

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



Your COVID-19 Safety Plan

Places of

worship

Business

details

Business name Keiraview Uniting Church – Eden Playtime

Business location (town, suburb or postcode) West Wollongong, 2500

Completed by Ian Almond for the
Coordinator of Eden Playtime

Email address eden@keiraview.org

Effective date 18 October 2021

Date completed 10 November 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

- Onsite Signage.
- Conditions of entry.
 - Communication via Facebook, website, emails & WhatsApp.
- The person recording attendance to check: if any COVID-19 symptoms are being experienced and that check-in has been completed. Any person or family will be prevented from joining if any symptoms are being experienced.

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

- Church & Community Workers have received information and training as per the church worship plan.
- Coordinator has spoken with all other helpers.
- Encourage COVID Safe app on phones.
- Wearing of masks is not required outdoors but is required indoors.

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

Agree

Yes

Tell us how you will do this

- Communicate the arrangements and guidelines with Parents/Caregivers.
- Details provided on Facebook and signs at entry.
 - Sign on front door re maximum allowed.
 - Other signs as per the church worship plan.

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

- Attendance will be recorded and in the unlikely event that the number exceeds the allowed capacity then people will not be admitted.
- Most of the time we will meet outdoors using the Playground and Covered Walkway and grassed area. The Playground and Covered Walkway areas allow for 70 and 40 people respectively using the 2 square metre rule.
- If required, we will meet in the Foyer which has a capacity of 52 people using the 2 square metre rule or the Hall which has a capacity of 118 people using the 2 square metre rule.

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

- Children do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Adults should continue to maintain 1.5m physical distancing from children where practical.
- People from the same household do not need to conform to these requirements.
- Communication to everyone to indicate physical distancing at all times as much as practicable.
- Communicate the practice of physically distancing verbally and visually regularly with young people.
- Provide little children with enough space to play and clear spots for them to sit when required.
- Avoid playing games with physical contact.
- Set up spaces and activities that enable 1.5m physical distancing to occur.
- Provision of food will be arranged to avoid congestion of adults.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

- Provide chairs at appropriate spaces in the playground.
- Arrange for 1.5m distancing (for adults) especially for concentrated times like story- time, provision of food and adult to adult interactions.

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

Generally people don't gather outside when they leave but we will remind them not to do so.

Singing and dancing by unvaccinated adults is not allowed in indoor areas (excluding a performer who is performing or rehearsing; a person who is instructing or being instructed in singing or dancing; or at a small funeral or memorial service or a small wedding service).

Agree

Yes

Tell us how you will do this

- Group singing or chanting may take place outdoors.

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

The guidance note has been reviewed and a copy will be kept with this plan. Subject to weather, Eden Playtime will meet outdoors - or if necessary in the Foyer or Hall which are large open spaces.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Normally, Eden Playtime will meet outdoors, utilising the Playground and Covered Walkway areas.

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

Agree

Yes

Tell us how you will do this

If we meet in the Foyer or Hall, all windows will be kept open.

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

The ceiling in the Foyer and Hall areas are very high and fans will always be used on low speed.

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

The congregations Property Committee is responsible for maintaining the building and facilities.

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 congregations Property Committee is responsible for maintaining the building and facilities.

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

Normally, face masks are not required when Eden Playtime is meeting outdoors - in the Playground, Covered Walkway and grassed area.

Face masks will be worn by all adults (unless exempt).when indoors, including: when group members are using the toilet or baby change room; volunteers using the kitchen and during set-up/pack-up and if Eden Playtime is meeting in the Foyer or Hall.

Food and drinks may be provided outside for those attending the group in which case those preparing and serving will be double vaccinated. Only a small number of people will in the kitchen area during each meeting. Only one person will distribute food and drinks and/or individual serves will be provided.

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

Agree

Yes

Tell us how you will do this

Hand sanitizer, soap & water will be provided for use on arrival and on entering the playground.

Disinfectant wipes and hand wash/sanitiser will be available in the toilet and baby change room.

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

Agree

Yes

Tell us how you will do this

As per the Worship Plan, leader to check supplies are always available. Additional supplies will be on hand for replacement as necessary. Tissues, paper towel, and bins to be provided.

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

This will only apply to the kitchen, toilet and baby change room.

Leaders to ensure all touch points & surfaces used or touched are wiped down at the end of the session.

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

- Attendees will be encouraged to use the Services NSW QR code to check in.
- When this is not possible, ideally a person will be available to record contact details straight into the Services NSW QR code registration system.
- As a last resort paper records can be used. These will then be typed into an Excel spreadsheet or Word document, on the same day, and emailed to safe-church@keiraview.org. The paper record will then be destroyed.

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

QR codes will be displayed at several locations in the Covered Walkway area. A tablet will also be available to use if group members cannot check-in with a smartphone. Group members are also required to provide contact details on a registration form which can be used as a last resort.

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

Group members are required to provide contact details on a registration form and attendance each week is recorded. Contact details (name & phone number) of those that have not checked in using the QR Code will be emailed to safe-church@keiraview.org.

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

This plan is specifically for the Eden Playtime group.

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

Yes