

January 2021

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: 4th January 2021

REQUIREMENTS FOR RELIGIOUS WORSHIP

REQUIREMENTS	ACTIONS
<p>Wellbeing of staff and congregants</p>	
<p>Exclude staff and congregants who are unwell from the premises.</p>	<p>There will be regular advice on this point; when signing in, people must affirm that they are not unwell.</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>	

REQUIREMENTS	ACTIONS
<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: NO Livestreaming</p>	

Physical distancing - 100 People
<p>The church or hall must provide 4m² per person. People must also keep their distance from each other during the service, and while queuing and gathering before and after a service.</p>
<p>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 100 people regardless of its size.</p>
<p>NB: There is no restriction on the number of people for outdoor gatherings, but 1.5m social distancing is required.</p>
<p>MASK WEARING</p> <p>Face masks must be worn by anyone 12 years and over in Greater Sydney, unless exempt. All congregants will be advised that the wearing of face masks is mandatory and all those that do not have a mask will be provided with one.</p> <p>Clergy will wear a mask before, during and after the Mass and will remove it temporarily when they pray the Presidential Prayers and for preaching. Clergy will maintain the required 1.5m physical distance from others on the sanctuary.</p>

REQUIREMENTS	ACTIONS
<p>Signage to communicate the maximum safe capacity.</p> <p>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.</p>	
	<p>Move or remove tables and seating as required.</p>
<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>	

REQUIREMENTS**ACTIONS**

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.

Choirs will not have any more than 5 members and they will be set up in a space that observes the mandated distances and requirements as per the Health Order by NSW Health.

Record keeping

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.

Parish will use a call in or email or physical sign-in system

Parishioners must give consent for any personal details to be kept by the parish for pastoral purposes.

It is essential that anyone entering Good Shepherd Church scan the QR Code which is registered to Good Shepherd Parish. The Parish does not have access to the details you provide through the code. This information is sent straight to the NSW Health.

It is required that each person entering the Church must have a manual registration of their attendance even if the QR Code has been used

Staff will be made aware of the COVIDSafe app and its benefits to support contact tracing if required.

Other Issues: