

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

Your COVID-19 Safety Plan

Functions and conferences

Business details

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| Business name | Picton and Wilton Anglican Churches |
| Business location (town, suburb or postcode) | St Mark's Anglican Church, 7 Menangle St (West), Picton NSW 2571 |
| Completed by | Ben Boardman |
| Email address | ben@pwac.org.au |
| Effective date | 12 February 2021 |
| Date completed | 23 February 2021 |

Wellbeing of staff and attendees

Exclude staff and attendees who are unwell from the event. Ensure attendees and staff are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.

Include in advertising, on website, put on terms of ticket.

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

Make available disposable masks, provide training in cleaning, encourage physical distancing.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

N/A

Display conditions of entry (website, social media, venue entry).

Will do.

Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.

The experience of a music concert doesn't make sense online.

Consider including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.

Doesn't make sense for the concert

If you intend to serve alcohol consider ways to encourage responsible use, such as limiting bar tabs or drink packages.

no service of alcohol planned.

Physical distancing

Capacity at functions and conferences must not exceed one person per 2 square metres of publicly accessible space.

We could have up to 80 persons, but limiting to 60 in order to be cautious.

For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for

larger plenary sessions.

N/A

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Discourage milling about inside. People should find a seat immediately upon entry and then immediately exit the building after the concert.

If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.

N/A

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

N/A

Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.

Have people exit the building immediately after the concert.

In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors.

No alcohol or dance floors involved.

Promote online ticket purchasing and electronic ticket checking where possible. Consider whether event registration and information packs can be provided online, such as through an app or via post.

Tickets to be purchased online and then physically checked.

Consider presenting event posters virtually, such as through an app or website, to

prevent crowding in these spaces at the event.

N/A

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Where possible will do.

Use telephone or video for essential staff meetings where practical.

N/A

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

N/A

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

N/A

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

N/A

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.

N/A

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

Have hand sanitiser available at entry and exit points.

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

Will do.

Have hand sanitiser at key points around the facility, such as entry and exit points.

Yes.

Avoid self-serve or buffet-style food service.

No food.

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

N/A

Menus should be laminated (clean between use), displayed or be single use.

N/A

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

YEs, will clean after concert.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

yes

Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.

yes

Staff are to wash hands thoroughly with soap and water before and after cleaning.

yes

Encourage contactless payment options.

online ticket purchases.

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

Not necessary - large space.

Record keeping

Functions and conferences should consider registering their event through nsw.gov.au

Use NSW Gov QR code check-in + ipad for guests who do not have own devices.

Keep a record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Using NSW health QR code.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect

privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

Confidential because goes straight to NSW Health.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

yes

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

yes

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

Yes