



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
ABN 39 125 802 542

Updated Covid-19 Safety Plan for Chinese Presbyterian Church, Surry Hills Date: Updated 26th September 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 fever (i.e. 37.5 degrees Celsius or more on contactless thermometer), 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, where possible.
- 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. Wearing of face mask is highly recommended where social distancing is not possible.
- 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 need to scan in, or be added as a dependant/ scanned in by another person, via QR code supplied by ServiceNSW (through the ServiceNSW app) upon entry to premise of CPC.
- 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**.



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Slight decrease of restriction from 26th Sept, 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
- All parties 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 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 for at least 28 days from the day of event/ gathering.

- Health checking, 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.



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- Communal singing and chanting of audience are NOT permissible, even when wearing a mask, due to the spread of aerosol/droplets.
- From 26th Sept, up to 5 worship singers (standing socially distanced of at least 1.5m away from each other; and at least 5m from any audience, and not directly above, from the direction of singing) may sing for the purpose of meditation, worship leading with/without live audience. Any music back up players/ band members need to be at least 1.5m away from the back/ side of the closest singer. Ensure that room is well ventilated.
- Communal meals (e.g. breakfast/lunch/ dinner) should only be done with caution; prohibiting sharing and cross handling of food. 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 or likely to occur, please 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. Up to 5 worship leaders may sing, socially distanced from each other, and at least 5m from audience/ up front and not on top of any listener/ audience. Any music back up players/ band members needs to be at least 1.5m away from the back/ side of the closest singer. Ensure that room is well ventilated.
- Health checking, social distancing measures and good hand hygiene measures are to be implemented at all times.



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- 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. 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 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 for at least 28 days from the day of event/ gathering.

- 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.
- If there are larger groups of people on premise, consider staggering entry and exit times to reduce congestion and promote social distancing.

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.



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
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 with declaration that person/ people booking has 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 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. Group leaders should ensure that temperature checking is conducted prior to the commencement of your meeting to ensure that no one is experiencing a fever (i.e. temperature of 37.5 degrees Celsius or above on contactless thermometer provided for use at the premise)
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: _____

Start Time: _____

End Time: _____

- Please abide by social distance rules of at least 1.5m.
- Please check that no one in your group has a fever
- 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 at end of your meeting to cpcoffice@cpc.org.au

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.