

Drummoyne Presbyterian Church

Resuming physical gatherings: COVID-19 Safety Plan

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COVID-19 SAFETY PLAN (updated 2 January 2020)

ENSURING WELLBEING OF STAFF, CONGREGANTS, AND VISITORS

No person, if unwell, should be on the DPC premises whether it is to work or to attend Sunday, midweek or any other meetings or gatherings.

- ***It is critical to exclude people who are unwell and/or displaying any flu-like symptoms from the premises***

Congregants and staff must be clearly informed about *Conditions of Entry* considering COVID-19. It is to be done via email (by Pastor or Elders) and posted clearly at all entrances to the premises.

For visitor's access, the information is also to be posted on the Drummoyne Presbyterian Website www.drummoyne.org.au and the DPC Facebook page.

Conditions of Entry information is to be displayed clearly at the main entrance of the church building and Hall (and green square gates) as well as church kitchen door entrance and office entrance.

- ***Conditions of Entry:***

The following Conditions of Entry must be complied with by staff, Congregants, Youth/Students and Visitors of Drummoyne Presbyterian as we care for the safety and wellbeing of all on DPC premises. Please read carefully.

- All visitors must provide their name and contact details upon entry; Digitised (Elvanto/iPad Sign In/QR Code); pen & paper used by one person
- **facemasks are mandatory**
- If you are unwell and/or have even mildest flu-like symptoms, please do not enter the premises
- If you have been in close contact with a person who has tested positive for COVID-19 during the period in which the virus is contagious, and if there is a chance that you have COVID-19, please do not enter the premises
- Keep at least 1.5m distance from others at all times
- Please follow the signage and adhere to all Conditions of Entry

If you have symptoms of COVID-19, get tested. The most common symptoms are as follows: fever, dry cough, tiredness and less common symptoms are aches and pains, sore throat, diarrhoea, conjunctivitis, headache, loss of taste or smell and a rash on skin

For any information on COVID-19 call National Coronavirus Helpline 1800 020 080 (24/7)

- ***If someone on the premises is noticed displaying flu-like symptoms the following action must be taken: DPC Safety Marshalls to be identified***
 - Approach them (make sure you are keeping at least 1.5m distance from them)
 - Isolate them from everyone else (take them outside)
 - Provide information on when/where they need to get tested for COVID-19 (On Covid Safe App)

- Record details of the incident /person (name, contact phone number, symptoms, date, time)
- Ask them to go straight home (assist them to get home if required and safe to do so)

Providing staff and volunteers with information and training on COVID-19

All staff (and volunteers who are involved in running church services) will:

- Be provided training on Covid-19: on what is a health risk and health measures (that should include physical distancing, cleaning, information on when to get tested, COVIDSafe App and its benefits to support contact tracing)
- Be aware of this Safety Plan and follow it

Staff Sick Leave and Annual Leave entitlements

- In case a staff member is sick or must self-isolate, they can use their sick leave and/or annual leave/unpaid leave that they are entitled to
- The leave entitlements are listed in individual work agreements

Offering online services or alternative arrangements for people in high-risk categories

- People who are at high-risk (i.e. people 70 years of age and older, people 65 and older with chronic medical conditions, people with weak immune systems) are encouraged not to join physical church gatherings.
- Online church in a form that is suitable for those who cannot/choose not to join Sunday church physically. Zoom sessions will continue to be in place to provide social interaction opportunities
- In addition, other resources like access to the audio recordings of sermons via phone and DPC website, continue to be available and accessible

Other types of venues 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.

DY, youth group meeting on Friday nights during school term, and bible study groups (Tuesday HUB, possibly Thursday Men's group) are to use this Safety Plan. Contact details are to be collected and attendance marked by the leaders of the groups

Playgroup on Wednesdays during school term has a separate COVID 19 Safety Plan. Weekly online registration for participants is in place, contact details of people who walk in are collected upon arrival.

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

- Weddings – Capacity must not exceed one attendee per 4 square metres (no more than 100 people) of publicly accessible space. Children count towards the capacity limit.

COVID-19 Safety Plans will be completed for the wedding gatherings held on Drummoyne Presbyterian Church premises.

- Funerals – Capacity must not exceed one attendee per 4 square metres (no more than 100 people) of publicly accessible space. Children count towards the capacity limit.

COVID-19 Safety Plans will be completed for the funeral gatherings held on Drummoyne Presbyterian Church premises.

MEASURES FOR PHYSICAL DISTANCING

Capacity at a place of public worship or religious gathering must not exceed 100 people per separate area or one visitor per 4 square meters of space (whichever is lesser). Children count towards the capacity limit. If a place of public worship has more than one building on the premises, each building can have up to 100 people, 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.
- **Capacity for DPC is calculated for both buildings with 1 person per 4 square meters requirement.**
 - **The number of people on Church premises all together at one time must not exceed 169 people.**
 - **The capacity of each room must still be observed individually.**

Meeting 1p/4m² requirement

All rooms in both buildings are measured, and the maximum capacity is calculated for each of them.

- ***Room sizes and maximum capacity under 1p/4 m² rule***

Sunday church meeting hall - 263.758m² (66 people)

Upper Office in the church building – 18.8 m² (4ppl)

Lower Office in the church building – 18.8 m² (4ppl)

Kitchen in the church building – 17.2 m² (4ppl)

Ground floor Office in the Hall - 13.68 m² (3ppl)

Creche area – 4 people

Lower Hall –78.2 m² (19ppl)

Lower Side Hall (9am church morning tea room) –36.6 m² (9ppl)

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Lower Back Hall—61.1 m² (15 ppl)

Upper Hall –127 m² (31 ppl)

Room at the back of the Upper Hall – 4X7.8=31.2 (7 ppl)

Ground floor kitchen in the Hall - 6 m² (1p)

First floor kitchen in the Hall - 11 m² (2 ppl)

- ***Sunday church (held in the Sunday Church meeting hall); main entrance on Lyons Rd.***

Note: 9am and 5pm congregations can safely meet under 1p/4 square metre requirement with current congregant numbers.

With 10:30am congregation and during Combined Summer Church to help everyone keep required distance of 1.5 m from others (with the exception of the members of the same households) following measures are taken:

- People sharing the same household are advised to sit together
- Pairs/groups of people from the same household are asked to take seats in the middle row of pews if available
- People who come on their own, are advised to take seats in the side rows of pews
- Weekly registration is essential (applies to the other two congregations as well) for both contact tracing and having the numbers under control

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Distancing strip for the pews in the middle row

DPC Sunday church seating with distancing

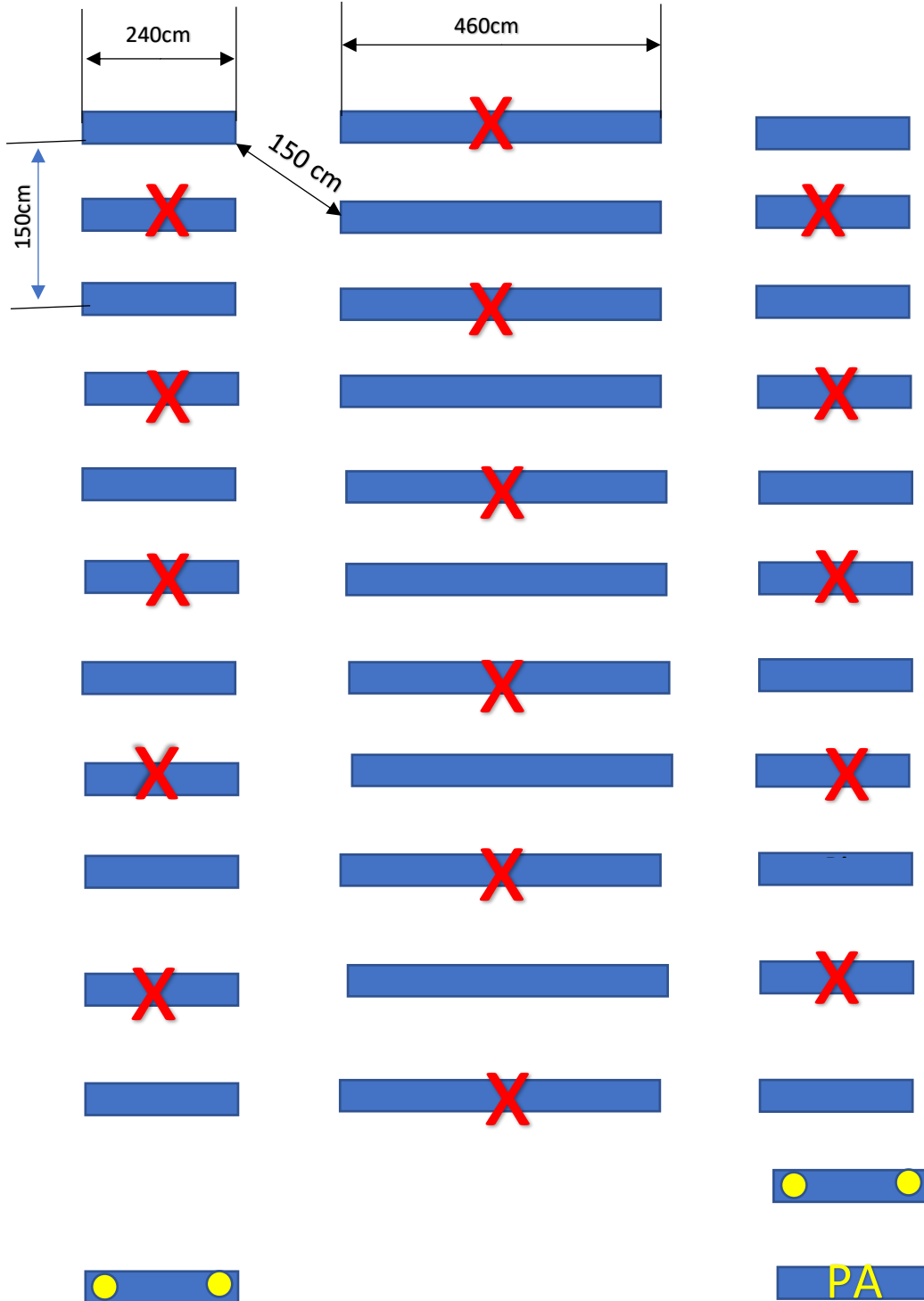


2 individuals on both ends of the pew, or 1 household



- maximum 2 households (8 people in total) using a shiftable distancing strip

This seating arrangement will fit up to 55-56 people considering DPC demographics:



In addition to the seating on the pews, chairs are added on both sides of the stage for individual seating.

- ***Sunday Kid's Church (held in the back Hall)***

Rooms are to be assigned for each of the kids' church groups to meet the 1p/4 sq.m requirement.

Reducing crowding where possible (all areas signed appropriately)

- ***The areas of potential crowding are: (these will be monitored by an identified & rostered Covid Marshall – likely wearing a yellow vest)***
 - The foyer (main entrance of the church building)
 - Creche (room between the foyer and Church meeting hall)
 - The area right next to both entrances to the church meeting hall
 - Both aisles in the church meeting hall
 - Areas next to both bathrooms in the hall
 - The small room with access to the Lower Back Hall
 - The Hall entrance area and the hallway

- ***To reduce crowding the following measures are taken:***
 - Floor distancing stickers are installed
 - In the foyer and Creche, signs "please wait, no more than 2 (foyer)/3+1(creche) people can be in this room" put up.
 - COVID Safety Marshalls (for being at the entrance (queuing area and inside the church meeting hall) roster is organised

Physical distancing after Sunday church and other gatherings in the green square and outside church

- The 1.5 m distance rule should be observed.

Staff and physical distancing

- DPC staff work in different rooms and/or on different days during the week. When staff are onsite at the same time, appropriate distancing must be observed
- On Mondays and Thursdays, staff meetings take place partially via Zoom. If that changes to meeting physically on DPC premises, the meetings should be held in rooms that will allow enough space for physical distancing
- Seating in the meeting rooms should be arranged in a way that all the participants sit at least 1.5m apart. That applies to the mealtimes as well

Singing during church services

High energy dance, as well as singing and wind instruments can spread COVID-19 if a participant is infected. Group singing or chanting is particularly high risk and should continue to be avoided

- For Sunday church services, clear markings for the music band should be placed to make sure the singers are distanced from each other and at least a 3m distance from congregants
- The rest of the service participants are to follow the same measures with no singing out loud; rather singing in their heads

Physical distancing at Kids' Church

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 and each other where practical.

- DPC Kids' church teachers should be instructed to maintain 1.5m distancing from students and one another where practical
- Children at Kid's Church should be encouraged and reminded to (signage):
 - Avoid touching their face
 - Wash hands when necessary
 - Avoid hugs and handshakes
 - Cover their mouths when sneezing or coughing

HYGIENE AND CLEANING

Hand hygiene

Hand sanitizer is placed at several locations throughout the DPC premises and are always available for everyone's easy access.

Money handling

Offerings and other cash receipts should be handled via online transfers. Cash should not be used. If there is a need to handle cash people who deal with that should always wear gloves.

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Serving Morning Tea

Morning tea is held outside in the green square

Two stations/tables, for handing out food and drinks, are set up

Food is served by volunteers wearing facemasks and gloves using tongs (it is made sure that the tongs do not touch hands of the people who receive food)

Drinks (tea and coffee) are prepared and handed out by volunteers. After preparing a drink, a volunteer puts it on the table for the person who is being served to collect.

Cleaning and washing is handled by the Morning Tea volunteers only

Maintaining Supplies

The following supplies are to be checked and topped up regularly as needed:

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- Liquid handwash in both bathrooms and all kitchens
- Paper towels in both bathrooms and all kitchens
- Disinfectant concentrate in the cleaning supplies cabinet
- Disinfectant wipes in all areas that require frequent wiping of surfaces
- Hand Sanitiser
- Facemasks
- Gloves

Modifying rites and rituals to avoid direct contact where it is practical.

Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.

- ***The Lord's Supper (Communion)***
 - Bread is to be pre-cut and tongs should be used for handing it out to the participants
 - Disposable communion wine/juice cups are to be pre-filled
 - Volunteers who prepare bread and wine need to observe hygiene practices during preparation (wash hands, wear gloves and a face mask)
 - Volunteers who hand out the bread and pre-filled cups should wear a face mask and gloves. They also should wash their hands with soap or hand sanitizer before putting gloves on
 - Participants are not to help themselves to bread and wine

Avoiding sharing objects

- Bibles are not to be provided to the congregants and visitors
 - Congregants are encouraged to bring their own bibles
 - Bible passages used during service should be on the big screen for visitors
 - Congregants should be encouraged to use their own devices
- Doors are to be wide open at the start and at conclusion of services, kid's church and other meetings to avoid shared handling/touching of the doors/door handles
- The toys and books at the end of creche room are to be removed, and the area to be closed until restrictions are eased or removed

Cleaning

- Cleaning is undertaken
 - Weekly: with the use of disinfectant and detergent in all areas
 - On Sundays with the use of disinfectant: after 9am to prepare for 10:30 church, and after 10:30 church – prior to 5pm church. Door handles are cleaned frequently as people arrive and depart

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- During the week as need arises (when people are on DPC premises) touched surfaces are cleaned with disinfectant
- Cleaning with disinfectant is undertaken with specific attention to the areas and surfaces that are touched (doors, door handles, pews, tables, etc...)
- Gloves are to be worn for cleaning and hands should be washed with alcohol-based hand sanitiser or soap before and after the gloves are worn.
- So that disinfectant solutions are maintained at an appropriate strength and used in accordance with the manufacturer's instructions, the instructions, if not printed on the bottles/containers with disinfectant are kept where they are stored for the cleaners and volunteers reference.

Record keeping

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. For households, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

- Everyone who attends DPC Sunday church and other meetings/programs that are held on DPC premises, must sign in with their contact details (name, phone number)
- Registration for Sunday gathering is available. People must sign on arrival (provide their contact details if they haven't registered/ confirm they are onsite if they haven't
- The DPC QR sign in code is available at both entrance to the church building and the hall. If people have not signed in by the means provided by the church, they must check in using the QR sign in.