

# COVID-19 Safety Plan v1.2

## St Barnabas Anglican Church, Broadway

**Completed by:** Mike Paget  
**Approved by:** Church wardens: Jane Hazlewood, Thomas McCorquodale, Rowena Whittle  
**Last updated:** July 14, 2020

*Adapted from the COVID-19 Safety Plan for Places of Worship recommended by NSW Health & Safe Work and accessed here: [https://www.nsw.gov.au/sites/default/files/2020-07/covid-19-safety-plan-places-of-worship.pdf?fbclid=IwAR3dhksLaKHamhMqHYFMSMpvKA4rhK\\_jlVbtKoNFev2ao\\_uyws24sB0Gzu1l](https://www.nsw.gov.au/sites/default/files/2020-07/covid-19-safety-plan-places-of-worship.pdf?fbclid=IwAR3dhksLaKHamhMqHYFMSMpvKA4rhK_jlVbtKoNFev2ao_uyws24sB0Gzu1l)*

REQUIREMENTS	ACTIONS	RESPONSIBLE
<b>Wellbeing of staff and congregants</b>		
Exclude staff and congregants who are unwell from the premises.	(1) All members of the church, including staff, will be reminded via weekly email not to attend services if they display symptoms.	Rebecca Spires
	(2) Signage at all points of entry will ask three questions: “ <b>are you unwell, do you have a fever or respiratory symptoms, have you come into contact with anyone with COVID-19?</b> ”	Rebecca Spires
	(3) Welcomers at the Broadway doors will direct people towards the questions prior to contactless check-in. Those who don’t answer appropriately will be advised that they may not enter the building.	Welcomers
Provide staff with information and training on COVID-19, including when to	(1) Staff have been informed by email and are reminded at regular meetings.	Michael Paget

get tested, physical distancing and cleaning.		
	(2) Guidelines for staff found on Staff tab of COVID-19 worksheet online.	Michael Paget
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff have been reminded of their sick leave provisions when ill or required to self isolate.	Michael Paget/Wardens
Display conditions of entry (website, social media, venue entry).	(1) The Barneys website, Facebook page, closed Facebook group and Instagram all clearly display the conditions of entry.	Rhianna Miles
	(2) Signage displaying conditions of entry is placed at the Mountain St doors, garage lift, and Broadway doors and gates.	Rhianna Miles
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Services are streamed on YouTube, and for those currently unable to attend at all due to compromised health, interaction, engagement and pastoral care is supported by Zoom groups following each service.	Michael Paget
<i>Ensure first aid kits are up-to-date and contain appropriate equipment</i>	First aid kits have been updated and contain protective masks and gloves.	Rebecca Spires
Ensure COVID-19 Safety Plan is in place for Barneys, and for weddings and funerals	This document is our COVID-19 Safety Plan. A separate Safety Plan will be prepared for each wedding or funeral.	Michael Paget /Wardens
<b>Physical distancing</b>		
Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.	(1) No more than 100 participants will be allowed on the premises for the purpose of a gathering for worship, a funeral or a wedding.	Michael Paget
	(2) A staff member will be present at every religious service, funeral or wedding. Staff are trained to maintain limits and to supervise welcomers in enforcing limits.	Michael Paget

Use signage to communicate the maximum safe capacity.	Every meeting space is clearly signed with its capacity in a consistent, highly visible form.	Rebecca Spires
Move or remove tables and seating as required. Household or other close contacts do not need to physically distance.	No tables are to be used with the exception of those required for check-in. Seating is arranged for both capacity and social distancing.	Rebecca Spires
Reduce crowding wherever possible and promote physical distancing.	(1) Signage throughout building will promote safe distancing.	Rhianna Miles
	(2) The entrance foyer or bridge will not be used for seating to maintain ample space for socially distanced passage in and out of the auditorium.	Rhys Duggan/Rebecca Spires
	(3) Seating is placed in groups 1.5m apart.	Rebecca Spires
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)	Staff are instructed, where possible, to maintain social distancing from one another and participants.	Michael Paget
Use telephone or video for essential meetings where practical.	Online services are provided.	Michael Paget
Review regular deliveries and request contactless delivery and invoicing where practical.	(1) Wherever possible, contactless delivery is practiced.	Rebecca Spires
	(2) Staff are directed to wash hands after taking delivery.	Rebecca Spires
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Before the end of every service, participants are advised to maintain social distancing while moving through the courtyard and into subsequent smaller gatherings, such as in Victoria Park or homes.	Michael Paget /service leader
Coordinate with public transport, where reasonably practical, around strategies to	N/A	

minimise COVID-19 risks associated with transportation to and from the venue.		
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	N/A	
High energy dance, as well as singing and wind instruments, can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience. Group singing or chanting is particularly high risk and so should continue to be avoided.	No corporate singing will be conducted during services until advice from NSW Health changes. Solo singers will remain 3m from each other and participants in the service.	Michael Paget
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. Staff should continue to maintain 1.5m physical distancing from students where practical.	Sunday School and youth will be conducted in accordance with the NSW Government guidance on schools. Leaders will observe social distancing where practical.	Toby Knights/Rachel Knights
<b>Hygiene and cleaning</b>		
Adopt good hand hygiene practices.	(1) Signage at all entrances and in bathrooms instructs users in good hygiene.	Rhianna Miles
	(2) Hand sanitiser dispensers are anchored to bollards at garage lift entrance and inside Broadway doors.	Rebecca Spires
	(3) Staff will wash hands with soap and water before every service and prior to handling any material.	Michael Paget

Ensure bathrooms are well stocked with hand soap and paper towels.	Cleaning teams clean & restock bathrooms prior to each service and cleaners do so at the end of each Sunday.	Rhys Duggan/Rebecca Spires
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.	Those preparing bread and cups for communion will wash hands before and afterwards and wear gloves. When celebrated, communion will involve bread distributed using gloves and tongs, and prefilled communion cups. Those serving will wash their hands immediately before and after serving, and participants will use hand sanitiser prior to receiving the elements.	Michael Paget
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.	(1) Book corner in foyer has been packed away.	N/A
	(2) Church bibles will not be used.	Michael Paget
	(3) No physical collection will be conducted.	Michael Paget
	(4) Next Steps cards will not be used.	Michael Paget
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.	(1) Site managers and office staff clean all frequently used areas each day. High-touch areas are cleaned between services on Sundays and after use during the week.	Rebecca Spires
	(2) Professional cleaners clean whole building on Saturday (prior to church) and Sunday after all services have been completed.	Rebecca Spires
	(3) Cleaning teams clean bathrooms, chairs, balustrades and other high-touch surfaces between services.	Rhys Duggan/Rebecca Spires
Disinfectant solutions need to be maintained at an appropriate strength and	(1) Standard 2-in-1 detergent and disinfectant solution used.	Rebecca Spires

used in accordance with the manufacturers' instructions.		
	(2) Staff have been instructed which products to used and further specific guidelines are provided in the cleaning plan.	Rebecca Spires
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	(1) Staff (including site managers) have been trained to wear gloves while cleaning and wash hands before and after.	Rebecca Spires
	(2) The cleaning plan provides clear instructions for the wearing of gloves and washing of hands.	Rebecca Spires
<b>Record keeping</b>		
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.	(1) Congregation members are allocated to specific services and asked not to change times without confirmation from a staff member. All congregation members are required to provide a mobile number or email address.	Rebecca Spires
	(2) Sign in sheet and QR code displayed at entry at entry for Elvanto-form-based check-in to the site with personal details.	Rebecca Spires
	(3) Contactless check-in is required for entry to any service. Volunteers check for name contact details and record attendance.	Rebecca Spires
	(4) A record is kept by the administration staff of all contractors and visitors to the site.	Rebecca Spires
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Staff have been advised. Congregants will also be encouraged to download and use the COVIDsafe app.	Rebecca Spires

All places of worship must register their COVID-19 Safety Plan through <a href="https://nsw.gov.au">nsw.gov.au</a> .	Our Safety Plan has been registered.	Rebecca Spires
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## **Appendix 1: Contact protocols**

If the case of the church being alerted a positive test of COVID-19 in relation to a person who is or has been on site:

1. All further activities in the building are suspended prior to a professional clean. If this occurs on a Sunday, subsequent physical services are cancelled and the service will be moved online. All participants will be notified by text and email.
2. All people present on site at the gathering or any other gathering at the time or subsequent but prior to cleaning will be alerted by text and email and encouraged to be tested.
3. If NSW Health has not yet approached the church, the office will contact NSW Health to notify them of the incident and provide details of everyone present on the site then and since for contact tracing.



## **Appendix 2: Setup for Sunday services**

### **Seating**

Seating for Sunday services is to be arranged as follows:

1. All chairs are to be kept in pairs.
2. Three (3) pairs are to be grouped together as a group of six (6) in a gentle curve opening towards the stage.
3. Forty-four groups of six are to be spaced around with auditorium with no chair of one group being closer than 1.5m to a chair.

### **Check-in**

- Clear signage will be displayed in the courtyard, foyer and near the lift directing people to queue at the edge of the floor mat and out the door.
- In the case of rain the Mountain St gates will be opened and the queue will move undercover down the Mountain St stairs.
- All kiosks will be attended by welcomers and participants will check in using a QR code or the welcomer will enter their details into the kiosk. Participants will move from the front of the queue to the closest available kiosk.
- Those with children going to the children's programme downstairs will check in at the kiosk closer to the stairs. Children will be signed in by a kid's leader at the same time.
- Those coming up from the car park will be directed by bollards/barriers towards an "Exit only" glass door and will join the queue in the courtyard.

### **Lift**

- Signage on lift doors in car park listing conditions of entry and lift capacity (1 person or multiple members of the same household)

### **Stage**

- Singers are to be 3 meters away from each other, other members of the band and 1.5m away from the front of the stage.

## **Appendix 3: Additional notes on hygiene & cleaning for Sunday services**

### **During services & in general**

- Handheld microphones will not be used during the services.
- Bridge seating use is discouraged
- Services must be kept short to allow for <1hr on site

### **Between services**

The following items need to be cleaned by spray with Glen20 or 70% isopropyl wipe between each service:

- Translation equipment
- Microphones

The following items must to be cleaned with Chux wipe and 2- in-1 detergent and disinfectant cleaning spray between each service:

- Lectern
- All chairs
- Lift buttons – exterior (carpark, ground and first floors) and interior (vertical and horizontal)
- Cry room – sink, bench, microwave, door handles
- Bathrooms – upstairs (accessible), downstairs (men, women, children) – toilets, doors, taps, changing table
- Main stairs balustrade

### **After a volunteer shift (which may be two services)**

The following items need to be cleaned by spray with Glen20 or 70% isopropyl wipe after each volunteer shift (before being used by another person):

- Band microphones
- Sound desk

- Instruments
- Kiosk tablets and tables

**After all services**

- Cleaners will conduct a professional clean.

## Appendix 4: Groups meeting onsite at Barneys

### General

In general, the following applies to all groups:

- All groups (whether internal or external) require a booking approved by the Barneys office
- Bookings require indicative numbers.
- Internal bookings must identify expected participants and mark attendance via Elvanto.
- All participants must be identified by full name, mobile phone number and email.
- Unless it is a service of worship (must be determined by Rector), or a workplace gathering for Barneys or Credo, or for a group that *regularly* uses Barneys for workplace meetings, the number of participants in a room must be the lesser of the room capacity or 20 persons.
- Groups *must not* be onsite before their site manager, and the site manager's name and contact details *must* be specified in the booking. If the site manager is for any reason unable to be present, a gathering may not proceed until the Barneys office has approved an alternative site manager in the booking.
- Groups that do not follow these conditions will no longer be able to meet onsite.

### Checklist for groups meeting onsite at Barneys

- Group organisers must advise their group that anyone experiencing symptoms of COVID-19 or any cold and flu like symptoms to stay home and not attend
- Groups must not exceed the room capacity (as determined by the 4 square metre rule) and signage and must encourage group members to physically distance (stay 1.5m away from each other)
- Practice good hygiene
  - Hands should be washed, ideally in the bathrooms with soap and water, or if necessary using hand sanitiser, on arrival
  - Hand sanitiser is available at the Mountain St entrance or from the Barneys office
- Door handles, light switches, chairs, tables, couches etc must be cleaned before and after the event
  - Use Norfolk surface cleaner – available in the front office & cleaning cupboard
  - Wear gloves (available in the front office & cleaning cupboard) when cleaning and wash hands before & after cleaning.
  - Spray cleaner on surface to be cleaned and wipe with a clean Chux cloth. Throw the cloth out when finished.

- Contact details (full name, mobile phone number and email) for each person attending must be kept. Internal groups must record attendance as group attendance in Elvanto. Other groups must record these details via paper or email and submit the attendance list to the office as soon as the meeting is finished.

## Appendix 5: Signage and public communication

### General

- All signage to be professionally colour printed on gloss heavy stock or plastic
- Ideally mounted using professional looking holders, stands etc – e.g. <https://www.slimlinewarehouse.com.au/acrylic-wall-mounted.aspx>
- Signage and social media elements can follow recommended government designs (<https://www.australia.gov.au/covidsafe-resources>) but to use Barneys colours and branding in non-primary colours
- Signage advising of (a) that we are re-open and under what conditions, (b) the existence of a COVID-19 safety plan , and (c) conditions of entry to be pinned website, Facebook page and Instagram.
- A video will be released showing a walkthrough experience of church.

### Lift

- At garage entrance to lift, listing conditions of entry and lift capacity (1 person or multiple members of the same household)

### Entrances

- A1 signs in weighted out door frames welcoming to church and displaying conditions of entry at Broadway gates, bottom of Mountain St stairs and outside Mountain St doors.
- All entry via Broadway ramp
- A1 signs in weighted indoor frames, or pull-up signage, inside Broadway doors, with welcome and explanation of conditions of entry
- QR-code for Elvanto form check-in for visitors and contractors during the week

### Bathrooms

- Signage on mirrors esp re: hand-washing

**Meeting rooms**

- Capacity signage
- Post-use instructions

**Kitchens**

- Post-use instructions for cleaning

## Appendix 6: Barneys Youth Safety Plan

### COVID-19 Safety Plan - Friday Night Youth St Barnabas Anglican Church, Broadway

Completed by:	Rebecca Spires
Approved by:	Rector and Wardens
Last updated:	Jun 4, 2020
REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and congregants</b>	
Exclude staff and congregants who are unwell from the premises.	(1) Staff and youth parents have been informed by email
	(2) Guidelines for staff found on Staff tab of this worksheet
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	(1) Staff have been informed by email
	(2) Guidelines for staff found on Staff tab of this worksheet
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff will be reminded of their sick leave provisions when ill or required to self isolate.
Display conditions of entry (website, social media, venue entry).	(1) Barneys Youth is not advertised on website.
	(2) Youth have been communicated to by Instagram post, bio and Discord announcement.
	(3) Parents emailed.
	(4) Signage on all points of entry including garage lift entry.



Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Online support via Zoom and Discord provided for those unable to attend Friday nights.
<b>Physical distancing</b>	
Capacity must not exceed 50 visitors for a religious service, 50 guests for a funeral service (excluding the persons involved in conducting the service), 20 guests for a wedding service (excluding the couple, the persons involved in conducting the service and the photographer and the videographer), or 50 visitors for private worship, to a maximum of one person per 4 square metres.	Leader on door responsible to monitor numbers and no one will be allowed in beyond the 50 person limit. Toby Knights to confirm each Friday before opening.
Use signage to communicate the maximum safe capacity.	Signage on every room doorway.
Move or remove tables and seating as required.	No tables will be used.
Reduce crowding wherever possible and promote physical distancing.	(1) Signage throughout building will promote safe distancing.
	(2) Youth leaders will instruct youth at start of meeting and remind them where necessary.
	(3) Hall, foyer and other large spaces will be used.
	(4) Seats will be set up 1.5m apart.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks.)	Toby Knights has instructed youth leaders and will remind them prior to each meeting.
Use telephone or video for essential meetings where practical.	Meetings of youth leaders will use Zoom where practical.
Review regular deliveries and request contactless delivery and invoicing where practical.	Not directly relevant to youth, but currently in place as general practice.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Parents will drop off and pick up youth in the garage at present (4/6/20). To be reviewed.
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	N/A
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	N/A
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.	No corporate singing will be conducted at youth. Solo singers will remain 3m from participants.

<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	(1) Toby Knights or delegated staff will remind leaders prior to meeting.
	(2) Toby Knights or delegated staff will remind participants at start of meeting and where appropriate afterwards.
	(3) Youth will be directed to bathrooms to wash and dry hands on arrival.
Ensure bathrooms are well stocked with hand soap and paper towels.	Site manager will clean & restock bathrooms prior to youth and youth leaders will clean & restock afterwards.
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.	N/A
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.	(1) Book corner in foyer will be packed away.
	(2) Church bibles will not be used.
	(3) Pens will be supplied by youth or disinfected prior to provision and afterwards.
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.	Currently being done.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	(1) The office will ensure ongoing provision and availability of appropriate cleaning products.
	(2) Staff have been instructed which products to use and references are available in the Staff tab of this worksheet.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	(1) Rebecca Spires will instruct site managers to do so.
	(2) Toby Knights will instruct youth leaders to do so.
<b>Record keeping</b>	
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	(1) This information is already required from youth for the purposes of attending youth. Records of attendance per week will be kept by youth leaders.

for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	
	(2) Rebecca Spires will keep a record of all contractors and visitors to the site.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	(1) Staff have been advised.
	(2) Toby Knights will advise the youth leaders.

## Appendix 7: Risk management

Risk		Likelihood	Severity	Overall Risk	Risk Level	Strategy	Owner
		(1-5)	(1-5)	(1-25)			
R1	A participant is unable to understand the conditions of entry	5	2	10	Med	(1) Main entry signage is printed in English and Mandarin. (2) Check-in team will explain conditions of entry.	Check-in team
R2	A participant is unwilling to comply with the conditions of entry	3	4	12	Med	(1) Engage a ministry staff member. (2) Ask them to leave. (3) Call the police if non-compliant.	Check-in team then escalate to staff
R3	A participant becomes symptomatic (e.g. coughing, develops a fever) during a service	3	3	9	Low	(1) Service coordinator to supply person with a mask. (2) Observe whether coughing subsides/is related to dust or similar. (3) If symptoms are persistent or fever is present, direct person to head home with mask on, and contact NSW Health for a test. (4) Wipe down where they have been sitting. (5) Move people an extra space away.	Service coordinator then staff

R4	A participant in a service reports a subsequent positive test for COVID-19	1	4	4	Low	(1) All participants present in that service and subsequent services to be contacted by email and text, advised of the circumstance without personally identifying the person, and requested to get tested.  (2) Professional cleaners to conduct deep clean of common spaces.	Rebecca Spires
R5	A member of staff tests positive for COVID-19	1	4	4	Low	(1) All church members to be advised to be contacted by email and text and requested to get tested.  (2) No further use of site until professional cleaners have conducted a deep clean of common spaces.	Michael Paget
R6	A member of staff requires sustained hospital treatment for COVID-19	1	4	4	Low	Wardens have established extended sick leave arrangements for staff during COVID-19.	Wardens
R7	An increase in community transmission leads to tightening of restrictions	4	3	12	Medium	Physically gathered services will be temporarily suspended and streamed services substituted.	Michael Paget
R8	A participant sings during a public gathering on site	3	1	3	Very low	Staff or service coordinator to immediately ask them to stop.	Staff
R9	The scheduled preacher falls ill or is required to self-isolate	4	2	6		(1) If sufficient notice is available, either the sermon will be pre-recorded and screened as a video, or an alternate preacher appointed.	Michael Paget

						(2) If there is insufficient notice, the service will be conducted with bible readings but no sermon.	
R10	A participant breaches social distancing in seating without the consent of the other person	4	2	8	Low	A staff member will ask the person to move to a different seat.	Staff