



*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

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**Updated Covid-19 Safety Plan for  
Chinese Presbyterian Church, Surry Hills  
Date: In effect from 8<sup>th</sup> November, 2021**

**Further easing of restrictions in place with NSW vaccination targets**

Plan completed by: WHS Subcommittee of CoM

At all phases/ stages of NSW Public Health Orders during the COVID pandemic, 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.
- 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 result and/or following 14 day self-isolation period if advised public health) before attending any events, meetings or gathering on the premises of the Chinese Presbyterian Church.
- All staff, members and visitors of the congregations who have tested positive for Covid-19, or have been identified as close contact and directed by Public Health to self-isolate, MUST NOT attend any meetings, gatherings or events on the premise.
- All members are encouraged to sneeze and cough into their bent elbows to minimize spread of droplets.
- The wearing of masks for all people aged 12 and up is required in indoor areas or where social distancing cannot be maintained, as per PHO. Children aged 2-12 do not have to wear a mask but are encouraged to wear one where practicable in indoor areas and where social distancing cannot be maintained. Children under 2 years of age must not wear a mask due to choking and suffocation risk. A medical exemption/ approved exemption letter must be made available for people seeking exemption from wearing a mask.
- Good handwashing and social distancing (at least 1.5m) practices are 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 utilised ensuring that commonly touched surfaces are regularly cleaned.
- Downloading the ServiceNSW app to check in via QR code upon entering the CPC premise (as long as required by Public Health) is also highly recommended. If unable to do so, 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 Safety Plan for Chinese Presbyterian Church, Surry Hills

## Further easing of restriction (with 2<sup>nd</sup> stage of 80% vaccination target )

### For staff at CPC:

- Employees can continue to work from home, if it is reasonably practicable to do so, and if your employer is agreeable to a working from home plan
- Working on the premise is allowable
- If workers are to work on site in a shared space, a face mask as well as maintain good hand hygiene and social distancing is highly recommended

### Worship service:

- Onsite, live service worship service can continue. Option to continue live streaming should be considered
- Both vaccinated, partial and unvaccinated members may participate in a face to face worship service
- All involved need to wear a mask (unless up front), maintain social distancing and maintain good hand hygiene
- Worship service must abide by density limit of 1 per 2sqm rule. Therefore:
  - A maximum of 120 people are allowable in the auditorium. Additional 20 can be seated in the gallery
  - A maximum of 80 people are allowable in the worship centre.
  - A maximum of 40 people are allowable in the fellowship hall.
- All unvaccinated, partially or fully vaccinated people are allowed on the premise, however, people under the age of 16 who are not fully vaccinated (including children) must be accompanied by a fully vaccinated member of their household
- It is highly recommended that members involved in all aspect of the worship team are fully vaccinated
- Up to 10 fully vaccinated WIS leaders (inc singers) may perform in a worship service. Attempts should be made to adhere to social distancing and good hygiene practices
- Singing is allowed for fully vaccinated people (whilst masked), however partial/ unvaccinated people must refrain from singing even if wearing a mask until further easing of restriction.

### Weddings (ceremonies and receptions):

- Up to 120 people of fully vaccinated people can be seated in the auditorium (with additional 20 in the gallery) and 80 people in the worship centre for a wedding ceremony.
- Partial / an unvaccinated person(s) may not attend a large wedding.
- Partial/ an unvaccinated person may only attend a small wedding (of up to 11 people) only, and must be seated whilst eating and drinking.
- The wearing of masks is required, unless you are in the bridal party during a service
- Food and drink can be given in a standing or sit-down manner (as long as all involved are fully vaccinated)
- Dancing is permitted
- Please ensure that each member can provide his/her vaccination status should a police officer or an authorised officer requests this information
- All persons coming onto the premise must scan in and out via QR code via the Service NSW app.

# **Covid Safety Plan for Chinese Presbyterian Church, Surry Hills**

## **Funerals and Memorial Services**

- Funerals and memorial services at CPC can have up to 120 people in the auditorium (with additional 20 in the gallery if required) or 80 people in the worship centre to abide by the 1 per 2sqm rule applies. All parties must be fully vaccinated to attend a large gathering for funerals/ memorial services.
- Partial/ an unvaccinated person(s) can only attend a small funeral/ memorial service up to 10 people (in addition to the persons conducting or involved in the delivery of the service)
- The wearing of masks is required, unless you are conducting the service up front, or have a medical exemption to do so
- Food and drink can be given in a standing or sit-down manner (as long as all involved are fully vaccinated)
- Please ensure that each member can provide his/her vaccination status should a police officer or an authorised officer request this information
- All persons coming onto the premise must scan in and out via QR code via the Service NSW app

## **Other groups/ service**

- Any other use of the CPC premise, must be made with prior booking via the CPC church office. This is allowable for non, partial and fully vaccinated people. Purpose of use, number of people, day and time must be identified. Approval and allocation of room is needed to confirm the booking.
- The wearing of mask is required, unless you are communicating with another person who is deaf or hard of hearing, and/or clear enunciation or visibility of your mouth is required e.g. conducting a presentation up front; or you have a medical exemption to do so.
- All room bookings must abide by the density rule of 1 person per 2 sqm

## **Food related ministry & practices**

- Food related ministry and practices can resume with Covid-Safe Practices (e.g. consideration for single serve packaging, multiple serving areas, minimizing queues, reduce contact/ touch, etc),
- Encourage people to maintain social distancing practices where practically able.

***Proposed date for further easing of restriction stage 3 is said to occur by 15<sup>th</sup> December ~ in line with NSW 95% vaccination target.  
More details to come.***

**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 pandemic** **Chinese Presbyterian Church, Surry Hills** (updated 08/11/2021)

1. When making a booking for room use, please email: [cpc.office@cpc.org.au](mailto:cpc.office@cpc.org.au)
2. On the email, state the date, time and length of booking required, and state how many people will be present.
3. Church office will send a confirmation email with declaration that the person/ people booking is not a close contact, having symptoms or tested positive to Covid-19. Church office will also advice of the suitable allocated room to abide by the 1 person per 2 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 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. Should the attendees not adhere to steps above (e.g.do not adhere to the allocated space/ break social distancing measures) they will not be allowed to book rooms in the future.