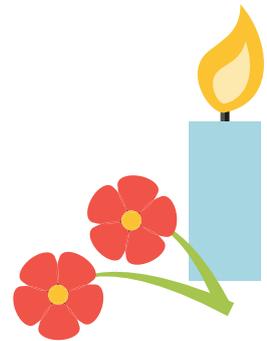


FACTSHEET

COVID SAFETY PLAN CHECKLIST

for religious organisations and institutions providing religious, funeral or wedding services in the ACT.



Entry

- › Do not allow anyone to enter the premises if they are unwell.
- › Ensure persons attending the premises understand the conditions of entry, through signage and other communications such as newsletters or electronic notices.
- › Consider providing alternative services for high risk groups. For example, virtual streaming.
- › Ensure all leaders are trained on COVID-19 safety requirements and are familiar with the COVID Safety Plan.
- › Manage entry and exit points to avoid crowding and reduce the need to touch shared surfaces such as door handles.
- › Manage the flow of people through the premises to limit contact between people.
- › Make hand sanitiser available upon entry.

During the service

- › Do not permit venue capacity beyond one person per 4 square metres in any indoor or outdoor space. Reinforce this through signage.
- › Ensure the number of persons present does not exceed the allowable limit under the current Public Health Directions relating to funerals, weddings and places of worship.
- › Promote physical distancing of at least 1.5 metres. Those from the same household can sit closer together. Arrange equipment and furniture to allow for this.
- › Avoid the use of shared items or equipment. For example, cordon off potential high touch areas such as shrines or relics.
- › The use of collection plates should be avoided during services.
- › Limit the use of books, if possible. If they must be used, ensure they are cleaned between each use.

- › Where practicable, consider modifying elements of the service that include direct contact.
- › Church leaders and others involved in conducting services should be kept to a minimum and remain physically distanced from the congregation.
- › Choirs and musicians should be kept to a minimum. Choirs or musicians are to remain physically distanced from the congregation or audience and there should also be 1.5 metres of distance between each member of the choir or band.

Cleaning and hygiene

- › Encourage adoption of good hand hygiene practices for staff, volunteers and visitors, including providing access to hand sanitiser.
- › Ensure bathrooms are sufficiently stocked with soap and hand towels. Posters can be printed to remind patrons of good handwashing hygiene.
- › People should wear gloves when cleaning and wash their hands before and after with soap and water.
- › Clean frequently used areas using a suitable detergent or disinfectant in accordance with manufacturer directions. You can download the WorkSafe ACT cleaning checklist to assist with implementing health and hygiene measures.

- › Clean high touch areas (including bathrooms) and surfaces after busy periods.
- › Clean any shared items after use, such as books after each use.
- › Ensure sufficient time for cleaning between services or gatherings.

Documentation

- › Maintain a visitor book to keep a voluntary record of persons who attend the premises, including first name, contact number, and date and time of attendance. The information collected should be held confidentially for at least 28 days, and then carefully destroyed, or held in accordance with normal practices within your organisation.
- › Ensure there is an accessible copy of your COVID Safe Plan on site for compliance purposes.
- › A range of printable resources, such as posters, are available at www.covid19.act.gov.au/resources.

Other Points to consider

- › Where your organisation receives deliveries, where possible, you should request that these are contactless. For example, flower deliveries.

