



Chinese Presbyterian Church  
雪梨華人長老會



會正：陳靈光牧師 Moderator: Rev Chris CHAN  
長老議會書記：王春毅長老 Session Clerk: Elder Bernard WONG

402 Crown Street  
Surry Hills 2010 NSW Australia  
電話 Telephone: +61-2-9331 4459  
傳真 FAX: +61-2-9360 6020  
電郵 E-Mail: [cpcoffice@cpc.org.au](mailto:cpcoffice@cpc.org.au)  
ABN 39 125 802 542

**Updated Covid-19 Safety Plan for  
Chinese Presbyterian Church, Surry Hills  
Date: In effect from 23<sup>rd</sup> June, 2021**

**Increased restrictions in place for Greater Sydney & Blue Mountains**

Plan completed by: WHS Subcommittee of CoM

At all phases/ stages of NSW Public Health Orders during COVID-19, it is required that:

- All staff, members and visitors who are experiencing fever (i.e. 37.5 degrees celsius or more), sore throat/ cold/cough/ flu-like symptoms should NOT be attending any events, meetings or gathering on the premise of Chinese Presbyterian Church, Surry Hills.
- All staff, members and visitors of the congregations who have been in contact with anyone who have been tested positive for Covid-19/ been in close contact with a person who has just arrived in Australia in the past 14 days, have travelled or been to any places deemed as "[case locations](#)" identified by NSW Health- should also self-isolate for 14 days.
- It is encouraged that any staff, members and visitors of the congregations who are experiencing the mildest of symptoms should get themselves tested for Covid-19, and be cleared (i.e. from a negative results and/or following 14 day self-isolation period as advised by the government) before attending any events, meetings or gathering in the premise of Chinese Presbyterian Church.
- All members are encouraged to sneeze and cough into their bent elbows to minimize spread of droplets.
- Good handwashing practice and social distancing (at least 1.5m) practices is highly recommended at all times. Posters will be placed in each bathroom and common public areas/ rooms. Areas will be marked off to ensure social distancing is adhered.
- Adequate cleaning measures should also be utilized ensuring that commonly touched surface is regularly cleaned.
- Downloading and maintaining active status of the COVIDSafe App is highly recommended.
- Downloading the ServiceNSW app to check in via QR code upon entering the CPC premise is also highly recommended as per Public Health Orders for quick contact tracing. If unable to do so, record of name, contact number and/or email be recorded and available on soft copy within 12 hrs to be made available to church office.
- Staff, members and visitors of CPC will cooperate with NSW Health if contacted in relation to a positive case of COVID-19, and notify SafeWork NSW on 13 10 50.

# Covid-19 Safety Plan for Chinese Presbyterian Church, Surry Hills

## Increased restriction (in effect from 23<sup>rd</sup> June, 2021)

### Worship Service/Small Groups/ Fellowship gathering:

- Gathering at present, is permissible across the CPC premise providing that they are able to abide by the 1 person per 4 sqm rule.
- Permissible rooms will be marked with maximum occupancy. Therefore at CPC,
  - Auditorium can take a *maximum of 60 people* providing they are seated together as family groups OR at least 1.5m apart for people of different households.
  - Worship Centre can take a *maximum of 40 people* providing they are seated together as family groups OR at least 1.5m apart for people of different households.
  - Fellowship Hall (Room 416) can take a maximum of 20 people providing they are seated together as family groups OR at least 1.5m apart for people of different households.
  - Meetings/ Small group gatherings can be held on site at the following rooms- ONLY WITH BOOKINGS from church office. Please see updated room booking procedure:
    - Room 311 (old library): a maximum of 10 people
    - Room 312 : a maximum of 7 people
    - Room 313: a maximum of 3 people
    - Room 314 : a maximum of 4 people.
    - Each Sunday School rooms adjoining fellowship hall (above and next to kitchenette) can only hold maximum of 3 people in each room
- All parties on site should be scanning in via QR code provided by Service NSW upon entry onto CPC premise. This detail remains confidential and will only be used by Public Health Office for contact tracing should a positive case occur. This record will be maintained by ServiceNSW for at least 28 days from the day of event/ gathering.
- *In an event where QR code scanning is not possible, please provide your name and contact number to the church office.* This record will be entered into an electronic format and kept by church office confidentially for at least 28 days from the day of event/ gathering, and only provided to contact tracing team should a positive case is linked to an activity which occurred at CPC.
- Social distancing measures and hand hygiene measures are to be implemented at all times.
- Vulnerable people with comorbidities/ people who are immune suppressed/ compromised, and/or people aged over 70 are recommended to take extra care when present at the premise.
- Communal singing is **not permissible** (with or without a mask)
- **Wearing of mask is compulsory indoors and highly recommended where social distancing cannot be maintained**- indoors and outdoors. Mask may be taken off when

## Covid-19 Safety Plan for Chinese Presbyterian Church, Surry Hills

speaking to people hard of hearing, or in situations where clarity of voice may be impacted with the wearing of mask (e.g. teaching/ presenting)

- Communal meals with sharing of food (e.g. breakfast/lunch/ dinner) is not recommended. Pre-packed, single serve food is permissible following safe guidelines are followed with the handling and receiving of food. Church lunch/ coffee ministry for people onsite may recommence with safety precautions.
- Morning tea/ pm tea / supper can include pre-packaged foods to be served as take away. Likewise, coffee ministry can resume with safety precautions in small numbers and good hygiene/ cleaning procedures. Large group socializing is not recommended. People are encouraged to keep to small groups when socializing in an open, ventilated space (e.g. courtyard), with social distancing encouraged. If crowding occurs, encourage meeting off the premise and away from the perimeter of the church.
- Cleaning of the premise must be made on a regular basis (e.g at the end of each day of use) and particular attention to cleaning must be made for frequently touched/ used equipment (e.g. microphones, door handles, tables, lecterns, etc)
- Ensure room used is always well ventilated (i.e. keep windows and doors open) where possible

### Funerals & Weddings:

- Weddings guest numbers must abide by the 1 person per 4 sqm rule. Therefore, the Auditorium can only hold max of 60 people and Worship Centre a maximum of 40 people.
- Similarly, number of guests for funerals attendance must abide by the 1 person per 4 sqm rule. Therefore similar to above, maximum of 60 people can be catered for in the Auditorium, however only maximum of 40 in the Worship Centre.
- Communal singing and chanting is **not permissible (with or without a mask)**.
- **Wearing of mask is compulsory indoors and highly recommended where social distancing cannot be maintained**- indoors and outdoors. Mask may be taken off when speaking to people hard of hearing, or in situations where clarity of voice may be impacted with the wearing of mask (e.g. teaching/ presenting)
- Social distancing measures and good hand hygiene measures are to be implemented at all times.
- All attendees should be scanning in via QR code provided by Service NSW upon entry onto CPC premise. This detail remains confidential and will only be used by Public Health Office for contact tracing should a positive case occur. In an event where QR code scanning is not possible, please provide your name and contact number to the church office. This record will

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be entered into an electronic format and kept by church office confidentially for at least 28 days from the day of event/ gathering, and only provided to contact tracing team should a positive case is linked to an activity which occurred at CPC.

- Cleaning of the premise must be made on a regular basis (e.g at the end of each day of use) and particular attention to cleaning must be made for frequently touched/ used equipment (e.g. microphones, door handles, tables, lecterns, etc)

### **Entrances/ Exits:**

- Aside for those who have mobility issues, all attending the church premise is encouraged to
  - enter through the stair entrance at Crown Street, and
  - exit through the Albion Street driveway.

### **Language School/ Other Agreed Use of CPC:**

- A separate Covid-19 safety plan for other groups using this church premise (other than for worship) is required prior to the commencement/ resumption of the program. Social distancing and hand hygiene measures is to be adhered to at all times. And 1 person per 4 sqm rule applies in most cases. Please refer to the groups' authority bodies (e.g. NSW education, own church)

**PLEASE NOTE THAT DUE TO THE UNCERTAINTY OF THIS VIRUS, AND THE EFFECTS IT HAS ON IMPLEMENTED PUBLIC HEALTH RESTRICTIONS, PHASES/ STAGES PROTOCOL MAY CHANGE WITH LITTLE NOTICE.**

**ALL PROCEDURES MUST ADHERE WITH RECOMMENDATIONS FROM NSW PUBLIC HEALTH AND NSW GOVERNMENT.**

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## New Room Booking Procedure during COVID-19 Chinese Presbyterian Church, Surry Hills

1. When making a booking for room use, please email: [cpc.booking@cpc.org.au](mailto:cpc.booking@cpc.org.au)
2. On the email, state the date, time and length of booking required, state how many people will be present.
3. Church office will send a confirmation email with declaration that the person/ people booking have not been to the identified [specific case locations](#). Church office will also advise of the suitable allocated room to abide by the 1 person per 4 sqm rule as assigned to each room. Alongside this email, NOTICE will be written on the email stating clearly that attendees will agree to scan in CPC's QR Code as provided by ServiceNSW, or sign the log sheet during the meeting- providing information on:
  - The date of meeting [and the start and end time (duration) of meeting- if on paper]
  - Each person present, and
  - Each person's best contact number

If a log of attendees is written on paper, this log is to be returned immediately to church office at the completion of the meeting OR, If no one is present in the office, a clear, scanned picture of this completed log sheet must be returned via email to the address stated on the log sheet before end of that same day.

This record will be kept safe and confidential at the church office for 28 days for purposes of contact tracing should a positive case arise. Church office will need to scan save this into a soft file copy for immediate access should contact tracing team require the information

4. Booking of rooms is on the proviso that the attendees will adhere to the Covid-19 Safety Plan, social distancing and hand hygiene measures, as well as compliance to only use rooms that are booked (or the bathrooms) within the church premises. This is to ensure that adequate cleaning is implemented after use.
5. Group leaders should ensure that group members are not experiencing any flu-like/respiratory symptoms prior to the commencement of your meeting. Individuals who are unwell should be encouraged not to attend.
6. Should the attendees not adhere to steps above (e.g. do not provide a clear, completed log of attendance for that day, do not adhere to the allocated space/ break social distancing measures) they will not be allowed to book rooms in the future.

# Attendance Sheet

Date: \_\_\_\_\_

Room: \_\_\_\_\_

Meeting: \_\_\_\_\_

- Please abide by social distance rules of at least 1.5m
- Please utilize a clean mask (if you are unable to maintain social distancing) whilst on the premise and care when donning on and off
- Please do not exceed the maximum number allocated to room
- Please do not use any other rooms other than the bathrooms and this allocated room (without prior permission)
- Please return this log to church office ASAP / scan to [cpc.office@cpc.org.au](mailto:cpc.office@cpc.org.au) at end of your meeting.

Name	Best Contact Number

*This list will remain confidential and only kept in the church office for a period of 28 days for the purposes of contact tracing.*