

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Places of worship

#### Business details

Business name	CATHOLIC PARISH OF THE GOOD SHEPHERD HOXTON PARK HINCHINBROOK
Business location (town, suburb or postcode)	Hoxton Park
Completed by	Rev. Patrick Joseph Hurley
Email address	<a href="mailto:catholicparish@hoxtonpark.org.au">catholicparish@hoxtonpark.org.au</a>
Effective date	11 October 2021
Date completed	13 October 2021

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### Wellbeing of staff and customers

**Exclude staff and congregants who are unwell from the premises.**

Agree

Yes

Tell us how you will do this

Posters will inform staff and people not to enter if feeling unwell.

**Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.**

**Agree**

Yes

**Tell us how you will do this**

Supply Staff with knowledge and information about vaccination status, when to get COVID testing remind them about the 1.5 metre physical distancing, the wearing of masks and cleaning and wiping down surfaces.

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

**Agree**

Yes

**Tell us how you will do this**

Posters/Signs will be displayed showing entry requirements, including record keeping and QR code registration.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to**

**enter the premises.**

**Agree**

Yes

**Tell us how you will do this**

Once NSW reach 80% double vaccination, Places of Worship will allow both vaccinated and non vaccinated congregants.

**People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.**

**Note: This does not apply to a person aged under 16 who is on the premises to carry out work.**

**Agree**

Yes

**Tell us how you will do this**

At 70% double vaccination, the status of vaccination must be produced when attending Mass so children under 16 will be permitted to join members of their household.

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## **Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Agree**

Yes

**Tell us how you will do this**

Posters/ Signage will be a reminder to maintain 1.5 metre distancing. A sign will indicate the total capacity of the Church.

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Agree**

Yes

**Tell us how you will do this**

There will be reminders to maintain physical distancing when coming to receive Holy Communion.

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

Try and establish a staggered exit from the Church to help eliminate congestion at the completion of Mass.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services.**

**Agree**

Yes

**Tell us how you will do this**

Encourage and remind people not to mingle at the conclusion of Mass.

**Choirs at a place of worship or in a religious service must not exceed 10 persons. All members of the choir must be fully vaccinated or have a medical exemption.**

**Singing and dancing by congregants is not allowed in indoor areas.**

## **Agree**

Yes

### **Tell us how you will do this**

Choirs of up to 10 people will be segregated from other congregants. Worshipers will not be permitted to sing.

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

## **Agree**

Yes

### **Tell us how you will do this**

Opening up windows and doors to allow fresh air to enter.

**Use outdoor settings wherever possible.**

## **Agree**

Yes

### **Tell us how you will do this**

When large celebrations including Christmas and Easter when large amounts of worshipers attend outdoor Masses maybe a preferred option to keep congregants safe.

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

Open doors and windows for ventilation.

**In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

**Agree**

Yes

**Tell us how you will do this**

Utilise air conditioning as a form of ventilation particularly when the weather is extremely hot/cold.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Regularly schedule the cleaning and maintenance of air conditioning units.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

Consult with the Archdiocese building specialist to suggest cost effective ways to optimise the indoor ventilation.

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## Hygiene and cleaning

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

Agree

Yes

**Tell us how you will do this**

Signs will be posted showing the wearing of face masks.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

Agree

Yes

**Tell us how you will do this**

Supply hand sanitisers at various spots in the Church Foyer and Church.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

Agree

Yes

**Tell us how you will do this**

Supply pump pack soap and paper towels in the bathrooms.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

Agree

Yes

## **Tell us how you will do this**

Supply antibacterial wipes to worshipers so they can wipe down surfaces they sit on or touch. Frequently touched surfaces will be wiped down regularly through the day.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.**

**Agree**

Yes

## **Tell us how you will do this**

Have numerous QR Code signs available for quick check-in. For those who don't have access to a smart phone have a sign in sheet available for them.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

**Agree**

Yes

## **Tell us how you will do this**

QR Codes will be readily available for quick check-in and COVID Marshall's will check peoples phones to make sure they have checked in, and will remind congregants to maintain physical distancing.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry**



**time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

**Agree**

Yes

**Tell us how you will do this**

If someone isn't able to be added as a dependent on a QR Code check in, a sign in sheet will be used to register those people and will be kept for 28 days.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

There are no other venues or facilities attached to the Church, so no other COVID-19 Safety Plans will be required.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes