Attachment – Answers for Places of Worship within Northern Synod, Uniting Church in Australia to Use for NT COVID-19 Community Business and Organisation Checklist

**Organisation or business details**

Organisation or business name  **Name of church**

Owner name or site manager **Minister, pastor or chairperson of church council**

Phone number  **Phone number of church**

Email address  **Email address of church**

**Organisation or business address**

Street address **Street address of church**

Suburb **Suburb of church**

Postcode  **Postcode of church**

Australian Business Number (ABN) **Leave Blank**

Provide a short overview of what your business or organisation does

**Premises hosts religious worship**

**Facilitates the use of premises for religious and non-religious (community etc) purposes for activities inside and outreach activities.**

**Workplace Physical Distancing Measures**

1. Have you provided education on physical distancing to staff?  **Yes**
2. Have you provided clear guidance on physical distancing to customers?  **Yes**
3. Can physical distancing be managed in staff and common areas?  **Yes**
4. Have you considered the use of technology to assist with physical distancing where possible (for example ordering online)?  **Yes**
5. Will physical distancing be managed as part of any delivery service?

**This is not relevant**

1. Will physical distancing be managed when delivering or picking up goods?

**This is not relevant**

1. List the measures you will use to manage physical distancing – 200 words *(We have put some sample answers below but feel free to add your own applicable to your situation)*

* **Taping markers and labels to ensure distance**
* **Rearranging furniture and seatings**
* **Entering and exiting at different doors**
* **No handshakes**
* **Clear advice of maximum number of people in confined room and spaces**
* **Regular training meetings or announcements to provide education and guidance**
* **Spot checks by leaders regularly**
* **Consider cancelling non-essential meetings.**
* **If needed, hold meetings via video conferencing or phone call**
* **Put off large meetings to a later date**
* **Hold essential meetings outside in the open air if possible**
* **Have smaller gatherings to ensure distancing is maintained during, before and after worship.**
* **Open places of worship, extending it outdoors where needed**
* **Follow other directions from the Northern Synod of Uniting Church in Australia handed down that promote compliance to expert medical advice provided by NT and Federal Governments -** [**health.gov.au**](about:blank)

**Hygiene Measures**

1. Have you provided education or information on COVID-19 hygiene protocols and practices to staff and volunteers? **\* Yes**
2. Have you provided clear guidance on COVID-19 hygiene protocols and practices to customers?  **Yes**
3. Do you have adequate supplies of cleaning and sanitiser products?  **Yes**
4. Can your staff and customers wash or sanitise their hands regularly?  **Yes**
5. Have you identified high touch surfaces (for example door handles, service counters) and increased your regular cleaning schedule?  **Yes**
6. Do you have adequate waste management facilities including rubbish bins? **Yes**
7. List the measures you will use to manage hygiene – 200 words *(We have put some sample answers below in bullet points but feel free to add your own applicable to your situation)*

* **Ensure supply and extensive availability of alcohol-based hand sanitisers to all within, entering and exiting places of religious worship.**
* **Have clear signage with instructions on hygiene**
* **Wear proper PE gears when needed**
* **Clear instructions to visitors/guests/customers when they come to the site**
* **Regular training meetings or education of staffs / volunteers, etc.**
* **Regularly clean and disinfect surfaces that many people touch**
* **Open windows or adjust air conditioning for more ventilation**
* **Stress that people cough and sneeze with their elbow or a tissue**
* **Encourage people to put used tissues straight into the bin and assist in doing so as much as possible.**
* **Stressing that all people wash hands often with soap and water.**
* **Stress that people avoid touching eyes, nose and mouth**
* **Follow other directions from the Northern Synod of Uniting Church in Australia handed down that promote compliance to expert medical advice provided by NT and Federal Governments -** [**health.gov.au**](about:blank)

**Monitoring and Identification of Unwell Staff**

1. Have you provided education or information about COVID-19 transmission and symptoms to staff?  **Yes**
2. Do you have protocols for staff to not attend work if unwell?  **Yes**
3. Have you provided direction to staff to seek medical advice if they have symptoms of COVID-19?  **Yes**
4. List the measures you will use to manage the health of your staff – 200 words *(We have put some sample answers below in bullet points but feel free to add your own applicable to your situation)*

* **Holding regular update meetings and reminder to provide education and guidance on hygiene, workplace, and unwell staff**
* **Will deliver messages (oral and written), display materials (e.g. signage) and act to ensure that all people understand as much as possible that:**
* **If you are sick and think you have symptoms of COVID-19, authorities recommend you seek medical attention;**
* **If you want to speak to someone about your symptoms first, you can call the Coronavirus Health Information Hotline on 1800 020 080. It's operating 24 hours a day, seven days a week;**
* **You can also use the** [**symptom checker on healthdirect**](about:blank)**;**
* **If unwell, seek medical help through your GP and inform the congregation Minister or Managers and the Synod office on** [**admin@ns.uca.org.au**](about:blank) **or 89823400**
* **Follow other directions from the Northern Synod of Uniting Church in Australia handed down that promote compliance to expert medical advice provided by NT and Federal Governments -** [**health.gov.au**](about:blank)