

**Effective Date: 22 October 2020**

## Catholic Archdiocese of Sydney

### COVID-19 Safety Plan for

### Redemptoris Mater Seminary Sydney

#### LOCATION DETAILS

**Agency name:** Redemptoris Mater Sydney

**Plan completed by:** Fr Eric Skruzny

**Position:** Rector / Public Officer

**Date:** 22 October 2020

#### > REQUIREMENTS FOR RELIGIOUS WORSHIP

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and congregants</b>	
Exclude staff and congregants who are unwell from the premises.	There will be regular advice on this point; when signing in, people must affirm that they are not unwell.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	We will advise staff to seek advice from their GP
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	The Rector as employer would do this.
Display conditions of entry (website, social media, venue entry).	COVID-19 Safety plan will be displayed at the Seminary Entrance; and on the Seminary website.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
Capacity must not exceed 300 people, or one visitor per 4 square metres of space (excluding staff), whichever is the lesser.	People must also keep their distance from each other during the service/visit, and while queuing and gathering before and after a service/visit.
Signage to communicate the maximum safe capacity.	A sign saying how many people may gather in the building are being displayed at the premises.
Move or remove tables and seating as required.	Seats and tables are arranged per function according to safe distancing rules.
Reduce crowding wherever possible and promote physical distancing.	Gathering spaces for before and after public liturgies will be reviewed and people advised about distancing.
Where reasonably practical, ensure staff maintain 1.5m physical distancing at all times (including at meal breaks.)	Visiting Ministers on the sanctuary will observe physical distancing wherever possible
Use telephone or video for essential meetings where practical.	Facilities have been put into place to enable video meeting and conferences.
Review regular deliveries and request contactless delivery and invoicing where practical.	
Strategies in place to manage gatherings that may occur unexpectedly outside the church	Visitors advised about where and how to gather after mass.
Coordinate with public transport, where reasonably practical, around strategies to minimize COVID-19 risks associated with transportation to and from the seminary.	Visitors are encouraged to arrive by private vehicles rather than by using public transport.
Avoid group singing or chanting by visitors and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres distance from other people.	There will be no congregational singing by visitors; any cantor will be apart from other people; cantor group will be very small.
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices	Bathrooms are supplied with soap and warm water. Hand cleanser is readily available on site.
Consider modifying religious rites or rituals to avoid direct contact where practical, such as communion or other similar practices. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.	The sign of peace will be conducted without touch. Communion will be received under one species. Ministers will wash their hands before and after services.
Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.	Staff are instructed to use gloves and to clean these hard surfaces with an appropriate strength disinfectant used in accordance with the manufacturers' instructions.

## REQUIREMENTS

## ACTIONS

Record keeping	
<p>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. For households, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>All visitors attending functions have their details recorded for contact tracing purposes only.</p>
<p>All places of worship must register their COVID-19 Safety Plan through <a href="https://nsw.gov.au">nsw.gov.au</a></p>	<p>Redemptoris Mater Sydney has been registered as a COVID Safe business together with its COVID-19 Safety Plan.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required</p>	<p>All staff have been advised of the COVIDSafe app.</p>