



FLEFC COVID-19 Safety Policy

June, 2020

With the continued presence of COVID-19 in BC we want all staff and volunteers to be safe and be part of the solution. To that end, the following policy has been created.

Part 1: Employee Safety

- A. **Social Distancing:** We urge all employees to practice social-distancing, and to work from home, where practically possible. Working from a Café is not considered a safe practice and is discouraged.
- B. **Meetings:** When possible continue to meet via online or phone but essential meetings can take place in person. If an in-person meeting is unavoidable, please follow the BC health guidelines:
1. Social distancing: keep 2 meters apart and, when possible, meet outside.
 2. If anyone is sick, they should stay home even if the symptoms are mild. This requirement should be confirmed by the convener of the in-person meeting. Even if you are scheduled to attend, if you start to feel unwell before the meeting, you should cancel.
 3. Prioritize meeting in larger spaces and avoid crowded places.
 4. Wash hands often with soap and water for at least 20 seconds – before, after, and even during the meeting if appropriate. Using soap and water is the single most effective way of reducing the spread of infection.
 5. If a sink is not available, alcohol based hand rubs (ABHR) can be used to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them. Personal hand sanitizer should be brought to meetings.
 6. Do not touch your face, eyes, nose or mouth with unwashed hands.
 7. Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough. Disposal of the used tissue must be made by the individual who used it.
 8. Greet with a wave or bow instead of a handshake, kiss or hug.
 9. Do not share food, drinks, utensils, etc.
 10. While not required, the use of a mask is encouraged.

See the following for additional info:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/prevention>

C. Traveling for work:

1. Public Transit: when possible plan your trip to be during non-peak time and wearing a mask is encouraged.
2. Essential travel only at this time.
3. Only those who reside in the same household may travel together in the same vehicle.



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- D. **Sick leave:** If you become ill with COVID-19 or other illness you are not required to get a doctor's note to take time off. Please notify the office if you do need to take time off due to illness.

Follow the Worksafe BC requirements in regards to illness or exposure and stay home if:

- Anyone has COVID-19-like symptoms such as a fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Self-isolate at home for a minimum of 10 days from onset of symptoms.
- Workers who have travelled internationally or been exposed to a confirmed case. In these cases, they must remain away from the workplace for at least 14 days and monitor for symptoms.
- Anyone under the directions of a health official to self-isolate.

See the following for additional info:

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-employers-should-do>

Part 2: Project and Ministry Safety

- A. **Indoor Or Outside Gatherings of 50 to 13:** We require that all employees and projects under our jurisdiction obey the public health order limiting public assemblies to 50 or fewer. If a meeting is to take place between 50 and 13 people, the project leadership is required to create a covid-19 safety site plan and submit for approval to the Health and Safety Committee before going ahead.

Covid-19 Safety Site Plan must include the follow:

1. Site map showing - social distancing of 2 meters between attendees. Floor markings as appropriate to ensure and aid proper distancing.
2. Maximum number of persons allowed for each space being used and how this will be monitored and enforced.
3. Preregistration and pre-assignment of attendees in each space is encouraged. Attendee lists and contact info for each event space and date to be kept for 30 days in the case contact tracking needs to take place. This list may only be used by health officials for the above purpose.
4. Sufficient handwashing/sanitizing stations.
5. Waste baskets that can be used hands-free for disposal of tissues, etc. by visitors, volunteer and staff.
6. When, possible a separate entrance and exit to each meeting space.
7. Determine if there is a need for physical barriers to aid in keeping everyone safe.
8. Safe emergency site evacuation path and procedures if the meeting is indoors.
9. Increased cleaning of common touch areas during the event. Consider minimizing touching by propping doors open, leaving lights on in the restrooms, etc.
10. A commitment to keep all gathers to less than one hour.

During the gathering the follow info must be posted

1. Safety Site Plan with link to the LPD COVID-19 Safety Policy
2. Occupancy Limit poster
3. Entry Check for Visitors Poster from Worksafe BC



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4. Handwashing Poster from Worksafe BC

While not required attendees, volunteers and staff are encouraged to use masks. See Appendix A for tips on effectively using non-medical face masks.

B. Small Groups of 12 to 7: For this size of group, no site plan is needed. Instead we ask that no gatherings of this size occur indoors in someone's home. Meeting in a backyard, park, or public building, rented space, etc. is allowed.

The group must:

1. Maintain social distance, 2 meters a-part.
2. If anyone is sick, they should stay home and not attend the group even if the symptoms are mild.
3. Wash hands often with soap and water for at least 20 seconds – before, after and even during the meeting appropriate. Using soap and water is the single most effective way of reducing the spread of infection.
4. If a sink is not available, alcohol based hand rubs (ABHR) can be used to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
5. Do not touch your face, eyes, nose or mouth with unwashed hands.
6. Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
7. Do not share food, drinks, utensils, etc.
8. Greet with a wave or bow instead of a handshake, kiss or hug

See the following for additional info:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/prevention>

C. Micro Small Groups (six or less). A group this small can choose to meet in someone's home if the host is willing to clean before and after. This generates a load of work for the host, so backyards and parks are a simpler and safer option.

The micro small group must:

1. Maintain social distance: 2 meters a-part.
2. If anyone is sick, they should stay home and not attend the group even if the symptoms are mild.
3. Wash your hands often with soap and water for at least 20 seconds - before, after and even during the meeting if appropriate. Using soap and water is the single most effective way of reducing the spread of infection.



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4. If a sink is not available, alcohol based hand rubs (ABHR) can be used to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
5. Do not touch your face, eyes, nose or mouth with unwashed hands.
6. Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
7. Do not share food, drinks, utensils, etc.
8. Greet with a wave or bow instead of a handshake, kiss or hug.

See the following for additional info:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/prevention>

- D. **Food/Drink:** For the safety of all, at this time no homemade food or buffet-style serving is allowed.
- Not allowed: Backyard BBQ for groups of over 6, potluck, self-serve drink stations, shared salads or desserts.
 - Allowed: Individually packaged food or drink that is purchased (soda cans, juice packages, individually wrapped snacks or personal pizzas) or bring your own bag-lunch (with no sharing).
 - Exception to the rule: Permission can be granted to deviate from this if a LPD staff or volunteer is volunteering on the behalf of LPD with an organization that serves food to those in need. The organization must have a COVID-19 Safety Plan that is submitted to the LPD Health and Safety Committee for approval. The permitted exceptions will be listed directly below if allowed.
- E. **Location safety:** Whether the meetings take place in a home, rental location, or church we expect enhanced cleaning and disinfecting before and after any meetings.
- Clean by removing any surface dirt or debris
 - Once the surface is clean of all dirt, apply disinfectant.

See the following for

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting>

- F. **Singing or shouting:** If individuals at the meeting or gathering will be projecting their voice we ask that the social distancing between individuals be increased to 3 meters.



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- G. **Offering:** Can be received at events, but precautions must be taken. Electronic giving options are strongly encouraged.

To take a physical offering please follow the instructions below:

1. Use a hands-free drop box method (no passing of the basket).
2. Use a box that can be closed and secured.
3. Counters to use mask and gloves on site before securing the donations.
4. Store donations for three days before copying cheques and depositing the donations.

- H. **Baptism:** Will be considered for Phase Three.

- I. **Use Technology:** We continue to encourage alternatives to physical gathering together whenever possible, such as electronic communication. Strategically use physical interaction at this time.

- J. **Keep up to date:** This document will be updated as changes take place in public health conditions and policy. LPD missionaries will be informed and required to ensure their ministry is adhering to the most updated copy of the COVID-19 Safety Plan.



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Appendix A: Effective Use of a Non-medical Face Mask

- Wearing a face mask does not eliminate the need to maintain social distance and wash your hands frequently. These remain the most effective ways to reduce your risk of infection.
- If you are unable to maintain social distancing, wearing a face mask is recommended.
- Before donning a face mask, wash your hands with soap and water for 20 seconds or, if not available, use ABHS.
- Put the face mask on, ensuring a good fit behind your ears or around the back of your head.
- Wash your hands after applying your mask and avoid touching the mask or your face and eyes with your hands.
- If you inadvertently touch your face mask, wash your hands again.
- If your mask becomes soiled or damp, remove and replace it with a clean mask.
- When you need to remove your mask, carefully touch the ear straps or head straps and remove the mask and discard. Wash your hands after removal.
- If you need to re-use a mask, place it carefully, with the outside surface down, on a paper towel. Wash your hands after removal. When ready to re-apply, follow the same procedure described above.

Appendix B: Communication with others while wearing a mask

- Talk a little louder, but do not shout as this will add distortion and make your speech harder to understand.
- Slow your rate of speech a little bit - but again not too much.
- Face the person you are speaking to – this will help to make sure your speech has a direct path to the ears of the person you are speaking with.
- Use signage and written material to give important instructions.
- Use more gestures when communicating.
- Reduce background noise as much as possible.

When a person can't see your smile - remember to communicate in other ways that you are happy to help them. Be a little more animated with your words and tone when you greet them, wave hello and goodbye.