

**> BE COVID SAFE.  
HELP NSW 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
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	26 February 2021
Date completed	5 March 2021

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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: 5PM Saturday Vigil Mass on Sundays are livestreamed on YouTube Berala Parish Channel.

**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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

To be supplied.

**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 must not exceed one visitor per 2 square metres of publicly accessible space. Children count towards the capacity limit.**

The church or hall must provide 2m<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.

Considering the area of the church, entry of the congregants will be limited to 200.

The number of people who may attend a funeral or memorial service or a gathering following a funeral or memorial service, is subject to the one person per 2 square metres rule. Capacity must not exceed one attendee per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 attendees or less at the premises.

Children count towards the capacity limit.

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 COVID-19 Safety Plan – Places of worship and religious gatherings Page 3 to the Covid distancing for the congregants to sit; people will be advised about distancing when coming to receive Holy Communion.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Seats are marked with 1.5m for each pew where congregants can be seated.

While members of the same household do not need to physically distance.

**Ensure congregants remain seated throughout the service, where reasonably practical.**

Congregants remain in their seated areas throughout the service apart from when they receive Holy Communion.

For any event of an outdoor service, congregants shall be advised to remain seated throughout the service.

**Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.**

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.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.**

Staff remain in their offices most of the time. Plenty of space to distance when in common areas such as the kitchen.

**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.**

Contactless delivery preferred and invoice sent via email if possible.

**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.

**No more than 30 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, attendees can only participate in singing and chanting if there is 4 square metres of space per person and all attendees older than 12 years wear a face mask, unless exempt.**

Music ministry have been advised no more than 5 members of the choir can sing during church services. If the number is greater than 5, the rest (not exceeding 25) should be wearing masks.

In the church, Choir members must be physically distanced by the 4 square metre rule and attendees can only participate in singing and chanting if there is 4 square metres of space per person and all attendees older than 12 years wear a face mask, unless exempt.

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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.

**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).**

Doors can be opened up to increase ventilation indoors.

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## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

Parish will use a physical sign-in system at the foyer of the church or may use the QR code to register.

Parishioners must give consent for any personal details to be kept by the parish for pastoral purposes.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au).**

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 log advertised in the bulletin each week.

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

Yes