

## **Esquimalt United Church Re-Opening Plan for COVID-19 Recovery**

### **Guiding Principles:**

- All plans and protocols will be in alignment with Provincial, United Church of Canada and Pacific Mountain Regional guidance and direction.
- In accordance with the above guidance, we acknowledge that the church has a duty of care to its members and the wider community, and therefore is called to take a cautious and conservative approach to re-opening which prioritizes health, safety, and equity of access.
- We will take a gradual and phased approach to re-opening, taking into account the above guiding principles, and the church's capacity to maintain its health and safety protocols and to offer programs.

### **PHASE 1**

*Our first step while Pacific Mountain Region is in its "Stage 1"*

- **The church board, committees and small groups** (up to the number that can maintain physical distancing of 6 feet) may choose to meet in person. (This could include select tenants/renters who have signed a special COVID-19 agreement.) *Note: Church groups may also choose to continue to meet online. Those who wish to continue to self-isolate should be accommodated with an online option if possible, when a group decides to meet in person.*
- **Staff and church board/committee members** may access the building for cleaning, oversight, maintenance, office work, etc.
- **The church office** may open to the public with limited hours -- specific hours to be determined in consultation with staff.
- **Outdoor gatherings** or worship services are allowed (e.g., on church grounds or in a park), with proper distancing (current guideline is 2 meters/6feet).
- **Online options for participation** in in-person meetings and group gatherings will be offered whenever possible.
- **Other activities and gatherings - including worship - continue online.**

Additional information:

- Rainbow Kitchen will continue to operate using the Wheeley Hall kitchen under special Covid-19 protocols signed by that organization.
- All groups must adhere to the maximum seating posted in the room where the meeting is taking place.
- Each group must have a designated person to take responsibility for sanitization before the group leaves.
- No singing is allowed in the church building.
- Food and beverages - see below.

**Note: All gatherings must adhere to all health and safety guidelines and church protocols.**

The church will gradually become available for rental groups that fill a strong social need (e.g., support groups, food security, job acquisition) if COVID-19 protocols can be followed, and there is proper cleaning between groups.

Those who are over 60, those with underlying medical conditions causing weakened immune systems, and those with vulnerable family members at home are encouraged to participate in online activities only.

## **PHASE 1 PROCEDURES & PROTOCOLS**

### **1. PROCEDURES**

#### **COMMUNICATION:**

- The Re-Opening Plan, including the Health & Safety Procedures & Protocols, will be available to anyone upon request as well as posted on the church's website.
- Health and Safety Protocols & Procedures will be communicated to all program participants and rental groups.
- Signage specifying physical distancing and hand washing, as well as communicating other church health & safety protocols, will be posted visibly throughout the church building.

#### **TRACKING & MONITORING:**

##### Tracking building usage --

- Everyone entering the building MUST sign in and sign out using the Attendance Record Sheet (posted outside the church office), including date and times in the building, and contact info, if needed. *This is for contact tracing purposes, should someone be diagnosed with COVID-19.*

##### Monitoring Compliance --

- Everyone who enters the building must sign in to the Attendance Record Sheet.
- All gatherings must have someone appointed as the person responsible for ensuring protocols are followed.

#### **HEALTH & SAFETY:**

##### Physical distancing --

- Appropriate physical distancing must be maintained. Current Provincial guidelines are 2 meters (6 feet).
- In the case of Rainbow Kitchen, where physical distancing may not be possible, specific COVID-19 protocols, referenced in the COVID-19 lease addendum, must be adhered to.

##### COVID-19 prevention supplies --

- Washrooms will be supplied with soap and paper towels.
- Hand sanitizer will be readily available outside the Sanctuary, the church offices, as well as at the door off the parking lot.
- Disinfecting spray and/or wipes will be available on the pass-through counter of the downstairs kitchen for individuals and groups to use as needed.
- Waste baskets will be readily accessible throughout the church.

##### Food & Beverage --

- Only pre-packaged food can be used on the premises -- shared food is not allowed.
- All garbage from pre-packaged food must be removed from the premises by the group/persons involved.

Cleaning & sanitization –

- Groups must disinfect (using alcohol wipes or spray) high touch surfaces used (light switches, door knobs, etc) before they leave the building.

**Note: In-person gatherings for which the above protocols cannot be ensured, should not proceed at this time.**

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**PHASE 2**

**In September, more renters, such as the Appletree Daycare, may be considered using designated space in the church once COVID-19 protocols have been negotiated and an agreed upon COVID-19 lease agreement signed.**

**Groups must submit their plan for meeting health & safety protocols, and have a designated person on record as responsible for ensuring protocols are followed.\***

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**PHASE 3**

*Once the Region has moved to its “Stage 2, the church may consider moving to its own “Phase 3”.*

**Larger gatherings and events, including Sunday worship, resume** – considering the number the church can safely accommodate with social distancing, and subject to provincial and UCC guidelines, and as the church determines its capacity to maintain safety and cleaning protocols.

**Note: Each space in the church should be marked with maximum allowable number of people to be in the space at one time, according to current provincial distancing regulations.**

**Rental/community groups are allowed**, providing they follow all guidelines and church protocols. Groups must submit their plan for meeting health & safety protocols, and have a designated person on record as responsible for ensuring protocols are followed.

All public health directives and UCC/PMR guidelines must be followed.

All church protocols must be followed.

Online options for participation should be offered whenever possible.

**Note: The church will need to always consider its capacity for maintaining cleaning protocols and/or monitoring group adherence to protocols.**

**Esquimalt United Board approved: July 6, 2020**

\* Some of the items needing to be addressed in rental COVID-19 protocols are:

- How and when the organizer/leader will convey to members/attendees that they cannot attend the meeting if unwell, have travelled outside Canada in the last 14 days, or have been in close contact with someone who tested positive for COVID-19.
- The acquiring of contact information for all attendees.
- What items will be supplied and what members can bring (including pre-packaged food and beverages).
- How garbage and recycling is to be handled.
- How and when hand sanitation will be carried out.
- What, if any, personal protection gear will be supplied (gloves and masks).
- How and when chairs and tables will be sanitized.
- How physical distancing will be ensured.
- How attendance will be limited in order to comply with the room capacity.