**Checklist for COVID-19 Safety in NSW Places of Worship**

Under the XX Public Health Order, businesses are required to develop a COVID-19 Safety Plan. This checklist sets out mandatory obligations to reduce the risk of COVID-19 as well as guidance for business to meet these requirements.

# Part A: Mandatory OBligations

□ Capacity must not exceed X visitors or one visitor per 4 square metres, whichever is the lesser.

# Part B: Guidance for places of worship

**Wellbeing of staff and customers**

□ Exclude staff, volunteers and visitors who are unwell from the place of worship. Identify how the exclusion of unwell people will be implemented. This may include symptom screening on entry, signage, temperature checks, or SMS confirmation when booking reconfirmed.

□ Provide staff with information on COVID-19, including when to get tested. Ensure staff are aware of their leave entitlements if they are sick or required to self-isolate.

□ Ensure clear display of the customer conditions of entry on public platforms, such as website, social media platforms and at the venue entrance.

□ Provide appropriate staff and volunteer training in relation to staying away from work when sick, physical distancing, cleaning requirements and managing sick customers.

□Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).

**Physical distancing**

□ Calculate the area of floor in worship and ceremonial areas to determine the upper limit of people who can safely occupy this space (one person per 4 square metres). Use signage to communicate the maximum safe capacity. Where practical, use separate doors for entry and exit.

□ Move or remove tables and seating as required. Members of the same household are not required to physically distance.

□ Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue.

□ Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).

□ Use telephone or video for essential meetings where practical.

□ Review regular deliveries and request contactless delivery and invoicing where practical.

□ Have strategies in place to manage gatherings that may occur immediately outside the premises.

□ Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.

□ Drivers of courtesy vehicles operated by the venue should ensure these are compliant with advice for public transport vehicles.

□ Ensure, where reasonably practical, any food and drink premises on site have measures in place that address the Checklist for COVID-19 Safety in NSW Restaurants and Cafes.

**Hygiene and cleaning**

□ Adopt good hand hygiene practice and ensure hand hygiene facilities are available to visitors and staff.

□ Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.

□ 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.

□ Reduce objects that may be passed around such as books and collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these.

□ Due to the high risk of transmission, group singing or chanting should be avoided and solo singers should maintain at least 3 metres physical distance from other people. Wind instruments (such as flute, oboe or clarinet) may also be higher risk and should be avoided.

□ Areas frequented by staff, volunteers or visitors must be cleaned at least daily with detergent or disinfectant. Frequently touched areas and surfaces must be cleaned several times per day with a detergent or disinfectant solution or wipe.

□ Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers’ instructions.

□ Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

**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.

□ Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required. The Commonwealth Privacy Act 1988 must be complied with in relation to the COVIDSafe app.