RE-OPENING APPLICATION FORM

COVID-19 SAFE RETURN TO CHURCH FRAMEWORK

Diocese of Grafton

Now that the NSW Government has eased COVID-19 restrictions relating to Places of Worship, it is possible to reopen our churches to Public Worship, provided there is a COVID-19 Safety Plan for each place of worship. Before completing this form, you need to have developed a COVID-19 Safety Plan. Please refer to the advice and other resources on the Homepage of the Diocesan Website, especially *A COVIDSafe Plan for Church Premises*.

This Re-opening Application must be completed by the Incumbent (or Locum) and 2 Churchwardens. The completed form is to be returned to pa@graftondiocese.org.au and copied to the Regional Archdeacon. If you have any queries, please phone your Regional Archdeacon, Archdeacon Matthew Jones (North) (0458862098) or Archdeacon Stuart Webb (South) (0265841033), or Mrs Maree Collett (66424122). You should also phone them about urgent COVID-19 reporting matters.

Formal written approval of the Bishop will be required prior to the reopening of a Church building and will be dependent on your Parish's ability to comply with all measures listed below. A separate form is required for each worship centre.

PLEASE COMPLETE A SEPARATE FORM FOR EACH WORSHIP CENTRE

Parish Name:	
Name and address of church building that you want to re-open:	

ASSESSMENT QUESTIONNAIRE

1. Have the Incumbent and Churchwardens read and understood the document *A COVIDSafe Plan for Church Premises* (https://www.graftondiocese.org.au/wp-content/uploads/2020/05/A-COVIDSafe-Plan-for-Church-Premises-010620.pdf) and developed a local church plan specific to the church premises named above?

   ❍ Yes   ❍ No

2. Is your Parish able to comply with the NSW Public Health Order and with Diocesan requirements outlined in *A COVIDSafe Plan for Church Premises*?

   ❍ Yes   ❍ No

3. If there is a diagnosed case of COVID-19 affecting your site are you able to comply with the Incident Response Process outlined on pages 3 and 4 of *A COVIDSafe Plan for Church Premises* AND submit an *Incident Notification Form* (see the diocesan website)?

   ❍ Yes   ❍ No

4. Is your Parish able to comply with the Safe Work Australia cleaning protocol https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19 prior to the first service and after each subsequent service?

   ❍ Yes   ❍ No

5. Do you have a process in place to allow parishioners to register (by phone, text, Eventbrite etc) their intention to attend a nominated service of worship? *This is not a legal requirement, but it will assist in ensuring that you don't exceed the maximum number of people at each service.*

   ❍ Yes   ❍ No

6. What is the size of the floor space in m^2 in the seating area of the church and how many people can it accommodate while observing the required social distancing measures (1 person every 4m^2) up to a max. of 50? For example, if you have a floor space of 200m^2 then you can accommodate 50 people, but if you have less than 200m^2 your max. safe capacity is less than 50.

7. What seating arrangements are in place to ensure participants remain 1.5m apart? Please attach a seating plan.

8. How will you record and securely store (for at least 28 days) the names and contact details of all persons attending the service? (see sample *Attendance Record Sheet* on the diocesan website).

9. How will you advise attendees of the terms of entry to a building AND how will you respond to a person who needs to be denied access because they are clearly unwell? See the *Conditions of Entry COVIDSafe Poster* on the diocesan website.

10. If serving food and drink do you undertake to comply with the Public Health Order by abiding by the advice for COVID-19 Safety in NSW Restaurants and Cafes? https://www.foodauthority.nsw.gov.au/help/covid-19-advice-for-businesses

   ❍ Yes   ❍ No

11. In accordance with the Public Health Order, will you ensure that congregational singing does not take place, and that soloists maintain at least 3m distance from others?

   ❍ Yes   ❍ No

12. In accordance with the Public Health Order, will you ensure that shared objects such as Prayer Books are not used, and that the Order of Service be either projected on a screen (preferred) or printed in a single use booklet?

   ❍ Yes   ❍ No

13. If you intend to leave the church building open to the public for private prayer, how will you ensure that physical distancing and hygiene requirements are monitored and that the max. capacity is not exceeded?

14. Does signage at each entrance display the maximum safe capacity of the building as calculated at Q6 above?

❍ Yes   ❍ No

15. If you have reached the maximum number of people you can legally accommodate under the Public Health Order, how will you respond to those who will need to be denied access to the service?

16. Is the *Conditions of Entry COVIDSafe Poster* (see diocesan website) on display at each entry point?

❍ Yes   ❍ No

17. Is the *General COVIDSafe Poster* (see diocesan website) or similar on clear display?

❍ Yes   ❍ No

18. Is Hand Sanitizer located at each entrance, and is there access to adequate hand washing facilities on site?

❍ Yes   ❍ No

DECLARATION AND UNDERTAKING

The information provided in this application is true and correct to the best of my knowledge.

We undertake to comply with the directives contained in the Government Advice and any subsequent directives provided by the Bishop, the Registrar or their delegates in relation to the ongoing management of COVID-19.

Incumbent Signature   **Churchwarden Signature**

Incumbent Name   **Churchwarden Name**

Churchwarden Signature

Churchwarden Name

FOR BISHOPS REGISTRY USE ONLY

COMMENTS

Outcome (*circle*)	Approved / Not Approved / Other:
Signature of Bishop or Delegate	
Name of Bishop or Delegate	
Date	