



Parish / Facility Safety Plan

• Section 2 •

Please fill out the form below and submit to your region's archdeacon by email at least ten days before your requested date to re-open. For example, if you are requesting to re-open on July 12, this plan must be submitted by July 2.

This form is designed to fulfill three requirements:

1. Help the parish to ascertain whether it has the capacity, as per the guidelines, to re-open.
2. If so, demonstrate to diocesan leadership the parish's capacity and competence to re-open, and document the protocols that will be practiced.
3. Once approved, the form below acts as the parish's provincially mandated safety plan. It can be printed and posted publicly in the parish, as per provincial requirement.

Basic Steps:

Incumbent and wardens fill out the form below and submit to your region's archdeacon by email at least ten days before your requested re-opening date. (Parishes located in the Nimpkish region can submit to the executive archdeacon, Barry Foster).

Your archdeacon will approve the plan or provide feedback, as necessary.

Once approved, print this plan and post in a prominent, public area. If you have multiple buildings, a copy of the plan must be posted in each building.

Your archdeacon will follow-up approx. ten days after the facility re-opens to assess whether the new protocols are effective or require any additions or adjustments.

Parish Name: St. Mary, Nanoose Bay

Region: Malaspina

Requested date to re-open: August 16, 2020

Date plan submitted: August 5, 2020

The Parish of St. Mary Anglican Church, Nanoose Bay

Facility Safety Plan

We have assessed our facilities and implemented protocols to reduce risk to the public and parish members. If you have any concerns about facility safety, please contact:

Name: Rev Selinde Krayenhoff, Elaine Cowan (Rector's Warden),

Valerie Davies, Peoples' Warden

Phone: 250-468-5684

Email: admin@stmarynb.ca

Risk Identification and Assessment

We have identified and assessed:

- Areas where there is potential to gather in groups, such as worship spaces, meeting rooms, and entry halls.
- "High touch" surfaces, such as doorknobs, light switches, counters, banisters, etc.
- Areas or activities where church staff are close to members of the public or parish members.
- Shared tools and equipment, such as printers/photocopies, telephones, paper-cutters, liturgical items, books, pews/chairs, etc.

Safety Protocols Implemented - General

Administrative Measures

- We have reviewed our sick leave policy and encouraged staff and office volunteers to stay home if they are feeling ill.
- We have provided a health self-assessment for staff and office volunteers.
- We will manage the number of the people in the parish office at any given time by:
The entry door is locked and anyone wanting to come into the office must push the intercom to speak to the office staff in order to be let into the building. One visitor at a time.

Environmental Measures

- We have installed protective barriers between our staff and the public, or made other provisions for their safety, as follows:
Visitor to stand on marked circle at the office door and not enter the office. The exception would be the Treasurer, Wardens, Don Nicoll Building Coordinator, janitor.

Posting of Signage

- We have posted signage at all exterior and interior entrances, as necessary, that state:
 - Occupancy limits for each room in the building.
 - Requirement to social distance (2 metres minimum).
 - Requirement to practice hand sanitizing / washing, plus instructions.
 - Requirement to stay home if feeling unwell.
 - Requirement to sign-in with name and contact information for each visit to the premises, even just to drop something off.

Entrance and Exit

- We will ensure that all visitors enter and exit through different doors, or if this not possible, that those entering and exiting will not encounter each other, as follows:
Entry into the church will be as usual, but with social distancing. Exit will be from double doors near the sanctuary. A six-foot wide path of concrete 2'x2' slabs has been installed to prevent anyone slipping on the grass which had been growing there between the porch step and the main sidewalk. Entry into the hall and office vestibule will be monitored by KAT answering the intercom on the outside of the building.

Registration

- All those entering the buildings for any reason (including staff) must provide their names and contact information (email, phone, or other) to assist in contact-tracing, if required. This information will be gathered as follows:

Sidesperson will have a parish check list with phone numbers for parishioners attending each Sunday. Also there will be a clip board with sign-in sheet for Altar Guild members in the sacristy and a clipboard in the hall vestibule for flower guild members, Treasurer, grounds people, and others to sign name, date of entry, and phone number.

All collected information will be held for 30 days and then destroyed; the person responsible for managing and destroying this information will be: KAT Kril, the office assistant

Hand Washing / Sanitization

- We will ensure that people are given the opportunity to sanitize or wash their hands upon entering the facility.

- The name of the surface sanitizer we are using is:
Lysol wipes / Sanitizing spray with 80% alcohol for use by Janitor in wiping down high touch areas

- The name of the hand sanitizer we are using is:
Natural Concepts Sanitizing Gel with Vitamin E containing 65% ethyl alcohol: purchased at Costco

- We have verified that all these products are approved for use during Covid-19 by Health Canada.

Washrooms

- Our washrooms are open. We have determined that toilet handles, faucets and stall handles / locks must be sanitized after each use. This will be achieved as follows:
The sidesperson will wipe down all touch points after each use of the bathroom in the church on Sunday. The janitor will do a thorough cleaning on Thursdays.

Safety Protocols Implemented – The Worship Space

Physical Distancing

- The maximum number of people who can be accommodated in our worship space when observing 2 metre social distancing in all directions is: 41 including the clergy

- We have ensured that social distancing is adhered to during worship by removing chairs or marking designated spacing on the pews as follows:
Marked by green masking tape

- We understand that the maximum number of attendees, regardless of our capacity, is 50.

- We have determined how to accommodate all those who wish to attend in-person worship, while still adhering to the worship space capacity as noted above, as follows:
Parishioners wishing to attend on Sunday will be requested to email the office by Thursday noon each week. If there are more than 40 who wish to attend, KAT will offer them the opportunity to be first on the attendance list for the next Sunday. If someone arrives who has not pre-registered, one of the sidespeople or a Warden will leave the church and the visitor will be given a clean seat in the east altar area.

Removal of High-Touch Items / Sanitation of surfaces

- As part of addressing the risk of shared items, all prayer books, hymn books and other literature have been removed from the worship space.

- Our plan for sanitizing high-touch surfaces following every service is as follows:
The janitor will be sanitizing on each Thursday.

The person(s) who will do this work: Peter Trescher

Children during Worship

- We have communicated to all regular worshippers that children and infants who are present during worship are required to remain with their families at all times.

Coffee Hour / Hospitality

- We have communicated to all regular worshippers and community users that the facility's kitchens are closed for all and any use, including making tea or coffee.

- We have communicated to all regular worshippers that Coffee Hour after worship continues to be suspended.

Safety Protocols Implemented – During Worship

Orders of Service

- The Orders of Service must be single use, provided electronically, or projected.
Our plan for this is:
Single-use paper bulletins to be taken home by each parishioner

Music

- We understand that congregational singing is prohibited at this time. Our plan for musical leadership is:
Musician will play 4 times: 15 minutes before the service as parishioners are slowly entering and getting seated, reflection after the sermon, quiet background as people receive the Eucharist, and musical interlude as people exit after the service.

Touch

- We understand and have communicated to our regular worshippers that the Peace is not to be exchanged by handshake, hugs or other touch.
- We understand and have communicated to our regular worshippers that the almsbasin is not to be passed hand to hand. Our plan for receiving the offering safely and securely is:
The offering will be placed into a box as the parishioner exits the church.
- We understand and have communicated to our regular worshippers that the laying on of hands and/or healing prayers which require people to be in closer proximity to each other than 2 metres is suspended.

Sacramental Practice

- We will abide by the provisions for Eucharistic elements and distribution set out under “Protocols related to Liturgical Practice,” Item #8, as distributed by the synod office of the Diocese of British Columbia. To obtain a copy of these protocols, please contact:
Clergy will wear a mask and sanitize own hands; will gently drop a wafer into each parishioner’s hand as the person stops on a designated spot and remains 6 feet from other parishioners. If clergy’s hand happens to touch a person or her/his own face, clergy will immediately re-sanitize own hands.
- We have suspended the use of baked bread in favour of wafers.
- The sacrament will be distributed under the form of bread only by the clergy. There will be no passing of the common cup.
- We have procured disposable, non-medical masks for the use of the clergy who will be administering the sacrament.
- We have a plan for ensuring that adequate physical distancing is maintained between communicants, as follows:
Circles placed on the floor for parishioner self-distancing.

Safety Protocols Implemented – Parish Life and Community Users

- We have shared this Parish / Facility Safety Plan with all parish members and community users who have requested to use the facility outside of worship times and shown these users where the plan is posted within the building(s).
- We have shared specific “Protocols related to Parish Life” and/or “Protocols related to Community Users” with all parish members and community users who have requested to use the facility outside of worship times. These documents outline protocols specific to activities outside of worship. To obtain a copy of these protocols, please contact:
KAT in the church office
- We have required all community users to submit a safety plan which addresses the group’s potential risks and protocols to mitigate risk as pertains to the activities they have requested to perform in this facility. The safety plan has been reviewed and approved by the parish.
- If any parish member has concerns or questions about the protocols being practiced by community users while in this facility, they are invited to contact the parish office to discuss their concerns and receive a copy of the community user’s safety plan.