

# Reopening Places of Worship

## Industry COVID Safe Plan for Places of Worship in Queensland

Produced by the Centre for Interfaith & Cultural Dialogue, Griffith University, in consultation with:

- The Abbey Church (Orthodox Catholic) Caboolture
- Anglican Church Southern Queensland
- Anglican Diocese of North Queensland
- Buddhist Council of Queensland, Inc.
- Buddha's Light International Association of Queensland
- The Church of Jesus Christ of Latter-day Saints
- Go Forward Karenni Church
- Heart Insight Meditation Centre
- Hindu Society of Queensland, Inc.
- International Network of Churches
- Islamic Council of Queensland
- Langri Tangpa Centre, Inc.
- Bishop, Lutheran Church of Australia, Queensland District in collaboration with the Queensland Heads of Churches
- Queensland Churches Together
- Queensland Congregational Fellowship
- Queensland Faith Communities Council
- Queensland Jewish Board of Deputies
- Uniting Church in Australia, Queensland Synod
- Roman Catholic Archdiocese of Brisbane
- Vedanta Centre, Springfield Lakes

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## Introduction

Our faith leaders and community members have compassionately and courageously continued to serve, lift and strengthen their fellow Queenslanders throughout the dangers and difficulties of the COVID-19 crisis. They are to be commended and supported in their efforts. Queensland is better because of their sacrifices.

As at 1 June 2020 restrictions allow up to 20 people at a time in worship related gatherings. However, many of our faith communities are more numerous than this and our places of worship are suited to accommodate larger numbers. Furthermore, places of worship are important contributors to social well-being and essential partners in a whole-of-community strategy to combatting COVID-19 spread. Because of this, we want to work together to support them in reopening.

This Industry COVID Safe Plan for Places of Worship in Queensland has been developed to allow places of worship to opt-in to the Plan, which will then facilitate the gathering of **more than 20 individuals at a place of worship** and ensure faith organisations keep their places of worship, staff and participants safe. At this time there is an upper limit on gatherings at places of worship of **100 individuals**.

The Queensland Government engaged Griffith University, Centre for Interfaith & Cultural Dialogue, led by Dr Brian Adams, to develop the Plan in consultation with a broad range of Queensland faith community representatives.

Although adoption of the Plan is completely voluntary for faith communities, it will no doubt be a welcome support in navigating the next stages of reopening.

This Plan includes the principles, guidelines, checklists and a Statement of Compliance (Appendices 1, 2 and 3) to help you and your community of believers reconnect safely in places of worship through this reopening period.

Organisations adopting this Plan will need to ensure the Checklists and Statement of Compliance in Appendices 1, 2 and 3 are completed, printed, signed, and prominently displayed in each place of worship.

The Queensland Government looks forward to working with you to make this transition period as safe and successful as possible. To stay up to date with any amendments to the plan and with public health directions, individuals and organisations should refer to:

[www.covid19.qld.gov.au/government-actions/covid-safe-businesses](http://www.covid19.qld.gov.au/government-actions/covid-safe-businesses)

If you have any questions about this plan, please email [MA@dlgrma.qld.gov.au](mailto:MA@dlgrma.qld.gov.au)

The two key points for any Industry COVID Safe Plan for Places of Worship in Queensland are a **commitment to follow health advice** and to **direct workers and community members to stay home if they are sick**.

**If any staff, volunteers, attendees, or community members display symptoms of COVID-19 ask them to call 13HEALTH (13 43 25 84)**

**For severe symptoms** such as shortness of breath at rest or difficulty breathing, **dial 000**.

It is recognised that places of worship are potentially high-risk environments given the communal nature of many religious services and activities. Adherence to the Industry COVID Safe Plan for Places of Worship in Queensland will help ensure social distancing and good hygiene are complied with and transmission opportunities are effectively minimised for the safety of all attendees and the broader community. The measures included in the Industry COVID Safe Plan for Places of Worship in Queensland will also support contact tracing and other public health measures in the event of a confirmed COVID-19 case.

#### Example of High-Risk Practices

*The communal nature of some religious practices is high risk for the transmission of COVID-19. For example, receiving holy communion and bar mitzvahs will need to be managed differently to comply with social distancing requirements.*

## Definitions & Coverage

- **Places of worship** are those places where people gather to conduct services, religious ceremonies or for other faith-based activities. This can include activities like Sunday Schools, Youth Groups and associated social activities. If a person is using their home as a place of worship for people other than members of their household, the social distancing rules relating to a person's home apply. Refer to:  
<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/movement-gathering-direction>
- If a school includes a place of worship (e.g. – a chapel), this plan does not apply if the place of worship is used as part of the school's regular activities. However, if the place of worship is used outside of the school's regular activities (e.g. – a chapel used on the weekend for a religious service), then this plan applies.
- **Shops and other non-worship related activities** such as op shops and meal preparation and delivery, are not included in this Industry COVID Safe Plan for Places of Worship in Queensland. They may fall under a [separate industry plan](#), appropriate for the activity.
- The term **staff** in this document refers to both paid and volunteer workers associated with or working at a place of worship.
- **Religious ceremonies** include, for example, weddings, christenings, first communions, bar mitzvahs conducted by a religious facilitator.

- **This Industry COVID Safe Plan for Places of Worship in Queensland does not cover funerals**, which currently have a maximum attendance of 50. For more information visit:

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/non-essential-business-closure-direction-10/funeral-protocol>

## Pre-Gathering Preparation

### Preparing the Place of Worship

- Complete the **Statement of Compliance** included in **Appendix 3** and display it in a public place in your place of worship before you reopen with additional attendees from the commencement of Stage 2.
- Ensure the **Checklist** in **Appendix 1** is completed, printed, signed, and displayed in the place of worship.
- Appoint a COVID Safe Warden to monitor and enforce compliance measures, or nominate an individual or team to champion safe practices in the place of worship.
- Encourage vulnerable community members to stay home and engage with the community through non-physical means.
- Limit sharing of communal items (e.g. religious books, hymn books, pens).
- Do not provide or facilitate communal refreshments (e.g. food, tea & coffee).
- Clearly display information on COVID-19 symptoms, physical distancing, and hygiene requirements. Resources available at:

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/support-and-resources/resources>

- Clearly designate entrances, exits, and direction of movement along paths to remove congestion at bottlenecks. For example: In a place of worship with 2 entrances, such as a double-doored foyer or a structure with front and back doors, designate one as entrance and the other as exit. Clearly sign room capacity limits and 1.5m markers in areas likely to experience queues. Clearly sign directions and 1.5m social distancing markers to relevant locations within the place of worship to avoid groups bunching up.
- If an attendee displays symptoms of COVID-19, provide a face mask for the person, isolate the person in another part of the place of worship or outside and arrange for them to go home or to a health facility. Record the incident.
- Ensure alcohol-based hand rub and or hand washing facilities are available for all staff and visitors at entry and exit points and in each area allocated for groups of up to 20 individuals.

- **Nominate an individual or team to champion safe practices in the place of worship** to their colleagues and community members.

- Develop a checklist to ensure continuity of worship and engagement if there is a suspected or confirmed outbreak of COVID-19 in the place of worship.
- Provide clear advice informing individuals in vulnerable groups of their heightened vulnerability. Following [Queensland Health guidelines](#), this includes:
  - Queenslanders over 70 years of age
  - Queenslanders over 65 years of age with underlying health issues
  - Indigenous Queenslanders over the age of 50 with one or more chronic diseases.
- Conduct organisational meetings via phone or online if possible.
- Prepare to deliver onsite activities as detailed below, including, for example, moving chairs, workstations, desks and tables further apart if necessary, to comply with social distancing.
- Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded.
- Provide social distancing markers on the floor in areas where attendees line up or between each seated group.

## Training & Education

- Appoint a dedicated individual or team to educate staff & community members on health measures and risk.
- Ensure staff are aware of and follow the measures included in this Industry Plan.
- Anyone displaying COVID-19 symptoms must call 13HEALTH (13 43 25 83).
- Be prepared and able to explain to community members why these measures are in place and their importance.
- Provide workers with information on COVID-19 including when to get tested, physical distancing and cleaning.

It is clear that much of the work going into reopening during a period of high risk is outside of the typical skillset of most community members and staff. Therefore, conscientious training is an important tool in supporting and protecting them.

- Direct staff and community members to stay home if they are sick and, if they are displaying symptoms of COVID-19, ask them to call 13HEALTH (13 43 25 84). Ensure staff are aware of this number and are able to inform attendees.
- Instruct staff and community members to tell the place of worship if they are displaying symptoms, have been in close contact with a person who has COVID-19, or have been tested for COVID-19.
- Treat personal information about individuals' health carefully, in line with privacy laws.
- Instruct staff to clean personal property that comes to work, such as sunglasses, mobile phones and other touch-screen items with disinfectant wipes or similar.
- Provide workers with information on COVID-19 including when to get tested, physical distancing and cleaning as per the Industry COVID Safe Plan for Places of Worship in Queensland guidelines.

## Risk Management

- Revise and update the Workplace Health and Safety Risk Management Plan for the place of worship.
  - Complete, print out, sign, and display the Checklist included in Appendix 1.
- 
- Staff at places of worship will continue to monitor the COVID-19 situation and review and adjust their risk management response accordingly.
  - Risk management measures will be put in place to minimise the risks posed by COVID-19 to attendees at places of worship.
  - This includes, for example, maintaining a record of identified hazards and risk management measures in your place of worship, such as: social distancing, practicing good personal and hand hygiene, keeping the place of worship clean during COVID-19, routine cleaning, personal protective equipment where necessary, managing symptoms of COVID-19 and ways to manage psychosocial risks.
  - For further details on how to manage psychosocial risks, please refer to page 8 of the Office of Industrial Relations COVID Guide  
[https://www.worksafe.qld.gov.au/data/assets/pdf\\_file/0005/191678/covid-19-overview-and-guide.pdf](https://www.worksafe.qld.gov.au/data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)
  - Communication, consultation, instruction, training and supervision of volunteers, religious delegates and employees at places of worship and their representatives will occur throughout whole of COVID-19 risk management process.
  - **The Checklist included in Appendix 1** will assist with effective risk management processes, including:
    - How and when control measures were implemented, monitored, and reviewed, including who was consulted.
    - Identify individuals as points of contact and authority in implementing control measures.
    - Relevant training records.
    - Any plans for changes.

## Monitoring & Notification

As attendees gather to their place of worship, it is essential to have systems in place that will help manage entry, exit, and participation so that it is a safe and enjoyable experience for all.

- Attendee and staff contact details must be recorded at the outset of every gathering and retained for at least 56 days. Any contractors on site must also have their details recorded.
  - Contact details include: Name, family name, address, contact phone number, and other relevant contact details (e.g. email).
- Separate contact lists should be made for each group of up to 20 people.
- Records to be used **only** for purposes of tracing COVID-19 infections and must be recorded and stored confidentially and securely.
- If there is a confirmed or probable case of COVID-19 infection at a place of worship Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory. Individuals who are a probable or confirmed case must inform their place of worship.
- Upon being informed, a person in control of the place of worship must notify Workplace Health and Safety Queensland that the case has been confirmed.
- Each place of worship must keep a record of each notifiable incident for at least 5 years

## Record Keeping for Contact Tracing

- **It is mandatory that the contact details of attendees and staff are recorded at the outset of the gathering** and that the contact lists are retained and provided to Queensland Health if needed for the purposes of contact tracing.
- Separate contact lists should be made for each group of up to 20 people.
- **Contact information must be kept for staff, attendees, and any contractors working on the premises for at least 56 days.** This must include:
  - Name, family name, address, and mobile or landline contact phone number.
- Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely.
- Consider developing a Contact Tracing Register for completion by attendees.
- Each place of worship will have a process in place to ensure social distancing is maintained when individuals are completing their contact details.



## Example Contact Tracing Register

Place of Worship Name:

Date:

Sheet no (one for each group of up to 20):

Signing this form acknowledges that:

- *You do not have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)*
- *You do not have COVID-19 nor are you awaiting the results from being tested for COVID-19*
- *You have not been in contact with any known or suspected cases of COVID-19 in the past 14 days*
- *You have not returned, or been in contact with anyone else who has returned, from overseas in the past 14 days*

Full name	Phone	Email/Address	Date	Time IN	Time OUT	Signature

### Reporting and Notification of COVID-19 Cases

- If there is a confirmed or probable case of COVID-19 infection at a place of worship Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory. Individuals who are a confirmed or are a probable case must also notify the place of worship:
  - **Upon being informed, a person in control of the place of worship must notify Workplace Health and Safety Queensland that the case has been confirmed.**
  - **Each place of worship must keep a record of each notifiable incident for at least 5 years** from the day that notice of the incident is given to the regulator.
- Have the means of discouraging and barring entry to anyone who demonstrates symptoms of physical illness, particularly COVID-19 symptoms.

## Onsite Activities

- At this point in time there is a maximum of 100 people per place of worship.
- Maximum of 1 person per 4m<sup>2</sup> unless there is to be singing during the gathering.
- If there is to be singing at the gathering, then there is to be a maximum of 1 person per 7m<sup>2</sup>
- Divide attendees into groups of no more than 20, including children (this number will increase as restrictions ease further) and ensure that there is no movement between groups while onsite as far as possible. Households should all be in the same group if possible.
- Each area allocated for a group of up to 20 people should provide space for appropriate social distancing between individuals (apart from members of the same household).
- To facilitate the groups, it may for example, be appropriate to have one group in one section of the place of worship and another group in another section.
- Groups to remain 1.5m from other groups.
- In all other circumstances social distancing requirements must always be observed.
- Do not use communal items or accept physical offerings and handle cash with care.
- Do not hold pre- or post-service gatherings or mingling.

### Social Distancing Example

*A 6m x 12m hall (72 m<sup>2</sup>) hall could accommodate up to 18 people, not including staff and faith leaders. In the 72m<sup>2</sup> hall with 18 attendees, the attendees would be spread out as much as possible throughout the available space in line with social distancing guidelines.*

- Move workstations, desks and tables further apart if necessary, to comply with social distancing where applicable.
  - **Do not use communal trays, vessels, icons, or similar.**
- If taking donations, preference take electronic payment (e.g. Direct Debit, Tap&Go, ApplePay, etc.) or other non-touch options.
  - If contactless payment is not an option, ensure that staff handling money are wearing disposable gloves while doing so.
- **Do not accept physical offerings such as food, flowers, etc.**
  - Charitable donations may still be accepted if left in a dedicated contact-free area within the premises.
- Have guidelines and support for the presence of children so that they are safe and maintain appropriate physical distance wherever possible.
- Ensure musical practices and performances maintain appropriate physical distance.
- Facilitate worship and engagement that complies with social distancing requirements, including online or long-distance community gatherings if appropriate.

## Staff/Religious Leader Practices

In addition to attendees, places of worship are also frequented by faith leaders and other supporting staff. Specific considerations should be made for the safety of these people and those they serve.

- Model good hygiene: washing hands, sneezing and coughing into elbow, wearing protective equipment (as a point of connection with many people, religious leaders can be vulnerable to contracting infections and spreading them), using hand sanitiser regularly.
- Limit the number of staff in the place of worship to comply with social distancing requirements.
- Consider modifying religious rites or rituals to avoid direct physical contact where practical. Where this is not practical, limit contact to hands. Ensure participants' hands are washed with soap and water or hand sanitiser before and after each interaction.

## Health and Safety Considerations

After having considered the health and safety of attendees and staff of the place of worship, it is important to consider broader health and safety issues at the venue.

- Make appropriate hand sanitiser available for attendees and staff at entry and within the venue.
- Toilet facilities are to be cleaned at least twice per day, ensuring that soap, running water, and paper towels or a hand dryer are always available.
- Maintain adequate ventilation.
- Develop a checklist to maintain recommended physical distancing measures and hygienic conditions at ablution or washing facilities.
- Revise Workplace Health and Safety risk management processes.

- Make appropriate hand sanitiser available for attendees and staff at entry and within the venue.
  - Appropriate hand sanitisers contain at least 60% ethanol, or 70% iso-propanol. Alcohol-free hand sanitisers are not considered effective against the COVID-19 virus.
- Toilet facilities are to be cleaned at least twice per day, ensuring that soap, running water, and paper towels or a hand dryer are always available.
- Ensure adequate ventilation is maintained throughout the gathering or service, for example, ensuring doors and windows are left open to limit touch points.
- Develop a plan to maintain recommended physical distancing measures and hygienic conditions at ablution or washing facilities, including encouraging attendees to bring their own containers of water for washing.
- Workplace Health and Safety risk management processes must be revised to identify and manage any new or changed hazards that may arise from implementing this Industry COVID Safe Plan for Places of Worship in Queensland.

## Cleaning

Cleaning is of special importance in ensuring a safe and healthy environment in which to worship. All places of worship must undertake the following cleaning measures in line with the [Workplace Health and Safety Queensland COVID-19 Guide](#).

- Ensure any areas frequented by staff and/or attendees are cleaned at least daily with detergent and/or disinfectant.
  - Instruct staff to wear gloves when cleaning and wash their hands thoroughly with soap or alcohol-based hand sanitiser before and after wearing gloves.
  - Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe. Hourly cleaning is recommended. Prioritise communal areas.
  - Ensure sufficient waste disposal facilities are available in the venue and are emptied regularly.
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- Instruct staff to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
    - Hand washing should take at least 20-30 seconds, including washing the whole area of each hand (palms, fingers, nails and back of hands), covering all areas with soap before washing with water.
  - Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe. Hourly cleaning is recommended. Some example surfaces include:
    - Elevator buttons
    - Light switches
    - Air conditioning controls & TV remotes
    - Handrails
    - Tables and counter tops
    - Doorknobs and handles
    - Sinks
    - Computer keyboards & mice
    - Chair backs
  - Communal areas and facilities are a priority, e.g. seating areas and toilets.
  - Follow the equipment and cleaning recommendations outline on pages 5-7 of the [Workplace Health and Safety Queensland COVID-19 Guide](#).

## Useful Links

The Queensland Government's COVID-19 website:

<https://www.covid19.qld.gov.au/>

Queensland's Roadmap to Easing Restrictions:

[https://www.covid19.qld.gov.au/data/assets/pdf\\_file/0016/127150/DPC7309-COVID-19-Restrictions-roadmap.pdf](https://www.covid19.qld.gov.au/data/assets/pdf_file/0016/127150/DPC7309-COVID-19-Restrictions-roadmap.pdf)

Travel restrictions to remote communities:

<https://www.datsip.qld.gov.au/coronavirus/travel-restrictions-remote-communities>

Roadmap to easing restrictions for Queensland's remote communities:

<https://www.datsip.qld.gov.au/resources/datsima/covid/remote-communities-roadmap.pdf>

Industry COVID Safe Plan information:

<https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses>

Factsheet for individual businesses opting in-to an Industry COVID Safe Plan:

[https://www.covid19.qld.gov.au/data/assets/pdf\\_file/0016/129040/Fact-Sheet-Advice-for-individual-businesses-opting-in-to-an-Industry-COVID-Safe-Plan.pdf](https://www.covid19.qld.gov.au/data/assets/pdf_file/0016/129040/Fact-Sheet-Advice-for-individual-businesses-opting-in-to-an-Industry-COVID-Safe-Plan.pdf)

WorkCover Queensland guidelines for keeping workplaces safe during COVID-19:

<https://www.worksafe.qld.gov.au/coronavirus/workplace-risk-management-b>

COVID-19 cleaning, disinfection and waste recommendations:

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/industry-and-businesses/resources-and-fact-sheets-for-industry/covid-19-cleaning-and-disinfection-recommendations>

COVID Safe resources for businesses (posters):

<https://www.australia.gov.au/covidsafe-resources> and  
<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources#posters>

## FAQ

Does this Industry COVID Safe Plan for Places of Worship in Queensland apply to all places of worship, or do we need an individual one?

This is a blanket Industry Plan applicable to all places of worship. Completion, signing, and display of the Checklist in Appendix 1 and the Statement of Compliance in Appendix 3 will allow for gatherings in line with this plan's requirements at any place of worship.

Is this Industry COVID Safe Plan for Places of Worship in Queensland mandatory?

Use of this Industry Plan is not mandatory. However, it is the fastest and preferred way to allow places of worship to reopen with greater capacity in line with Queensland's Roadmap to Easing COVID-19 restrictions. Faith communities are strongly encouraged to adopt this Industry Plan if possible.

Will this Industry COVID Safe Plan for Places of Worship in Queensland carry over into later stages of the Roadmap?

Yes, this Industry Plan will carry over to Stage 3 with potential for revision if required.

Do we have the legal right to turn people away if capacity is reached?

Yes, you do. It is a difficult thing to do, but necessary to limit the number of people in a building for both public health and contact tracing. It is recommended that organisations with smaller places of worship run multiple services and set up a "pre-booking" system to avoid rejections at the door.

Is singing permitted during services?

Singing is only permitted if there is an average of 1 individual per 7m<sup>2</sup>. In choirs, there must be 1.5m between each singer.

My organisation has a coffee shop/book shop/op shop, are they covered under this plan?

These entities should be considered separate from the place of worship in terms of physical area and Industry Plan jurisdiction. They may be covered under their own Industry Plans. Please check the Queensland Government's COVID-19 website for more information: <https://www.covid19.qld.gov.au/>

## Appendix 1: Checklist

*The term “staff” in this document refers to both paid and volunteer workers associated with or working at a place of worship.*

### Preparatory Checklist

- ☐ If your place of worship has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are out of date.
- ☐ Direct staff and volunteers to stay at home if they are sick, and to go home immediately if they become unwell. Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get a negative result for COVID-19.
- ☐ Nominate an individual or team to manage to champion safe practices and assist with implementation of checklist items and compliance with the Industry Safe Plan.
- ☐ Instruct staff and attendees to tell you if they are displaying symptoms, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
- ☐ Treat personal information about individuals' health carefully, in line with privacy laws.
- ☐ Consider safety risks and manage these according to the appropriate hierarchy of controls, i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.
- ☐ Implement measures to maximise the distancing between staff and attendees to the extent it is safe and practical and minimise the time that workers are in close contact.
  - ☐ Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between staff and attendees.
  - ☐ Introduce work from home arrangements where possible for staff, such as those undertaking administrative work where no face-to-face contact is required.
- ☐ Postpone or cancel non-essential face-to-face gatherings, services, meetings and training, or use electronic communications such as video conferencing.
- ☐ Consult with staff, volunteers, and community on COVID-19 measures in your place of worship and provide staff and volunteers with adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.
- ☐ Put signs and posters up to remind workers and others of the risk of COVID-19, including reminders about social distancing, hand washing, sneezing and coughing, and shared items/food risks.



## Onsite Activities

- ☐ Place signs at entry points to instruct attendees not to enter if they are unwell or have COVID19 symptoms. It is recommended that the signs include COVID-19 contact information for Queensland Health and a point of contact at the place of worship.
- ☐ If practicable set up separate exit and entry points to minimise contact.
- ☐ Ensure the names and telephone contact details of attendees are recorded at the outset of the gathering, with a separate list for each group of up to 20 people and that the contact lists are retained and provided to Queensland Health if needed for the purposes of contact tracing.
- ☐ Consideration should be given to allocated seating.
- ☐ Treat personal information about individuals' health carefully, in line with privacy laws.
- ☐ Have an appropriate number of people available to determine the numbers of attendees that enter given the capacity for the venue; to assign attendees to their respective groups (see onsite activities below); and respond to concerns and enquiries that will arise in this new arrangement.
- ☐ Anyone who demonstrates symptoms of physical illness must not be allowed into the place of worship.
- ☐ Prioritise disabled access to the place of worship.
- ☐ Implement measures to restrict numbers within the premises and ensure an average space of 4 square metres per person.
- ☐ Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for seating, prayer spaces, and standing areas.
- ☐ Remove waiting or entrance area seating or space any seating at least 1.5 metres apart.

## Hygiene and Cleaning

- ☐ Ensure staff and attendees are provided with hand washing facilities or appropriate alcohol-based hand sanitisers. Alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol, are recommended.
- ☐ Instruct staff and attendees to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol, is recommended.
- ☐ Instruct workers to clean personal property that comes to work, such as sunglasses, mobile phones and other touch-screen items with disinfectant wipes or similar.
- ☐ Reduce the sharing of items, including removing shared books/magazines from common areas.
- ☐ Do not offer communal refreshments, including tea and coffee, or water stations. This includes disposable cup and stirrer options.
- ☐ Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks).
- ☐ Develop a plan to maintain recommended physical distancing measures and hygienic conditions at ablution or washing facilities, including encouraging attendees to bring their own containers of water for washing.

## Donations and Business

- ☐ Develop a continuity plan for continued delivery of services and worship in the event of another COVID-19 outbreak or pandemic.
- ☐ Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.
- ☐ Avoid physical cash donations through use of contactless payment methods.
- ☐ Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- ☐ This checklist is a key part of your Industry COVID Safe Plan for Places of Worship in Queensland as outlined on the WorkSafe website.
- ☐ Publicly display this signed checklist as evidence that you are a COVID Safe place of worship.
- ☐ Keep up to date and find additional guidance at [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au) & [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au).
- ☐ Employees with a general work-related complaint can call WHS Queensland on 1300 362 128.
- ☐ Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018.
- ☐ Attendees who have concerns about whether a place of worship is complying with this checklist can call 134COVID (13 42 68).

<b>Name of person(s) conducting business or undertaking as defined in the Work Health &amp; Safety Act 2011</b>	
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## Appendix 2: Daily Checklist

This checklist is to be completed each day that a place of worship is open.

- ☐ All areas frequented by staff and/or attendees have been cleaned with detergent or disinfectant.
- ☐ Staff have been instructed to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- ☐ Staff and faith leaders have been provided with or otherwise have access to sufficient Personal Protective Equipment (PPE) to fulfil requirements outlined in the Industry Safe Plan.
- ☐ Frequently touched surfaces are cleaned hourly with a detergent or disinfectant solution or wipe.
- ☐ Sufficient waste disposal facilities are available in the venue and are emptied regularly.
- ☐ Toilet facilities are clean and have a sufficient supply of soap, running water, and paper towels or a hand dryer at all times.
- ☐ Toilet and ablution facilities are cleaned regularly, several times per day.
- ☐ Adequate ventilation is maintained throughout the place of worship.
- ☐ Communal areas have been cleaned in accordance with of the [Workplace Health and Safety Queensland COVID-19 Guide](#).
- ☐ An individual or team managing these requirements is on site.
- ☐ Attendee name and contact details have been noted and recorded for provision to Queensland Health in event of an outbreak, with a separate list kept for each group of up to 20 people.
- ☐ Signage on social distancing, health measures, and movement (e.g. entry/exit) is clearly visible.

## Appendix 3: Statement of Compliance

Print this page, sign and date it and post it in a public place in your place of worship.



# STATEMENT OF COMPLIANCE

**This site is operating in compliance  
with an Industry COVID SAFE Plan**

A copy of the Industry COVID SAFE Plan may be found at:  
[www.covid19.qld.gov.au/government-actions/covid-safe-businesses](http://www.covid19.qld.gov.au/government-actions/covid-safe-businesses)

- Follow the rules and keep us all safe
- Practice social distancing
- Wash your hands regularly
- Be prepared to leave your contact details for tracing purposes
- This is a COVID SAFE site

Signed by: \_\_\_\_\_  
(authorised business representative)

Date: \_\_\_\_\_

[covid19.qld.gov.au](http://covid19.qld.gov.au)

