

**COVID-19 Safety Plan**

**Effective 29 Mar 2021 Places of worship**

**We’ve developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your congregants.**

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| **BUSINESS DETAILS** |
| **Business name:** |
| **Plan completed by:** |
| **Approved by:** |

**> REQUIREMENTS FOR BUSINESS**

# Requirements for your workplace and the actions you will put in place to keep your congregants and workers safe

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| **REQUIREMENTS** | **ACTIONS** |
| **Wellbeing of staff and customers** |  |
| Exclude staff and congregants who are unwell from the premises. |  |
| Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning. |  |
| Display conditions of entry (website, social media, venue entry). |  |
| 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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars. |  |

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| **REQUIREMENTS** | **ACTIONS** |
| **Physical distancing** |  |
| Capacity must not exceed the greater of one person per 2 square metres of space in the premises, or 25 persons. |  |
| Support 1.5m physical distancing where possible. |  |
| Avoid congestion of people in specific areas where possible. |  |
| Consider having strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services. |  |

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| **REQUIREMENTS** | **ACTIONS** |
| **Hygiene and cleaning** |  |
| Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue. |  |
| Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. |  |
| 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. |  |
| 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). |  |

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| **REQUIREMENTS** | **ACTIONS** |
| **Record keeping** |  |
| Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. |  |
| Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer. |  |
| Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. |  |