

# RIVERWOOD CHRISTADLEPHIANS

## COVID-19 Safety Plan

Effective 24<sup>th</sup> July, 2020

Updated 28<sup>th</sup> September, 2020

### Places of worship

REQUIREMENTS	ACTIONS
<b>Wellbeing of organisers and congregants</b>	
Exclude organisers and congregants who are unwell from the premises.	Advice to refrain from attending if unwell will be posted to all members on our group WhatsApp, our weekly email Newsletter, social media pages and by means of a physical poster at the premise's entry.
Display conditions of entry (website, social media, venue entry).	Conditions of entry will be posted to all members on our group WhatsApp, our weekly email Newsletter, social media pages and by means of a physical poster at the premise's entry.
Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).	Services will continue to be delivered via our streaming services and dial in options for our "at risk" members. Notices from NSW Health regarding advice for over 70's will be distributed via WhatsApp and email Newsletter.
Ensure COVID-19 Safety Plans are in place, where relevant for: <ul style="list-style-type: none"> <li>• Wedding</li> <li>• Baptisms</li> <li>• Funerals</li> </ul>	Weddings, funerals and baptisms will be conducted under their own separate COVID-19 Safety Plan on a case by case basis and will abide by all current NSW restrictions and approval of the arranging group.
<b>Physical distancing</b>	
Capacity must not exceed 100 people, or one visitor per 4 square metres of space (excluding organisers), whichever is the lesser.	Attendees are required to pre-register for all events. Under the current 4sq metre rule we have capacity for: 45 congregants 5 essential organisers (e.g., chairman, presenter, audio-visual coordinator, 2 x event supervisors). An event organiser will be nominated for each event to ensure all adhere to and enact the Covid-19 Safety Plan. For more information refer to our Riverwood Christadelphian Members Attendance Guidelines.
Wedding services can have a maximum capacity of 150 people, and funeral services can have a maximum capacity of 100 people, See the NSW Government website for wedding and funeral service COVID-19 Safety Plans.	Weddings, funerals and baptisms will be conducted under their own separate COVID-19 Safety Plans on a case by case basis as approved by the arranging group and will abide by all current NSW restrictions.
Move or remove tables and seating as required, where possible. Household or other close contacts do not need to physically distance.	Event Supervisors will ensure chairs and tables are arranged with the appropriate spacing. Only the required number of chairs and/or tables will be used (45 + max 5 organisers).

Reduce crowding wherever possible and promote physical distancing.	1.5m Social distancing will be observed by all members not from the same household. Event supervisors will ensure physical distancing is promoted. There will be visual reminders provided.
Group singing (either choirs or congregants) or chanting and musical instruments should comply with the most recent advice from NSW Health.	<p>There will be no congregational singing, hymns and songs will be displayed via audio-visual media and live singing or instrumental items will comply with the most recent advice from NSW Health which is:</p> <p>A small group of up to 5 people may sing together in a large well-ventilated (preferably outdoor) area if:</p> <ul style="list-style-type: none"> <li>• all singers face forwards and not towards each other;</li> <li>• have physical distancing of 1.5 metres between each other and any other performers, and 5 metres from all other people including the audience and conductor;</li> </ul> <p>Ensembles and other musical groups should rehearse and perform outdoors or in large, well-ventilated indoor spaces.</p>
Use telephone or video for essential meetings where practical.	Zoom will continue to be used for AB's meetings and other committee meetings as required. Live streaming and dial-in options will continue to be available for all.
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.	Event supervisors will be responsible for supervising the entrance to the hall to ensure that mingling does not occur. As per our conditions of entry there is to be no greetings of a physical nature such as hand shaking or kissing.
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. Staff should continue to maintain 1.5m physical distancing from students where practical.	<p>All regular children's and youth activities are considered Education Programs, e.g. Sunday School, Bible marking evenings and Riverwood Youth Circle activities.</p> <p>Students (Young people aged 0-18) do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Adult teachers should continue to maintain 1.5m physical distancing from students where practical.</p> <p><b>Children and teenagers who attend multi-age gatherings (e.g., regular Sunday services) must maintain the same 1.5m distancing as the adult members unless they are members of the same household.</b></p> <p>Event supervisors will ensure that the Covid-19 Safety plan is adhered to and that the Riverwood Christadelphian Members Attendance Guidelines are followed.</p>
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.	Members are encouraged to contact the arranging group for alternative options to public transport.
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.	Members are reminded via Newsletter and Whatsapp when each event is advertised, that masks are highly recommended but not mandatory. Disposable masks are also available on site and this is noted in our conditions of entry and attendance guidelines.

<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Event supervisors will ensure bathrooms and kitchen are well stocked with hand soap and paper towels and appropriate visual aids for correct handwashing.
Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	Hymns and songs will be displayed via audio-visual media and there will be no congregational singing. Congregants will be encouraged to bring their own bread and wine for memorial services. Any emblems provided on the premises will be in individual disposable containers and no shared plates will be used. Baptisms will be conducted under a separate COVID-19 Safety Plan on a case by case basis as approved by the arranging group and will abide by all current NSW restrictions.
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.	Hymns and songs will be displayed via audio-visual media and there will be no congregational singing. Donations will be made via direct deposit. See above re communion services. Shared hymn and song books have been removed.
Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions. Volunteers are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Event supervisors will be responsible for pre and post service cleaning using approved products and methods and will be given instructions regarding correct procedures including the use of gloves and mask. Cleaning products will be available at the premises.
<b>Record keeping</b>	
Keep a record of name and a mobile number or email address 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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	Attendees are required to pre-register for all events. Event supervisors note registered attendees as they arrive. Any visitors who have not pre-registered will be invited to stay only if the 4 sq metre rule is not broken and they provide contact details to the Event supervisor.
All places of worship must register their COVID-19 Safety Plan through <a href="https://nsw.gov.au">nsw.gov.au</a>	This document has been submitted as required and constitutes our Covid-19 Safety Plan for Sunday School, Memorial Meeting, Sunday and Wednesday evening classes.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Members will be made aware of the COVIDSafe app via WhatsApp group and weekly Newsletter and encouraged to download it.