

# RIVERWOOD CHRISTADLEPHIANS

## COVID-19 Safety Plan

Effective 7-8th November, 2020

### Riverwood Ecclesial Weekend at Heritage College Sydney

| REQUIREMENTS                                                                                                                                                                                                                                  | ACTIONS                                                                                                                                                                                                                                                                                                                                        |
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| <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>Community centres and halls (if hiring out premises)</li> <li>Conference and function venues</li> <li>Restaurants and cafes.</li> </ul> | This document is the COVID Safety Plan for the Riverwood Ecclesial Weekend to be held at the function venue "PAC" at Heritage College Sydney.                                                                                                                                                                                                  |
| <b>Physical distancing</b>                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                |
| Capacity must not exceed one visitor per 4 square metres of space (excluding organisers).                                                                                                                                                     | Riverwood Ecclesia will be guided by the current restrictions in place for limiting numbers as advised by Heritage College Sydney. This will be advertised to Riverwood Members and registrations for the event will be put in place and monitored by the Event Organisers to ensure capacity does not exceed current legal limit at the time. |
| Seating must be separated by 1.5 metres.<br><br>Household or other close contacts do not need to physically distance.                                                                                                                         | Event Supervisors will ensure chairs are arranged with the appropriate spacing. Only the required number of chairs and/or tables will be used as per current guidelines for the Heritage College PAC at the time of the event.                                                                                                                 |



| REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ACTIONS                                                                                                                                                                                                                                                                                           |
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| Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.                                                                                                                                                                                                                                                     | 1.5m Social distancing will be observed by all members not from the same household. Event supervisors will ensure physical distancing is promoted in particular in regards to lining up to collect food and remaining seated whilst eating and drinking. There will be visual reminders provided. |
| Congregational singing or chanting is particularly high risk and so should continue to be avoided.                                                                                                                                                                                                                                                                                                                                                                                                                        | Hymns and songs will be displayed via audio-visual media and there will be no congregational singing.                                                                                                                                                                                             |
| 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 event 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.                                                          |
| <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> | All group items will follow current NSW Health advice as updated <a href="#">here</a> .                                                                                                                                                                                                           |
| 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.                                          |
| 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.                                                                                                                                                                                                |
| 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.                                                                                                                                         |
| Have hand sanitiser at key points around the facility, such as entry and exit points.                                                                                                                                                                                                                                                                                                                                                                                                                                     | The Event Organisers will ensure that sanitiser stations are set up at the entrance and around the event area and with visual signage encouraging frequent use.                                                                                                                                   |

| REQUIREMENTS                                                                                                                                                                                                                                                                                                                                    | ACTIONS                                                                                                                                                                                                                                                                                                           |
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| <b>Hygiene and cleaning</b>                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                   |
| 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. |
| 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.                                                                                   |
| Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.                                                                                                                                                                          | 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. Cleaning products will be available at the premises.                                                         |
| <b>Food Preparation</b>                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                   |
| Volunteers are to wear gloves and masks when preparing and serving food and wash hands thoroughly before and after with soap and water.                                                                                                                                                                                                         | Volunteers preparing and serving food will be required to wear masks and gloves and remain 1.5m away from attendees where possible.                                                                                                                                                                               |
| Avoid self-serve or buffet-style food service                                                                                                                                                                                                                                                                                                   | Food will be pre-prepared and distributed on individual plates, in pre-packaged containers or individually wrapped packets.                                                                                                                                                                                       |
| Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.                                                                                                                                                                                                                                   | Disposal plates, cups and cutlery will be used for all food provided.                                                                                                                                                                                                                                             |
| <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. | Event supervisors will ensure all attendees are recorded, either via registration, QR scan or manual roll. Any visitors not from our usual congregation, for which we maintain contact details, will be asked to provide full contact details as a condition of entry.                                            |
| 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.                                                                                                                                                                                           |