



COVID – 19 Safety Plan
June 2020

Table of Contents

Building Access	Page 2
Workplace Operations	Page 2
Common Areas	Page 3
Outside Visitors	Page 4
Deliveries	Page 4
Cleaning and Disinfecting	Page 5
Re-opening Plan: Phase One	Page 6
➤ Summary	Page 6
➤ Procedures	Page 6
➤ Safety Measures	Page 7
Re-opening Plan: Phase Two	Page 7
➤ Summary	Page 7
➤ Procedures	Page 7
➤ Safety Measures	Page 8
Guidelines for Ministry Leaders and Care Groups	Page 9

Ross Road Community Church COVID – 19 Safety Plan

Building Access

Signage must be posted for staff and the public to read prior to entering the building. Doors require signage that states the following:

Please do not enter this workplace if you:

- *Have any of the following symptoms:*
 - *Fever*
 - *Chills*
 - *New or worsening cough*
 - *Shortness of breath*
 - *New muscle aches or headache*
 - *Sore throat*
- *Have travelled outside of Canada within the last 14 days*
- *Are a close contact of a person who tested positive for COVID – 19*

All other visitors, please wash your hands or clean them with sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

- Staff will be asked a series of questions upon first arriving at work to determine their wellness and whether they should be at work. Staff who are not feeling well will be asked to return home, self isolate and contact the Health Authority.
- Hand sanitizer will be provided at the main entrance for people entering the building. Signs will be posted indicating where the washrooms are for handwashing, and the location of hand sanitizer dispensers within the building. Staff will be provided with hand sanitizer that will be for their personal use only.
- Occupancy Limits signage will be posted at all entrances to the building. Rooms that are constricted in size will have an occupancy limit sign posted outside the room.

Workplace Operations

- Employees that can do so will work remotely from home, as instructed by the lead pastor/elder team. Employees working from home will follow the “work from home procedures” established by RRCC.
- Office staff will continue to work on site while maintain physical distancing requirements. Any office staff member working alone will follow the “Working Alone Procedures” established by RRCC.
- Where possible, meetings will be held by teleconference, video conference or email.

- In-person meetings may be conducted only if physical distancing requirements of 2 meters can be safely met.
- In shared workspaces, barriers will be installed if needed. The reception desk will keep the window to the reception area closed to maintain physical distancing requirements.
- Due to the physical distancing requirements, staff who occupy offices that are deemed too constricted in size will not be permitted to hold in-person meetings in their offices. Each office will therefore only be open to the staff member assigned to that office. Each office will have a set occupancy limit that must be adhered to.
- Staff will be required to wash their hands upon entering the building, before and after taking any breaks (lunch, coffee or washroom), and prior to leaving the building at the end of the day.

Common Areas

- Shared equipment in the lunchroom must be cleaned after each use. This includes items such as kettles, coffee makers, microwaves, communal dishes, cutlery, and glassware. Extra or unnecessary equipment will be removed to eliminate the amount of cleaning necessary (for example communal dishes and cutlery).
- Soft furnishings – pillows and throws in the fireside room will be removed and stored.
- Require staff to bring their own dishes and cutlery to use.
- Communal food should not be provided or shared during this time.
- Doors in common areas will be kept open during the day to reduce contact with door handles.
- Staff are to use their own office equipment such as pens, staplers, headsets, and computers.
- Shared office equipment must be cleaned and disinfected after each use. (photocopiers, laminators, paper cutters, paper shredders etc.)
- Staff are required to wash or sanitize their hands after encountering shared or public items.
- Barriers will be placed on washroom counters between sinks to reduce contact with others.
- Rooms that are constricted in size will have occupancy limits placed on them. These limits will be posted at the doorway to the room and must be adhered to.
- At this time, the nursery will remain closed.
- At this time, the main kitchen will remain closed.

Outside Visitors

- Signage will be posted at front entrance outlining COVID-19 measures in place.
- Visitors will be asked a series of questions upon first arriving at RRCC to determine their wellness and whether they should be allowed access to the building. Visitors who are not feeling well will be asked to return home, self isolate and contact the Health Authority.
- In person interaction between workers and visitors will be minimized – phone, email, virtual meeting tools will be used wherever possible.
- Chairs in waiting area will be limited to maintain safe distancing.
- Floor markings will be placed directing visitors where to stand when at the front desk and in other areas of the building.
- Visitors will be requested to arrive at their designated meeting time to limit the time spent in the waiting area.
- Visitors will be asked to sanitize their hands upon arrival.
- Garbage can will be provided in the waiting area for visitors to dispose of their sanitizing wipes or other personal protective equipment (PPE). This garbage can must always have a garbage bag liner in it.
- All communal items such as mints/candy, magazines, flyers, brochures etc. will be removed from the waiting area at this time.
- Beverages such as coffee, tea and water will not be offered at this time.

Deliveries

- Delivery persons/suppliers will be requested to drop off items at the front lobby to limit movement within the building.
- If possible, contactless delivery should be utilized, where packages are left outside the front entrance door unless a signature or proof of receipt is required.
- Any contractor or service person working within the building will be required to use hand sanitizer or wash their hands upon both entering or exiting the building.
- Any contractor or service person who arrives to do work onsite will be asked a series of questions upon first arriving at RRCC to determine their wellness and whether they should be allowed access to the building. Those who are not feeling well will be asked to return home, self isolate and contact the Health Authority.

Cleaning and Disinfecting

- Surfaces must be cleaned first prior to disinfecting. Use soap or detergent as the cleaning agent.
- Disinfectant may be applied to the surface for a specified time and then wiped off if needed. It is important to follow the manufacturer's instructions.
- High contact surfaces will be cleaned daily, and include doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, faucets, paper towel and toilet paper dispensers.
- Cleaning staff will pay special attention to these high contact surfaces.

ROSS ROAD RE-OPENING PLAN

June 8, 2020

Key considerations:

- We believe the meeting of believers is very important.
- We intend to follow government regulations regarding how we meet.
- We will adapt our plans as we learn how to do this better over time.

PHASE ONE:

Summary:

During the summer of 2020 we will plan for outdoor gatherings of 50 people or less. Our goal is not to recreate the weekend worship service (online weekend services will continue), but to create opportunities for community to be felt and built.

Procedure:

- To ensure the group size remains under 50, the following strategies will be employed:
 - Several Care Groups will be selected and asked to confirm their attendance ahead of time.
 - Ministry groups will be invited to participate with sign-up done ahead of time through Eventbrite.
 - A first-come, first-served sign up system will be used so that people can sign up themselves and their families, if applicable.
- Attenders will bring their own chairs.
- The field will be marked with cones, indicating where family groups are permitted to sit. 6 feet of space will be marked between each family group.
- Attenders will be greeted at the edge of the field and directed to a space to sit.
- A worship leader will lead a few songs, and a brief devotional will be given. Song lyrics can be emailed to participants and posted on the church app in the Notes section.
- The host will lead an interactive time of discussion between family groups/individuals. At set times, the host will ask groups to shift one square so that a new conversation group is formed. This ensures that people can talk to a variety of people.
- After the event is finished, dismissal will happen in an orderly fashion so that people can maintain their 6 feet of distance.

Safety Measures:

- Signage will be posted asking people to keep 6 feet of physical distance between people.
- Hand sanitizer will be available at the entrance to the field.
- A greeter will keep a record of every person who attends. This record will be kept in the church office for at least 30 days.
- Exterior and interior doors will be propped open if people need to use the washroom, though their use will be discouraged. Plexiglass dividers will be installed to separate sink areas. Handwashing will be insisted upon.
- Other areas of the church facility will be cordoned off.
- In the case of rain, the event will be moved inside (see Phase Two guidelines).

PHASE TWO:

Summary:

Beginning in the fall of 2020 we will plan for indoor gatherings of 50 people or less. Our goal is not to recreate the weekend worship service (online weekend services will continue), but to create opportunities for community to be felt and built.

Procedure:

- To ensure the group size remains under 50, the following strategies will be employed:
 - Several Care Groups will be selected and asked to confirm their attendance ahead of time.
 - Ministry groups will be invited to participate with sign-up done ahead of time through Eventbrite.
 - A first come, first served sign up system will be used so that people can sign up themselves and their families, if applicable.
- The sanctuary will be clearly marked so that people know where to sit.
- The gym floor will be clearly marked so people know where to sit. People in the gym will be asked to bring their own chairs if possible.
- An usher will direct people to where they can sit.
- A worship leader will lead a few songs, and a brief devotional will be given. Masks will be required for those who wish to participate in singing.
- The host may lead a group conversation, encourage conversation between participants, or do something else.

- After the event is finished, dismissal will take place in an orderly fashion so that people can maintain their physical distance.

Safety Measures:

- Signage will be posted asking people to keep 6 feet of physical distance between people.
- Hand sanitizer will be available at entrances.
- A greeter will keep a record of every person who attends. This record will be kept in the church office for at least 30 days.
- Exterior and interior doors will be propped open.
- Washrooms will be available for use though their use will be discouraged. Plexiglass dividers will be installed to separate sink areas. Handwashing will be insisted upon. Occupancy limits will be placed on washrooms. Signage will be placed indicating where people can safely wait to use the washrooms.
- Other areas of the church facility will be cordoned off.
- Cleaning protocols will be followed carefully. This includes but is not limited to cleaning and disinfecting door handles, pews, and other hard surfaces between group gatherings.
- Gatherings will be spread out by a minimum of forty-five minutes to allow for groups to exit and enter without mixing as well as to allow for proper cleaning.

GUIDELINES FOR MINISTRY LEADERS AND CARE GROUPS

Purpose: To lay out the specific guidelines and protocols that ministry leaders and care groups need to follow when using the church facilities.

- The elders and staff request that the inside of the church facility not be used until Fall 2020 to cut down on extra cleaning.
- Therefore, the east field, the west lawn, and the parking lot are available for use provided proper protocols are followed.
- Group size must be kept under 50 and proper physical distancing must be ensured by the ministry leaders.
- Ministry leaders must communicate well with participants to ensure that people stay home if they are sick and to communicate what participants need to bring themselves (chairs, etc.).
- Washroom facilities are to be open for use:
 - Upon arrival, ministry leaders must prop open all exterior and interior doors that allow access to washroom facilities.
 - The rest of the church building is off-limits and will be marked as such with signage.
 - Washroom occupancy is currently limited to two people.
 - At the end of the evening, doors must be closed, and exterior doors locked.
- Ministry leaders must keep a record of who was present at the event and submit the record to the office as soon as the event is finished.
- Hand sanitizer must be available for use. Contact the church office for access to this.
- Buffet events are not permitted at this time. Food may be provided if proper protocols are in place. It is encouraged at this time that participants bring their own food/drink.