



## UNITED CHURCHES OF LANGLEY

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### COVID-19 SAFETY PLAN for Church Groups

The following requirements must be adhered to in order for a church group to resume activities and gathering on the church properties during the Covid-19 pandemic. This protocol will be adjusted and modified as needed, and church groups informed of any changes by email to the group leaders/coordinators.

#### ***Building Access:***

1. **No sick persons** and persons exhibiting even slightest Covid-like respiratory symptoms are allowed to enter the church buildings. Stay at home if you or any of your family members or close contacts are unwell.
2. **The most vulnerable members of the congregation are encouraged to participate only in online church activities for the time being.**
3. All church groups have to book space with the church office in advance. They can proceed with their activity after they have received a confirmation of allowed use and designated entrance and washroom.
4. Members of each group **will only use doors, rooms and washroom assigned to their group and only at a scheduled time.** Wandering into other parts of the building or entering employee offices without giving advance notice is not allowed.
5. **No gatherings will be over the specified number of people posted in each room,** based on the setup for physical distancing requirements. Groups that are usually larger than the posted capacity during Covid-19 pandemic will establish a registration system.
6. Members of each group **will ONLY use doors, rooms and washroom assigned to their group.**

#### ***Protective Measures to Reduce the Risk of Transmission and Physical Distancing***

1. All people entering the church buildings will use the hand-sanitizer provided at the entrances.
2. Physical distancing (six feet/two metres between every two persons) will be maintained at all times while on the church property, including when entering/exiting, conversing, when seated, when waiting in the line for the washroom and when gathering outside building.
3. All rooms are already set up with chairs and tables. They are NOT to be moved, and no additional chairs and tables may be added.
4. Each group will develop a plan of the flow of people in the room so that the physical distancing of 2m apart can be maintained at all times.

5. If two people need to be less than 2 meters apart, both people must wear personal masks.
6. **No food or drink may be served or shared** for the time being. Participants may bring their own beverages and snacks, and must take their cups with them when they leave (“pack it in / pack it out”).
7. No sharing of any items can take place. A box, bowl or plate can be placed on a pedestal or table to collect any donation, money or papers. If any equipment or supplies need to be used by a group of people (table, faucet, bins, reading materials, etc.), only **one** person can use/handle that equipment or supplies during the entire time of use.
8. Groups are encouraged to keep the doors and/or windows open during their gathering as much as the weather permits, in order to provide better ventilation.
9. **Each group will keep the dated list of names and phone numbers of all attendees for each meeting**, should Public Health need this information for contact tracing. Designated group members will keep the list for a minimum of 3 weeks from the date on the list. The list can then be destroyed if the group so decides.

### ***Washrooms Usage***

1. Whenever possible, use the washroom at home before you arrive at church.
2. Only one person should be in the washroom at a time. Users must keep physical distancing when waiting for washroom use and use provided hand-sanitizer before entering the restroom.
3. Each person must follow the *Washroom Usage Protocol*, visibly posted outside and inside the restroom.

### ***Sanitizing of the Space Used***

1. All Chairs, tables, countertops and door handles in the room used must be sanitized thoroughly by a designated group member after each gathering.
2. A designated group member will sanitize all high-touch surfaces in the assigned restrooms before they lock up and leave.
3. The protocol of the janitorial services provided to UCoL is upgraded during the Covid-19 pandemic to reduce the risk of the transmission of the virus. Cleaning is happening more frequently than before with the particular focus on disinfection of high-touch surfaces.

### ***Communication of the Pandemic Protocols***

1. All UCoL Covid-19 Safety Plans and protocols will be posted visibly at the identified appropriate places in the buildings (entrances, bulletin boards, washroom entrances, etc.).
2. UCoL Covid-19 Safety Plans and protocols will be posted on the church website.

3. UCoL Covid-19 Safety Plans and protocols will be emailed to the church group leaders or coordinators as they express their interest in resuming activities. Some groups may need to develop protocols specific to them (registration system, the flow of the people in the assigned space, attendance keeping, etc.).
4. Signage is posted at the entrances and at strategic places in the buildings to remind people of the safety measures.

### **WASHROOM USAGE PROTOCOL DURING COVID-19**

Only ONE PERSON allowed in each washroom at a time!

1. Use the provided hand-sanitizer before you enter.
2. You should find the door ajar. If it is closed, knock and open the door slightly to determine if anyone else is in the washroom.
3. After using the washroom, wash your hands, following the posted handwashing guidelines from the BC Ministry of Health.
4. Sanitize all washroom surfaces you may have touched – door handles, stall lock, faucet handles, sink counter area - with the provided disinfecting wipes or disinfectant and paper towels.
5. Open the door to leave, without touching the door-handle (use your elbow or a piece of clothing).
6. Leave the door ajar, to indicate that the washroom is available.

### **ROOM CAPACITY during the Pandemic**

**Upper Hall** – 20 people: tables and chairs setup for small meetings

**Sharon Chapel** – 12 people and only 9 for yoga classes: chairs set up in a circle

**Sanctuary** – 65 people

**Lower Hall** – 30 people: Set up for a large group meeting with chairs for the participants, chairs and tables for speakers in front of the group, and tables at the entrances

**Lower Classroom** – 8 people: set up with tables and chairs for small meetings

**Library** – 4 people: set up with tables and chairs for small meetings