**Checklist of matters to be addressed in your COVID-19 Safety Plan**

**Wellbeing of staff and visitors**

* Exclude staff, volunteers and visitors who are unwell.
* Provide staff with information and training on COVID-19, including when to get [tested](https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others/clinics), [physical distancing](https://www.nsw.gov.au/covid-19/social-distancing) and cleaning.
* Make staff aware of their leave entitlements if they are sick or required to [self-isolate](https://www.nsw.gov.au/covid-19/self-isolation).
* Display conditions of entry (website, social media, venue entrance).
* Consider offering online services or alternative arrangements for [people in high-risk categories](https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others/covid-19-and-vulnerable-people) (for example, over 70 years of age).

**Physical distancing**

* Capacity must not exceed, to a maximum of [one person per 4 square metres](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/four-square-metre-rule),
  + 50 visitors for a religious service or private worship
  + 50 guests for a funeral service, excluding the persons involved in conducting the service
  + 20 guests for a wedding service, excluding the couple, the persons involved in conducting the service and the photographer and the videographer.
* Use [signage](https://www.nsw.gov.au/covid-19/industry-guidelines/posters-and-signage-for-business) to communicate the maximum safe capacity.
* Move or remove tables and seating as required.
* Reduce crowding wherever possible and promote [physical distancing](https://www.nsw.gov.au/covid-19/social-distancing).
* Where reasonably practical, ensure staff maintain 1.5 metres [physical distancing](https://www.nsw.gov.au/covid-19/social-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.
* Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.
* Avoid group singing or chanting and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people.

**Hygiene and cleaning**

* Adopt good [hand hygiene practices](https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others).
* Ensure bathrooms are well stocked with hand soap and paper towels.
* Consider modifying religious rites or rituals to avoid direct contact where practical. Where this is not practical, ensure [hands are washed](https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others) before and after each interaction with soap and water or hand sanitiser.
* Avoid sharing books, drinking cups or other shared objects used during the service such as collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these.
* Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.
* Disinfectant solutions need to be maintained at an appropriate strength and use in accordance with the manufacturer's instructions.
* Staff are to wear gloves when cleaning and [wash hands thoroughly](https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others) 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](https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-understanding-your-privacy-obligations-to-your-staff).
* Make your staff aware of the [COVIDSafe app](https://www.health.gov.au/resources/apps-and-tools/covidsafe-app" \o "COVIDSafe app (https://www.health.gov.au/resources/apps-and-tools/covidsafe-app)" \t "_blank) and its benefits to support contact tracing if required.
* 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](tel:131050).