

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	Our Lady of the Angels Parish
Business location (town, suburb or postcode)	North Kellyville
Completed by	Fr Carlos Walker
Email address	<u>parishoffice@ourladyoftheangels.org.au</u>
Effective date	8 November 2021
Date completed	9 November 2021

Wellbeing of staff and customers

Exclude staff and congregants who are unwell from the premises.

Agree

Yes

Tell us how you will do this

* Parish websites and parish social media are updated to remind parishioners that they should not attend services if unwell.

* Parishioners are reminded (as printed in bulletin) that they are dispensed from Sunday Mass obligations until further notice.

- * Post signs at front of church for congregations reminding that they should not enter the church if they:
 - Are experiencing cold or flu-like symptoms;
 - Have a temperature;
 - Have been in contact with anyone that is either a suspected or confirmed case of COVID-19;
 - awaiting results from a COVID-19 test.

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

- * Included Covid-19 information as a standing item in staff and volunteers' meetings and emails and use information in authorised government websites to share information.
- * Print and post Covid-19 guidelines and flyers in parish office premises.
- * Parish has sent information and health authority links via emails/reminder emails to staff and volunteers.
- * Parish staff have advised to be vaccinated.
- * Any members of the parish (including staff) have been asked to get tested when showing illness similar to that of COVID-19.
- * All staff members have been given the opportunity to work from home.
- * Signs are displayed inside and outside the church indicating the rules about physical distancing, mandatory wearing of masks and cleaning of pews.

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

Agree

Yes

Tell us how you will do this

* Signs are located in the outside foyer of the church.

* QR Codes (many) are displayed in the outside foyer and in the parish bulletin for electronic recording.

* "Record of Visitors at Premises" Sheets are available daily for those who cannot record their details electronically.

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

Following the 1 person per 2 square metres ruling, OLA Church can seat 320 persons downstairs and 80 persons upstairs.

Marshalls are at the entrance door and count numbers.

A copy of this COVID-19 Safety plan is put up in the window of the Church Piety Store facing the Church foyer for all to see and access.

In the case of a FUNERAL: If all attending are fully vaccinated: Funerals in the church are permitted capped only by the 2sqm rule. If there are attendees who ARE NOT fully vaccinated: a 10-person limit will apply if people who are not fully vaccinated are in attendance. This does not include the priest and funeral company representatives.

In the case of a WEDDING: If all attending are fully vaccinated: Weddings in the church are permitted capped only by the 2sqm rule. If there are attendees who ARE NOT fully vaccinated: 5 guests can attend. This does not include the couple getting married, the priest celebrating the wedding, two witnesses and a camera operator recording the ceremony. This means a total of 11 people can be present.

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

There are signs on every second pew advising "No Sitting in this Row" this allows for physical distancing as well as ventilation.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Parishioners are advised to move on at the conclusion of mass and not to congregate outside the Church building.

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

Parishioners are advised to move on at the conclusion of mass and not to congregate outside the Church building.

Singing and dancing by unvaccinated adults is not allowed in indoor areas (excluding a performer who is performing or rehearsing; a person who is instructing or being instructed in singing or dancing; or at a small funeral or memorial service or a small wedding service).

Agree

Yes

Tell us how you will do this

Choirs will not exceed 10 fully vaccinated singers. Choir members are instructed to distance themselves.

Hymnals and/or PowerPoint presentations are NOT on display, therefore avoiding congregational signing which we have advertised as not allowed.

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 has main entrance door with 4 internal doors which remain open throughout mass services. When there is a large congregation, there are 4 large (1.5m) bi-fold glass doors that are opened.

The church also has air conditioning with assists in the circulation of air.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

When the church reaches capacity inside the church, outdoor seating is provided with physical distance instructions given.

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

Agree

Yes

Tell us how you will do this

The church has main entrance door with 4 internal doors which remain open throughout mass services. When there is a large congregation, there are 4 large (1.5m) bi-fold glass doors that

are opened.

The church also has air conditioning with assists in the circulation of air.

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

The church has main entrance door with 4 internal doors which remain open throughout mass services. When there is a large congregation, there are 4 large (1.5m) bi-fold glass doors that are opened.

The church also has air conditioning with assists in the circulation of air.

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

Air Conditioning is serviced quarterly.

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

We have consulted our air conditioning service company in this matter.

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

Mandatory Face Mask signs are posted at the entrance of the church. All visitors to the church have been advised that upon entering the church the wearing of masks is mandatory. Should someone have an exemption they are excused.

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

Agree

Yes

Tell us how you will do this

- Parish doors are kept open where possible to avoid attendees needing to touch door handles and other surfaces when entering the building.
- Clergy, acolytes, and servers sanitise their hands before assisting the priest at mass and before giving communion to parishioners.
- 4 sanitising stations are positioned at the front of the church for ministers when assisting Father when distributing communion on the tongue.
- There will be no holy water in stoups available at this time.
- 2 Hand Sanitisers Stations are available at the door and foyer area 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.

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

Agree

Yes

Tell us how you will do this

- Bathrooms and toilets all have liquid hand soaps and paper towels available for use.
- Liquid Hand Soap and towels are checked regularly and refilled by parish staff/volunteer
- Hand washing instruction signs are located in ALL bathrooms.

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

- The Parish has appointed a volunteer/staff to wipe outside surfaces such as handrails / door handles with disinfectant and soap daily. A cleaning schedule has been put in place for church.
 - After each use, the pews/chairs in the church are wiped down with disinfectant.
 - Time is allowed in between services to allow for such cleaning to occur.
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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

There are NSW Government QR Code Signs located outside the church, inside the church and in the parish bulletin for all to use.

For those who are unable to electronically register their attendance, a NSW Government "Record of Visitors at Premises" Sheet is provided daily. This information is then entered electronically daily (or as soon as practically possible).

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

A welcoming committee is rostered on to check all entry registrations.

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

- On entering the church, a parish staff/volunteer is stationed at the door of the parish church to welcome, count and check registration of individuals for the mass/prayer session and to record their details (name and mobile) in the register if they are unable to electronically do so. Assure people that personal information will be used only for this purpose and will be kept securely and confidentially.

- The information will be kept for a period of at least 28 days (4 weeks)

- The information recorded on the Record of Visitors at Premises sheet is electronically entered

daily (or as soon as practically possible).

- All physical sheets with contact details of parishioners, visitors, and contractors are kept in a locked cabinet in the parish office.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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

Other Parish Buildings on the premises have separate Covid-19 Safety Plans.

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

Yes