

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

## Your COVID-19 Safety Plan

### Places of worship and religious gatherings

#### Details

Name of place of worship	Catholic Parish of St Peter Chanel Berala
Location (town, suburb or postcode)	Berala
Completed by	Lea Baldoria
Email address	<a href="mailto:info@stpeter-stjoseph.org.au">info@stpeter-stjoseph.org.au</a>
Effective date	22 October 2020
Date completed	29 October 2020

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### Wellbeing of staff and congregants

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

Signage installed at main entry points to the Church and Parish Office noting the requirement of “no” entry to site if unwell.

All visitors are required to provide contact details such as name and phone number.

The register notes the access requirement that no one is to enter the property if unwell.

Where any illness presents whilst onsite, all staff, visitors are directed to go home immediately.

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

Parish Staff have been advised of the requirements for the following:

- 1) On site work arrangements and adjusted physical distancing / capacity requirements due to COVID-19
- 2) Site access, all visitors must sign in and complete declaration form prior to Religious service
- 3) Signs displayed on how to report an illness or suspected/confirmed case of COVID-19
- 4) Documented cleaning regimen for post religious service sanitation
- 5) Working with external authorities for managing an incident and storage and retention of registers.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

\*Regular briefing of staff to communicate the latest requirements and restrictions from NSW Health.

\*All parish staff are able to access Catholic Archdiocese of Sydney Employment Services resources to discuss leave requirements and remote working requirements.

\*If staff are feeling unwell advising them to stay at home and seek a COVID-19 test.

\*Signage at each point of entry advising visitors to not enter if they feel unwell.

**Display conditions of entry (website, social media, venue entry).**

Sign at the church entrance saying if a person feels unwell to not enter.

Sign in sheets also has notice to say that they when they sign in, they confirm that they are not sick.

Signage to communicate the maximum safe capacity.

A sign saying how many people may gather in the building; seats are marked according to the Covid distancing for the congregants to sit; people will be advised about distancing when coming to receive Holy Communion.

**Consider offering online services or alternative arrangements for people in high-risk**

**categories (e.g. over 70 years).**

Livestreaming arrangements: 8AM Mass on Sundays are livestreamed on YouTube Berala Parish Channel.

**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](https://nsw.gov.au).**

**Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.**

A printed copy of the Covid-19 Safety Plan is available in the church foyer.

Periodic review of the NSW Govt' advice undertaken.

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## **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.**

The church or hall must provide 4m<sup>2</sup> per person. People must also keep their distance from each other during the service, and while queuing and gathering before and after a service.

The maximum number of people allowed at a funeral or memorial services is one person per 4 square metres of space. If the service is held at a place of public worship, funeral home, crematorium or place of residence it can have at least 50 people regardless of its size.

Considering the area of the church, entry of the congregants will be limited to 100.

NB: There is no restriction on the number of people for outdoor gatherings, but 1.5m social distancing is required.

Signage to communicate the maximum safe capacity.

A sign saying how many people may gather in the building; seats are marked according

to the Covid distancing for the congregants to sit; people will be advised about distancing when coming to receive Holy Communion.

Move or remove tables and seating as required.

Some of the pews are blocked off to facilitate the distancing requirements.

**If a place of public worship has more than one building on the premises, each building can have up to 300 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:**

- 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.

All physical aspects of the church has been checked and sign posted.

**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 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.**

The parish is adopting the NSW Government wedding services COVID-19 Safety Plans, where these are undertaken outside of a place of worship.

The dimensions of the Church has been measured and confirmed. All wedding bookings are capped at a maximum of 90 people, or one guest per 4 square metres (which ever is the lesser) as required by the Health order.

**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.**

All funeral bookings are capped at a maximum of 100 people, or one guest per 4 square metres (which ever is the lesser) as required by the Health order.

**Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.**

No choir singing currently during all services.

**Move or remove tables and seating as required, where possible. Members of the same household do not need to physically distance.**

Pews that are unable to observe this distance have been closed off to restrict attendees with either hazard tape or signs advising that the pews should not be used.

**Reduce crowding wherever possible and promote physical distancing.**

Gathering spaces for before and after mass will be reviewed and people will be advised about distancing.

**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.**

Ministers on the sanctuary will observe physical distancing wherever possible.

**Use telephone or video for essential meetings where practical.**

Use of Zoom for meetings and Bible Study.

Where meetings need to be conducted in person physical distancing measures and sanitising of all areas will be adopted.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

Review regular deliveries and request contactless delivery and invoicing where practical.

**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.**

People are advised to gather on the lawn between the church and presbytery for socializing after mass.

All congregants are reminded of the need not to crowd or gather at the start or end of a service in the vicinity of the church grounds.

**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.**

People can choose which public transport suits them, like bus or train.

**Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible and encourage passengers to wear masks whilst in the vehicle.**

Not applicable.

**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.**

All activities involving school children for school based events will be following guidance from the Sydney Catholic Schools and the NSW Government Guidelines on Schools and Childcare.

**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.**

All activities involving school children for school based events will be following guidance Sydney Catholic Schools and the NSW Government Guidelines on Schools and Childcare.

All participants will be reminded of these prior to the event.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

All congregants are encouraged to sanitise their hands using the automatic hand sanitiser in place at the entrance.

The church pews are sanitised before and after each services.

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

Bathroom stocked with liquid hand soap and paper towels.

**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.**

All congregants are reminded that Holy Communion is preferably administered on the hand. Where Communion is delivered by other methods, extreme caution and appropriate levels of sanitation are used by the Parish Priest.

All other rituals will be conducted observing the advice of the Archbishop of Sydney.

**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.**

All hymn books have been removed from the church and will not be used during any service.

All congregants will be asked to take their bulletin with them after Mass and not return them to area where they are stored for collection or leave them on the pew

**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.**

Adequate sanitiser for the cleaning of pews and other areas being touched will be available.

Cleaning of pews and other areas will be conducted after every service.

Cleaning doors and other commonly touched areas will be regularly cleaned.

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

All hand sanitiser will contain the recommended 70% level of alcohol and hand soap will be appropriate disinfectant type.

**Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

Gloves will be provided to all staff that are involved in cleaning areas and they will be reminded that they should wash their hands prior to and after cleaning of public areas.

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## **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.**

Parish will use a physical sign-in system at the foyer of the church. Parishioners must give consent for any personal details to be kept by the parish for pastoral purposes.

All forms are scanned and stored electronically for at least 28 days and the hard copy forms are maintained for this period within the parish office.

**All places of worship must complete a COVID-19 Safety Plan and register themselves through [nsw.gov.au](https://nsw.gov.au).**

This plan will be approved by the Parish Priest and submitted to [nsw.gov.au](https://nsw.gov.au) through the recommended portal.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

The advertising of the COVIDSafe App is displayed on the church foyer and COVIDSafe

logo advertised in the bulletin each week.

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

Yes