

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

Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	Milton Ulladulla Baptist Church
Location (town, suburb or postcode)	Narrawallee 2539
Completed by	Michelle Hughes
Email address	michelle@mubc.org.au
Effective date	22 October 2020
Date completed	24 October 2020

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Any staff or congregants are not allowed to enter the premises if they are feeling unwell. If anyone indicates they are feeling unwell they are asked to go home. Clear signage at every entrance states that if anyone is feeling unwell they are not to enter the premises.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

All staff have been provided with information and training on COVID-19, included when to get tested, physical distancing, wearing of masks and cleaning. Signage and COVID updates are provided.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

The staff are aware of their leave entitlements if they are sick or are required to self-isolate. The Secretary and Treasurer are available to communicate with staff.

Display conditions of entry (website, social media, venue entry).

Conditions of entry are displayed on the 3 entry points of the building, including our website, via our newsletter and social media.

Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).

Our weekly services have been pre-recorded and uploaded on to our Youtube channel for the last 7 months, instead of face-to-face meetings. We will continue to offer an on-line service for people in high-risk categories.

Ensure COVID-19 Safety Plans are in place, where relevant, for community centres and halls (if hiring out premises).

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

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

Our COVID-19 Safety Plans are in place at every entry point, in the back hall, busy bees room and creche room.

For weddings and funerals we will have a COVID Safety Plan available.

Physical distancing

Capacity at a place of public worship or religious gathering must not exceed 300 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser. Children count towards the capacity limit.

With any organised event or gathering it is evaluated and monitored to ensure that our capacity is not exceeded. We understand children count towards the capacity limit. Paid staff and a small number of volunteers are not counted towards the capacity limit,

however the 4sqm rule must still be achieved.

If a place of public worship has more than one building on the premises, each building can have up to 300 persons (or 150 for a wedding), or the number of persons that is equivalent to one person per 4 square metres of space (whichever is the lesser), 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.

The Men's Shed is 100m away, with a separate driveway and entry. There is a separate Safety Plan for the Men's Shed. If one or two members come to the church building, they record their attendance in the same way as any other visitor. There is no exceeding of the maximum numbers when this occurs.

Wedding services in a place of public worship have a maximum capacity of 150 people, or one guest per 4 square metres, whichever is the lesser. Bookings for weddings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

Our Auditorium can only take a maximum of 56 people following the 4sqm rule. Any weddings booked for future dates for a higher number of guests understand that their event will have to comply to the current restrictions.

Funeral services held in places of worship have a maximum capacity of 100 people, or one guest per 4 square metres, whichever is the lesser.

Funeral services in our venue would be permitted to only have 56 people in the Auditorium to comply with the 4sqm rule, which is less than the maximum allowable at a funeral. We would advise the parties involved of our capacity.

Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.

Our music bands understand the most recent advice from NSW Health and abide by the ruling. Currently that is no more than 5 people singing, facing outwards, 1.5m apart from each other and 5m away from the audience in a well ventilated area.

Move or remove tables and seating as required, where possible. Members of the same

household do not need to physically distance.

Our light and portable tables allow us to set up before meetings, either moving or removing tables as required. Our seating is also set out beforehand to observe the 4sqm rule. Households do not have to physically distance and can move their chairs closer to each other.

Reduce crowding wherever possible and promote physical distancing.

We have separate entry and exit points, and several locations to record attendance. Collection points for items are dispersed. Signage on walls and doors communicate expectations of no crowding and to promote physical distancing.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

All staff have separate offices. Lunch breaks are taken individually. Office chairs can be set up to follow the 4sqm rule. If capacity is going to be exceeded in an office the back hall is often used. Face masks are encouraged but are not compulsory.

Use telephone or video for essential meetings where practical.

Many meetings, including South Coast Ministers meetings, Baptist Association Q&A's, Safe Spaces Training and other training is over Zoom. Small group meetings often have the option for Zoom, including after the on-line service.

Review regular deliveries and request contactless delivery and invoicing where practical.

Any deliveries of consumables (NowChem, Office National) are contact-less, with the driver leaving the goods and invoice just inside the entrance. Other deliveries are sent to our PO Box.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services. This may involve suspending or adjusting the practice of greeting congregants as they arrive or depart to ensure appropriate physical distancing.

Mingling and remaining after gatherings are managed by Safety Warden, Deacons or the host of the gathering. Handshaking, hugging are not permitted. Face masks are encouraged but not compulsory.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur.

Not relevant for our location.

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible and encourage passengers to wear masks whilst in the vehicle.

Any clients for the resident psychologist who come by courtesy vehicles are encouraged to wear masks while in the vehicle.

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 and physically distance where practicable. Staff should continue to maintain 1.5 metres physical distancing from students where practicable.

When children's activities recommence we will ensure all current guidelines for hygiene and physical distancing of adults from children are followed.

Encourage congregants to wear a mask during attendance at places of worship. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.

Our congregants are aware that our leadership encourage the wearing of masks but that it is not compulsory. Face masks are provided at both entry points to the middle hall and the Auditorium.

Hygiene and cleaning

Adopt good hand hygiene practices.

Regular hand washing is encouraged on arrival, before and after eating and after

toileting as a minimum. Hand sanitiser is available at every entry point and in rooms such as the Back Hall, Creche room and Busy Bees room. Signage encourages good hand hygiene.

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

Bathrooms are well stocked with liquid soap and disposable paper towel with bins. The cleaning team check supplies weekly. Office staff top-up supplies if required.

Consider modifying religious rites or rituals to avoid direct contact where practical, such as communion or other similar practices. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.

There is no sharing of books. Communion is served with gloves and tongs by one person.

Avoid sharing books, drinking cups or other shared objects used during the service such as collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these.

MUBC does not have shrines, relics or fonts to consider. Individuals bring their own Bibles. Drinking cups are not shared. No collection bags are passed around.

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.

Frequently used indoor hard surface areas are cleaned with detergent and methylated spirits after every gathering. Supplies of detergent, disinfectant, gloves and cloths are provided in every meeting room. Our cleaning team also clean the entire building once a week.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

MUBC uses Methylated Spirits in spray bottles at the appropriate strength and in accordance with the manufacturers' instructions.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

All staff, volunteers and cleaning team wear disposable gloves when cleaning. Signage

encourage all staff, volunteers and cleaning team to wash hands thoroughly before and after with soap and water.

Record keeping

Keep a record of name and contact number 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. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

Both the NSW Services QR code and written attendance records are at all 3 entry points at MUBC are provided. Attendance sheets are monitored regularly and are removed to the office for confidential storage when full. New attendance sheets are replenished regularly. Signage is clear for all Attendees to record attendance.

All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au.

Milton Ulladulla Baptist Church has registered as a COVID Safe business, by registering the COVID Safety Plan with the NSW Government. COVID Safe Business signage is displayed at every entry point of the building.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

All staff are aware of the COVIDSafe App and have installed it on their phones.

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

Yes