at the Parish Office to capture similar information should they visit the office or church premises to perform any contract work on the building etc.</li> <li>All the personal information captured of parishioners are stored in password protected computer/spreadsheet <b>OR</b> All physical sheets with contact details of parishioners, visitors, and contractors are kept in a locked cabinet in the parish office.</li> </ul> |

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• A copy of this COVID19 Safety Plan is to be made publicly available if it needed to be perused by NSW govt officials.</li> </ul>  |
| Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required. | <ul style="list-style-type: none"> <li>• Staff are provided with COVIDSafe app information and benefits of the app.</li> <li>• Provide this information to staff by sending the link to Department of Health website via email.</li> <li>• Print out information about COVIDSafe APP and post in office premises.</li> </ul> |