



## 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.

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Parish Name: Christ Church Cathedral

Region: Tolmie

Requested date to re-open: July 12, 2020

Date plan submitted: June 25, 2020 / Revision September 1, 2020

# The Parish of Click to enter text. 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: Jennifer LeBlanc

Phone: 250.383.2714 x 221

Email: [admin@christchurchcathedral.bc.ca](mailto:admin@christchurchcathedral.bc.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:
  1. Encouraging people to make an appointment;
  2. Keep the deanery door locked, with an invitation to ring for admittance. People can be “buzzed in” one at a time.
  3. Staff are responsible for monitoring the number of people in their own offices.

### Environmental Measures

- We have installed protective barriers between our staff and the public, or made other provisions for their safety, as follows:

A plexiglass barrier has been installed at the reception desk inside the deanery offices. All other staff members have their own offices with doors that close.

### 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:

This is possible in the cathedral itself, but not in the deanery offices. In the deanery offices, the exterior door will be locked and people admitted one at a time. Staff will be responsible for ensuring that leaving visitors do not encounter entering visitors at close range. Social distancing signage will be prominently displayed.

## 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:

For Worship: A list of pre-registered attendees will be provided to a greeter, who will tick off names as attendees arrive. Those who have not pre-registered will have their names and contact information recorded by the greeter. For visits to the Office, attendees will register with the receptionist, who will record names and contact information; For internal meetings, a staff member on site, or the leader of the group will record and submit contact information to Alex Harvey. For the foreseeable future, no meetings will be permitted outside of office hours unless a staff member is on site.

All collected information will be held for 30 days and then destroyed; the person responsible for managing and destroying this information will be: Alex Harvey, our administrative 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:  
Morning Mist for general cleaning and wipe-down of all areas; Oxivir for quick spray-on and leave, specifically for use in the Nave between services.
- The name of the hand sanitizer we are using is:  
Cleace-Aogrand Group Inc.-Ethanol 75% and Deb-InstantFOAM hand sanitizer
- 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:  
A. In the deanery offices and clergy vestry: (1) BC-CDC signage demonstrating correct hand hygiene; (2) provision of a sanitizer spray bottle alongside instructions to spray the toilet handles, faucets and door handles, locks and paper towel dispenser after each use; and (3) In the deanery offices, only the main floor washroom will be available to visitors to the office. B. In the cathedral itself, washrooms will be open to the public but restricted to one person at a time. In addition, the following will be provided: (1) BC-CDC signage demonstrating correct hand hygiene; (2) a sanitizer bottle with instructions to spray the toilet handles, faucets and door handles, locks and paper towel dispenser after each use; and (3) signage on the outside door of the washroom indicating that only one person at a time may enter.

## 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: Congregational seating: 98
- We have ensured that social distancing is adhered to during worship by removing chairs or marking designated spacing on the pews as follows:
  - (1) Chairs placed 2 metres apart
  - (2) “X” on spots in pews to indicate where people can sit.
- 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:  
We have sidespeople monitoring access and we will restrict any further access once the maximum number has been reached.

### 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:  
Working with a group of 2-4 volunteers and overseen by the custodian on duty, all high-touch surfaces in the congregational seating area (pews, chairs, railing, doorhandles) will be sprayed with a “leave on to dry” sanitizing product (Oxivir) and a dedicated person will spray all the areas within the chancel.  
  
The person(s) who will **supervise** this work are: Peter Reid (on-duty custodian) and Elaine Ellison (Sacristan)

### 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:  
We will print single-use leaflets, and make a pdf available for download onto people's devices.

### Music

- We understand that congregational singing is prohibited at this time. Our plan for musical leadership is:  
**At the morning (in-person) liturgy, we will have an organist and up to four singers appropriately distanced from the congregation and each other. Beginning October 4, at the evening service, there will continue to be up to 12 singers appropriately distanced, and an organist. At this time, we will also make provision for a small in-person congregation (not to exceed 29) to be seated in the nave.**

### 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:  
An offering basin will be placed near the entrance to the nave, within eyesight of the greeter, and people will be invited to make a contribution as they arrive (or leave). People may also choose to use our kiosk.
- 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:  
Jennifer LeBlanc, admin@christchurchcathedral.bc.ca, or Alex Harvey, frontdesk@christchurchcathedral.bc.ca
- 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:  
Congregational seating will be restricted to the centre two blocks of pews in the Nave. 2 communion ministers (clergy) will stand appropriately distanced at the chancel step. The centre aisle will have adhesive distancing and directional floor markers. Those seated in the right block of pews will be directed up the centre aisle to receive the sacrament, returning to their places via the side aisle. When all who wish have received, the process will be repeated for those seated in the left block of pews.

## 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:  
Jennifer LeBlanc, Parish Administrator; admin@christchurchcathedral.bc.ca
- 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.

## NEW: Safety Protocols Tuesday Openings

Beginning September 8, the cathedral will be open from 8.45 a.m. till 12.00 noon for Morning Prayer and for visitors to view the cathedral or to sit quietly. In addition to following all “General Protocols,” we have taken the following measures to ensure safety:

- The space will be monitored by two stewards, who will record contact information and advise visitors of COVID precautions. The stewards will be responsible for sanitizing pews or other touched spaces.
- Access will be restricted to the main floor of the nave and the two washrooms on the main floor.
- Stewards will have laminated copies of our Cathedral walking guide, which they will collect back from visitors, and sanitize before reuse. Stewards will receive comprehensive training. Stewards will have sanitizer and disposable face masks available to them.

- All members of the Cathedral community have been advised of these protocols, and the stewards (monitors) will all be provided training, hand sanitizer and disposable masks.
- Visitors will enter and exit by the Quadra Street doors.