

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



Your COVID-19 Safety Plan

Places of worship

Business details

Business name	One Life Church Taree
Business location (town, suburb or postcode)	75 Muldoon Street, Taree, NSW 2429
Completed by	Kellie Harrison
Email address	kelharry58@gmail.com
Effective date	2 August 2021
Date completed	13 August 2021

Wellbeing of staff and customers

Exclude staff and congregants who are unwell from the premises.

Agree

Yes

Tell us how you will do this

1. Display appropriate posters at the main entrance to the building.
2. Advise congregants and visitors to stay at home if they:
 - a. Are feeling unwell or have a cold or flu symptoms, for both adults and children

- b. Have a serious underlying health condition that could put you at increased risk
- c. Think you might have been in close contact with a confirmed case of coronavirus

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

Agree

Yes

Tell us how you will do this

Information and training on COVID-19 is provided to all who attend One Life Church via the One Life Church website via links to the current NSW Government Health Orders, including when to get tested, physical distancing, wearing masks and cleaning.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

One Life Church Taree website has a link to the latest government guidelines on COVID-19 safety recommendations and our One Life Church Taree COVID-19 safety plan.

Hand hygiene, current recommendations and Covid-19 safety posters are displayed at the entry to the building and throughout the premises.

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

One Life Hope Shop and The Lounge Cafe are housed in the One Life Church building. Each entity has a Covid-19 Safety Plan on the premises. Additional contact details are collected at these points if not already collected at the main entrance.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

We will provide information about the current NSW Government vaccine rollout, vaccination advice and how to make a booking to receive a vaccination on our website by following this link

<https://www.nsw.gov.au/covid-19/health-and-wellbeing/covid-19-vaccination-nsw/about-vaccine-rollout>

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Agree

Yes

Tell us how you will do this

One Life Church Taree has the capacity for one visitor per 4 square metres of space, counting children and will not exceed 300 people.

To date congregant attendance is averaging 80 to 100 people per service.

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

Congregants will be advised to sit in family groups or maintain one seat spacing between each person not in a family group.

Physical distancing will be maintained at points of mixing or queuing such as toilets and entrance and exit points, between seated groups and staff using signage references.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Congregants will be advised by the Hosts to take their seats as soon as they have completed the COVID-19 check-in, to prevent congestion at the main entrance.

Where practical, congregants will be encouraged to remain seated throughout the service.

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

Physical distancing will be promoted when ordering at the after service cafe with floor markers where people are asked to queue or stand.

Seating is limited to 37 chairs in the cafe area. Congregants will be asked to remain seated while consuming refreshments.

When seated capacity is reached, congregants will be encouraged to move to the outdoor grassed area or into the car park.

Singing by congregants is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

Congregants will be advised at the beginning of the service that singing is not allowed indoors.

No more than 5 people may sing in a place of public worship in NSW where stay at home orders do not apply.

The singers must wear a face mask, keep a distance of at least 1.5 metres from each other and keep a distance of 3 metres from the congregation.

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

You must wear a face mask at indoor non-residential premises in NSW.

Appropriate signage will be displayed.

Masks will be offered at the main entrance for congregants who do not have one.

For those congregants with an exemption from wearing a mask, they must display or provide that exemption prior to entering the building.

When an exemption cannot be produced, the congregant will be asked to leave the building.

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

Agree

Yes

Tell us how you will do this

Congregants are encouraged to practice good hand hygiene. Hand washing posters are displayed throughout the building for public reference.

Hand sanitiser is available at the main entrance check-in point, in the bathrooms and at various stations throughout the building.

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

Agree

Yes

Tell us how you will do this

One Life Church Taree bathrooms are well stocked with soap and paper towel to ensure good hand hygiene practices.

Hand hygiene posters are displayed in the bathrooms.

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

Indoor hard surfaces such as chairs and tables, including the upstairs meeting rooms, are cleaned after each use.

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

Air conditioning is set to maximise the intake of outside air and doors are opened to allow good ventilation.

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

There is only one entry point to One Life Church Taree.
Upon entry, each person or family will check-in using the Service NSW QR code displayed at the entrance for electronic collection of details.

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

Hosts greeting congregants at the main entrance will ask each person to view the green tick to confirm they have checked in.

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

A COVID safe method to take details manually is available at the main entrance. Pens are disinfected with 'Pine O Clean' surface wipes prior to use and used pens are placed in a separate container after use.

Confidentiality and security of contact details will be maintained according to One Life Church Taree Privacy Policy.

All contact details will be kept for at least 28 days and will only be used for the purpose of tracing Covid-19 infection

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

Yes