



*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: Updated Tues 25<sup>th</sup> August 2020

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 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 who are experiencing symptoms should be tested for Covid-19, self-isolate until receiving a negative test result, and be cleared of all symptoms, before attending any events, meetings or gathering in the premise of Chinese Presbyterian Church.
- All staff, members and visitors who have been in close contact with any positive cases of Covid-19, been in close contact with a person who has recently arrived in Australia in the past 14 days, have travelled to Victoria, or been to any of the specific case locations identified by NSW Health, should immediately be Covid-19 tested and self-isolate for 14 days.
- All staff, members and visitors who live in or have visited any of the local government areas/suburbs as identified by NSW Health in the past two weeks, should be COVID-19 tested if any mild symptoms arise, and self isolate until symptoms resolves and a negative test result is confirmed. They should also minimise movements outside of that local government area.
- 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 MUST be adhered to 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 be implemented to ensure that commonly touched surface is regularly cleaned.
- Downloading and maintaining active status of the COVIDSafe App is highly recommended as per Public Health Orders.
- All staff, members and visitors 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

### **July- Increased restriction from stage 3 (in effect from July 24, 2020, updated 25<sup>th</sup> Aug 2020)**

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

- Gatherings of up to 100 people 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
- A list of all who attended on a particular date/event/ meeting and their contact number should be kept safe and accessible in the church office in the case that this list is requested by the contact tracing team of Public Health Office. This record is to be maintained for at least 28 days from the day of event/ gathering.
- Social distancing measures and hand hygiene measures are to be implemented at all times. Wearing a mask is recommended if social distancing cannot be effectively practiced following exploration of all options available (e.g. limiting numbers, utilizing online networking platforms, using larger rooms, etc). Wearing a mask **is not** a reasonable excuse to disregard social distancing measures.
- Vulnerable people with comorbidities/ people who are immunosuppressed, and/or people aged over 70 are recommended to take extra care and consider the need to be present at the premise. The Presbyterian Church of Australia highly recommends that this vulnerable population be encouraged to not be present.
- Communal singing and chanting is NOT permissible, even when wearing a mask, due to the spread of aerosol/droplets. Only ONE worship member (standing at least 5 metres away from any persons and not directly above, from the direction of singing) may sing for purpose of meditation, worship leading, or for live audience,.

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

- If singing/chanting is to happen for the purpose of live streaming only (with no audience), only two people standing at 5m apart, facing in the same direction, and at least 5m away from anyone else listening in front (as part of the live streaming crew) is allowable. Any music back up players/ band members needs to be at least 1.5m away from the back of the singer.
- Communal meals (e.g. breakfast/lunch/ dinner) are not permissible. Morning tea can include prepackaged foods to be served as take away. Likewise, coffee ministry can only serve to offer take away orders only. Groups are recommended to maintain social distance when socialising in the courtyard, etc. 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) focusing in particular on surfaces that are frequently touched and may present droplets.
- Small group meetings are allowable off-site at a residential property. At present 20 visitors can still be invited into private residences, however NSW Government recommends limiting visitors to 10 people as a general principle. Please follow the directive of NSW Public Health Order/ NSW Government order for regular updates.

### **Funerals & Weddings:**

- Weddings guest numbers must abide by the 1 person per 4 sqm rule. Therefore, the Auditorium can only hold a maximum 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 due to the spread of aerosol/droplets. Only ONE worship leader may sing, distanced at least 5m from stage/ up front and not on top of any listener/ audience.
- Social distancing measures and good hand hygiene measures are to be implemented at all times.
- A list of all who attended on a particular date/event and their contact number, should be kept safe and accessible in the church office in the case that this list is requested by the contact tracing team of Public Health Office. This record is to be maintained for at least 28 days from the day of event/ gathering.

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

- Cleaning of the premise must be made on a regular basis (e.g at the end of each day of use) focusing in particular on surfaces that are frequently touched and may present droplets.

### **Entrances/ Exits:**

- Aside for those who have mobility issues, all attending the church premise are 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 are 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.**

---



*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

---

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

1. When making a booking for room use, please email: [bookingcpc@gmail.com](mailto:bookingcpc@gmail.com)
2. On the email, state the date, time and length of booking required, state how many people will be present, and list the names of attendees who will be present with the booking.
3. Church office will send a confirmation email 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 complete the log sheet during the meeting. This will have information providing:
  - The date of meeting and the start and end time (duration) of meeting
  - Each person present, and
  - Each person's best contact number

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 [cpcoffice@cpc.org.au](mailto:cpcoffice@cpc.org.au) 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.

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. 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: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

- Please abide by social distance rules of at least 1.5m
- Please utilize a clean mask 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 [cpcoffice@cpc.org.au](mailto:cpcoffice@cpc.org.au) at end of your meeting

Name	Best Contact Number

*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.*