

## Catholic Archdiocese of Sydney

# COVID-19 Safety Plan for Good Shepherd Hoxton Park

### LOCATION DETAILS

**Parish name:** Good Shepherd Hoxton Park

**Plan completed by:** Patrick Hurley

**Approved by:** Rev. Patrick Hurley  
(Parish Priest / Administrator)

**Date:** Updated 22nd October 2020

### REQUIREMENTS FOR RELIGIOUS WORSHIP

REQUIREMENTS	ACTIONS
<p><b>Wellbeing of staff and congregants</b></p> <p>Exclude staff and congregants who are unwell from the premises.</p> <p>Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.</p> <p>We will advise staff to seek advice from their GP</p>	<p>There will be regular advice on this point; when signing in, people must affirm that they are not unwell.</p>

REQUIREMENTS	ACTIONS
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<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate. The Parish Priest as employer will do this.</p>	
<p>Display conditions of entry (website, social media, venue entry).</p>	<p>COVID-19 Safety plan will be displayed at Church; and on parish website</p>
<p>Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years). Livestreaming arrangements:</p>	

**Physical distancing 100 People Capacity**

**The church or hall must provide 4m<sup>2</sup> per person. People must also keep their distance from each other during the service, and while queuing and gathering before and after a service.**

**The maximum number of people allowed at a funeral or memorial services is one person per 4 square metres of space. If the service is held at a place of public worship, funeral home, crematorium or place of residence it can have at least 50 people regardless of its size.**

**NB: There is no restriction on the number of people for outdoor gatherings, but 1.5m social distancing is required.**

**Signage to communicate the maximum safe capacity.**

A sign saying how many people may gather in the building; signs to indicate where people should sit, etc; people will be advised about distancing when coming to receive Holy Communion.

Move or remove tables and seating as required.

REQUIREMENTS	ACTIONS
<p>Reduce crowding wherever possible and promote physical distancing.</p> <p>Gathering spaces for before and after mass will be reviewed and people advised about distancing</p>	
<p>Where reasonably practical, ensure staff maintain 1.5m physical distancing at all times (including at meal breaks.)</p> <p>Ministers on the sanctuary will observe physical distancing wherever possible</p>	
<p>Use telephone or video for essential meetings where practical.</p>	
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	
<p>Strategies in place to manage gatherings that may occur unexpectedly outside the church</p> <p>People advised about where and how to gather after mass</p>	
<p>Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.</p>	
<p>Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers. e.g. review drop off and parking arrangements</p>	
<p>Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres distance from other people.</p> <p>There will be no congregational singing; any cantor will be apart from other people; cantor group will be very small.</p>	

REQUIREMENTS	ACTIONS
<p><b>Record keeping</b></p> <p>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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p> <p>Parish will use an on-line booking/roster system or physical sign-in system</p> <p>Parishioners must give consent for any personal details to be kept by the parish for pastoral purposes.</p>	
<p>Staff will be made aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	

Other Issues: