

April 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: 8<sup>th</sup> April 2021

### 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
<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>	

<b>Physical distancing - 213 People</b>
<p>The church or hall must provide 2m<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.</p>
<p>The maximum number of people allowed at weddings or funeral or memorial services is one person per 2 square metres of space. If the service is held at a place of public worship, it can have a maximum of 300 people keeping the 2 square metre. Good Shepherd can accommodate a maximum of 213 people.</p>
<p><b>NB: There is no restriction on the number of people for outdoor gatherings, but 1.5m social distancing is required.</b></p>
<p><b>MASK WEARING</b></p> <p>Face masks are not compulsory. However, it is strongly encouraged for members of the congregation to wear a mask.</p>
<p><b>Signage to communicate the maximum safe capacity.</b></p> <p>A sign saying how many people may gather in the building; people will be advised about distancing when coming to receive Holy Communion.</p>

REQUIREMENTS	ACTIONS
	<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.</p> <p>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>Choirs will have members based on the 2 square metre rule and they will be set up in a space that observes the mandated distances and requirements as per the Health Order by NSW Health.</p> <p>Congregational singing in permitted for indoor masses.</p>

**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: