



## St Mark's COVID-19 Safety Plan for Events

We've developed this guidance to help you create and maintain a safe environment for you and your guests when planning an event at St. Mark's Darling Point.

There are some requirements that should be complied with, including the number of people who can attend. Requirements may be changed by NSW Health, and they will be implemented by St. Mark's. For up-to-date information visit [NSW COVID-19 Information](#) and [NSW COVID-Safe rules for weddings](#).

### Wellbeing of attendees:

St Mark's will have a COVID-Safe checklist provided to all persons/groups organising a service that includes attendance rules. People who are in any of these categories cannot attend St. Mark's:

- A person is feeling unwell or who is in the same household as another who is feeling unwell with any cold or flu-like symptoms or cough, fever, sore throat, runny nose, headache, shortness of breath, loss of sense of smell and taste;
- A person has been in a high-risk area within the last 2 weeks;
- In the last 2 weeks, a person has been in close or prolonged contact with someone who has been in a high-risk area; or
- In the last 2 weeks, a person has attended a hot-spot location (e.g. Apollo in Potts Point); or
- A person is awaiting the results of a COVID test or is living with such a person.

St Mark's asks those organising the event request guests who meet the exclusion criteria not attend.

Please share this COVID-Safe checklist with your guests. The checklist will request any person meeting the exclusion criteria not attend, and if a guest feels unwell, to seek testing. A negative test would allow the person to attend the event.

Office staff and ministry team will respond to queries of our attendance requirements by directing the guests to the attendance requirements, and if unwell, ask them to see a GP or COVID clinic for testing. Guests awaiting test results are may not attend the event at St. Mark's.

### Remote attendance options:

St Mark's has implemented a live stream capability for services, which can be chosen as an option by organisers of the service. St Mark's also allows an organiser to live stream a service using their own equipment and staff.

### Record keeping requirements:

St. Mark's COVID-Safety Plan complies with [NSW record-keeping requirements](#). Please provide attendees' names and contact details to the church office before the event. Those people can be checked off a list on entry. Persons who are not pre-registered must provide their name and contact details on a sign-in sheet, which must be forwarded to the church office. The attendance record includes all on premises, including guests, St Mark's staff, and others like florists, videographers, and it will be kept confidentially and securely for at least 28 days, and only used for the purpose of tracing COVID-19 infections.

**Physical distancing:**

St Mark's has calculated its maximum capacity based on the [4 square metre rule](#) and has posted the capacity in on-premises signage. Currently St Mark's can accommodate 80 people in the church.

The seating plan is designed to create at least 1.5 metres separation between attendees. No more than two people are allowed in a pew. Households may sit together. Every second pew remains empty. St Mark's can seat 80 people while abiding by the 4 square meter rule.

**Activities at the event:**

St. Mark's COVID-Safety Plan brings important changes to events at St. Mark's.

Group singing is prohibited during all services. Performers may sing while standing in a specific location at the front of the church that is at least 4 metres from other persons, or the then-current distancing requirement.

St Mark's asks all guests at the event to move off the premises after the event so that there is no clustering.

**Hygiene and cleaning:**

St. Mark's will have cleaned the church before your arrival and will clean the church afterward. We are committed to supporting a safe place for you and your guests. We ask that you implement COVID-Safe procedures to help your guests be safe and feel safe.

No food or beverage related to an event may be served on the premises. St Mark's COVID Safety Plan does not allow the service of alcohol on the church property.

St Mark's does not provide a digital guestbook. If a physical guestbook is used, St. Mark's asks that guests bring their own pen for signing the checklist. If organisers provide a common pen, the procedure must be to have guests use hand sanitiser before and after using the pen.

There are other guidelines to help you create a COVID-Safe environment. If anyone is greeting attendees, they should be positioned at least 1.5 metres from attendees. Any paper handouts should be placed on a table or podium, and attendees will pick them up. Doors should be left open to avoid many people touching the door handles. If it is raining, attendees should use the umbrella wrap machine and keep their umbrellas with them. Organisers can monitor attendees as they arrive and ask them to maintain a distance of 1.5 metres while queuing to enter the church. All attendees should apply hand sanitiser before entering the church. St. Mark's does not at this time require attendees wear masks, but mask-wearing is encouraged to reduce the risk to everyone attending. Lastly, we ask that those who have the Australian COVID-Safe app keep it active while at St. Mark's.