

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



## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	LifeChurch Panania
Business location (town, suburb or postcode)	Panania
Completed by	Ian Duncan
Email address	<a href="mailto:123ibd456@gmail.com">123ibd456@gmail.com</a>
Effective date	18 October 2021
Date completed	17 October 2021

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### Wellbeing of staff and customers

**Exclude staff and congregants who are unwell from the premises.**

Agree

Yes

**Tell us how you will do this**

Advertise the need for self-exclusion.

Anyone displaying covid-like symptoms will be asked to leave.

**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**

Promote the NSW Health website.

Discuss the latest requirements.

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

**Agree**

Yes

**Tell us how you will do this**

Posters on display at points of entry.

Email to specify conditions of entry.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

**Agree**

Yes

## **Tell us how you will do this**

Posters on display at points of entry.

Email to specify conditions of entry.

All persons present to present proof of compliance.

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## **Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Agree**

Yes

## **Tell us how you will do this**

Measure all spaces and calculate the capacity of each space.

Main auditorium - maximum 22 persons

Kitchen area - maximum 8 persons

## **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**

Use a tape measure to ensure 1.5 m distance is maintained between individual's seats, or between household's groups of seats.

**Avoid congestion of people in specific areas where possible.**

Agree

Yes

**Tell us how you will do this**

Verbally and visually (eg. signs) to remind people to maintain social distancing.  
Encourage people to move to outdoor areas.

**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**

Move people through multiple exits (eg, Main door, glass doors, kitchen door, west door).

**Choirs at a place of worship or in a religious service must not exceed 10 persons. All members of the choir must be fully vaccinated or have a medical exemption.**

**Singing by congregants is not allowed in indoor areas.**

Agree

Yes

**Tell us how you will do this**

Up-front singers are double vaccinated.  
Announce in services there can be no congregational singing.

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## **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**

Open doors (there are no windows) to provide full cross ventilation.

Fans force additional movement of air.

Ceiling vents are open.

Air conditioners (recently cleaned) if required.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Outdoor seating provided as an option for all services.

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

**Agree**

Yes

**Tell us how you will do this**

Open doors (there are no windows) to provide full cross ventilation.

Fans force additional movement of air.

Ceiling vents are open.

Air conditioners (recently cleaned) if required.

**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**

Open doors (there are no windows) to provide full cross ventilation.  
Fans force additional movement of air.  
Ceiling vents are open.  
Air conditioners (recently cleaned) if required.

**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**

Mechanical ventilation system that include filters, have regular filter cleaning.

**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**

The building owners and facility managers consulted to maximise safe ventilation.

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## **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**

Advertise face masks to be worn indoors.

Face masks supplied to everyone who arrives without a mask.

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

**Agree**

Yes

**Tell us how you will do this**

Ensure soap is available at all wash points.

Hand sanitiser is available at entry points.

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

**Agree**

Yes

**Tell us how you will do this**

Inspect all bathrooms and ensure diminished supplies of soap and paper towels are resupplied.

**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**

Every day that the building is in use, hard surfaces will be cleaned and disinfected.

Frequently touched surfaces (eg. handles) to be disinfected more frequently.

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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**

QR code on display at the entrance.

Manual recording of those who lack the technology for QR.

**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**

Announce everyone in church is to comply with the laws of the land as a Scriptural requirement (eg. Romans 13:1-8).

Before services begin, leaders confirm all attendees comply with QR check-in, and with Double Vaccination requirements.

**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**

Anyone unable to register electronically to be added as a subsequent person to another attendee's attendance record.

**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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable on this site.

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

Yes