





Places of worship | COVID-19 Safety Plan

Resources and guidance for developing a COVID-19 Safety Plan for your church, meeting house, mosque, synagogue, temple or other place of worship.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

[Show all](#)

- 1 **Keep your business COVID Safe** 
- 2 **Developing your COVID-19 Safety Plan** 
- 3 **How to complete the COVID-19 Safety Plan** 
- 4 **Keep your COVID-19 Safety Plan up to date** 

It's important to monitor the evolving rules and restrictions and keep your COVID-19 Safety Plan up to date.

Employers should continually assess the health and safety risks to their workers and others in the work environment, and implement control measures as required.

Effective 15 December 2021

Business details

Business name

Eastwood Community Baptist Church

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

Eastwood, NSW, 2122

Wellbeing of staff and customers



Exclude staff and customers who are unwell from the premises.

Explain how you will do this

All people with access to the site are asked if they are unwell or have displayed any symptoms of COVID. All people have been reminded to remain at home if not well. People may be asked to leave if they display symptoms.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons where applicable.

Explain how you will do this

Baptist Care COVID19 Training Module has been used with staff. Updates on COVID19 rules are regularly communicated

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

Explain how you will do this

Top ↑

Entry conditions are displayed on entry into each area. Also displayed on our projector before the start of any service.

Places of worship can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Explain how you will do this

The church has communicated in writing that Proof of Vaccination is required for all Staff and those working in hospitality, serving and children's ministries. These are then sited and noted by the WHSO.

Physical distancing



Support 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Explain how you will do this

Room sizing limit signs are in place to suggest the sqm rule for each room. Person in charge of activity is to monitor these numbers and advise accordingly.

Avoid congestion of people in specific areas where possible.

Explain how you will do this

Top ↑

Reduce access to areas to direct people to certain places.

Have strategies in place to manage gatherings that may occur immediately outside the premises such as the conclusion of services.

Explain how you will do this

Reduce access to areas to direct people to certain places.

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> (<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.

Explain how you will do this

Use outdoor settings wherever possible, reducing the number of people in an indoor space at any one time. Avoiding peak activity times and the places where people gather together indoors reducing the length of time that people spend indoors together.

Use outdoor settings wherever possible.

Explain how you will do this

Top ↑

Use of outdoor space, particular for children activities is in place.

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

Explain how you will do this

Windows are to remain open during all activities. On completion, leaders are to ensure the site is secured.

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).

Explain how you will do this

In use on a timer in our cry room. No other rooms use a mechanical ventilation system.

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

Explain how you will do this

Newly installed and tested by electrician

Top ↑

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

Explain how you will do this

Ongoing process with our current builders on air flow and movement.

Hygiene and cleaning



Places of worship can require staff, volunteers and visitors to wear face masks in line with their face mask policy.

Explain how you will do this

All people are expected to wear a mask. Church maintains a small supply of spare masks that can be used. If indoors, members can be asked to show their exemption in the event of not wearing a mask by the Person in Charge (COVIDSafe Warden)

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

Explain how you will do this

Posters to display on site how to wash hands. Hand Sanitiser Stations established on site.

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

Top ↑

Explain how you will do this

skip to content

Bathrooms are to be checked by leaders on the day of use. Office Staff and cleaners are to ensure adequate supply of products, as well as spares.

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.

Explain how you will do this

Regular cleaning to be done once activities are finished using our approved COVID19 cleaning chemicals.

Record keeping



Places of public worship must take reasonable steps to ensure that staff, volunteers and visitors check-in using the NSW Government QR code system when they enter the premises.

Explain how you will do this

All entry ways have a copy of our QR code for check in functions.

Processes should 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.

Top ↑

Videos circulated amongst church for how to have COVID vaccination cert. on the Services NSW App. People on entry ways as volunteer welcomers/ ministry leaders, are to check these for confirmation.

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, customers 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.


Explain us how you will do this

Check In using the Concierge Service in these instances. People are also to be informed to print a copy of their certificate and hold on to this as proof of vaccination.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

In the event of this scenario occurring, support is continued to be offered through the Baptist Association.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>  (<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more information.

Top ↑

Explain how you will do this

At all times, ECBC commits to work with NSW Health to support contact tracing through all means required.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 15 December 2021