

West Point Grey United Church

Covid-19 Safety Plan

August 26, 2020

The Public Health Officer of British Columbia and the BC Centre for Disease Control have provided information and guidance to Faith-Based Organizations to prevent COVID-19. Based on that information, WorkSafeBC requires that all businesses, community organizations and non-profit organizations including faith-based organizations including West Point Grey United Church with direction regarding the development of a COVID-19 Safety Plan. Our COVID-19 Safety Plan must outline control measures, policies, procedures, protocols, communication plans, training, and monitoring processes necessary to reduce the risk of transmission of SARS-CoV-2 at our workplace. One of a family of coronaviruses, *SARS-CoV-2* is the biological hazard that causes the illness COVID-19 (BCCDC).

Our plan follows the six step process as outlined by WorkSafeBC. By Order of the Provincial Public Health Officer dated May 14 2020, we are required to post a copy of our COVID-19 Safety Plan on our website and at the workplace.

Factors that must be considered in developing our COVID-19 Safety Plan:

STEP 1 Assess the risks at the church building (the workplace)

To assess the risk of transmission of SARS-CoV-2, we must consult:

- Information about COVID-19 as offered by the Public Health Authorities
- Our staff and volunteers
- Our Joint Health and Safety Committee
- Our Ministry and Personnel Committee
- Our Church Council
- We must identify the areas/jobs/tasks that may present a risk of transmission of the SARS-CoV-2 virus, which causes COVID-19. We must also determine who could be at risk of exposure, including workers, volunteers, contractors, suppliers, and the public. With this in mind, we must develop, an Exposure Control Plan (ECP) for SARS-CoV-2, which includes a risk assessment. By definition an *ECP* is a document created by a workplace in response to an identified risk, documenting specific and appropriate controls that will minimize or eliminate that risk. (www.phsa.ca)

STEPS 2 & 3 Implement control measures, including policies, procedures and protocols to reduce the risks

To determine what control measures are required, we must consult:

- Information about COVID-19 as offered by provincial health authorities
- Our Staff and volunteers
- Our Church Council
- Our Joint Health and Safety Committee

- Our Ministry and Personnel Committee

The control measures we have identified as necessary for our facility are listed in our documented risk assessment as indicated in Step 1.

Based on that assessment, with reference to the above resources, we must specifically consider and implement necessary controls and develop / update the following policies, procedures and protocols:

- Workplace inspections policy/program, with added checklist items for inspections
- Working alone procedures
- Policy for returning travelers
- Ergonomics policy
- Visitor's policy
- Hand hygiene procedures
- Reporting symptoms in the workplace
- Enhanced Cleaning protocol for common areas
- Occupational first aid attendant protocols
- Field Visit Procedures
- Long Distance Travelling Guidelines
- Pre-Visit Questionnaire
- Respiratory Protection Program
- PPE Program

STEP 4 Develop communication plans and training

To ensure workers, contractors and visitors know how to stay safe at our workplace, we are required to:

- Develop plans to communicate new and updated policies to all of our employees.
- Conduct a training needs assessment and update our training to include training on procedures and protocols
- Post awareness posters throughout our workplace(s): No visitors, Distancing reminder, Sanitizing Station, Stop Sign, Feeling Symptoms, Hand washing station.
- Post occupancy limit signage throughout our workplace(s).
- Choose the use of virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions, whenever possible. However, all required control measures, such as physical distancing, must be in place if communication or training must take place in person.
- Train Managers on monitoring workers and enforcing policies/procedures/protocols.

STEP 5 Monitor our workplace and update our plans as needed

As the pandemic situation changes, we must monitor changes in our operations and workplace(s) to ensure that control measures are effectively providing the expected level of protection and prevention. We are required to ensure that:

- Workers are aware of how to report workplace hazards.
- Workers are aware of how to report symptoms of COVID-19.
- We review all workplace inspections to check for new areas/jobs/tasks of concern.
- We audit our cleaning and hygiene practices and protocols.
- We have established a corrective action process (i.e. corrective action log or other method to monitor the completion of corrective actions).
- We consult with our Joint Health and Safety Committee
- We update our policies/procedures/protocols accordingly.
- We re-assess communication and training needs accordingly.

STEP 6 Assess and address risks from resuming operations or getting back to normal

For areas within our operations or workplace that have not been operating normally during this pandemic and would now be re-started or re-occupied, we must complete the following:

- Review our existing risk assessments for the jobs and areas affected. We must consider the effects of the control measures discussed in this Plan on existing safeguards and controls, and revise our risk assessments accordingly.
- Consult with our Joint Health and Safety Committee, the Ministry and Personnel Committee and our Church Council
- Ensure that all work areas have been inspected before resuming operations
- Re-assess and implement occupational first aid requirements accordingly.
- Re-assessed communication and training needs accordingly.
- Communicated plans to workers before they return.

The BC Centre for Disease Control (CDC) lists basic measures to prevent COVID-19 Transmission and recommend that “faith-based operators” increase focus on the following measures:

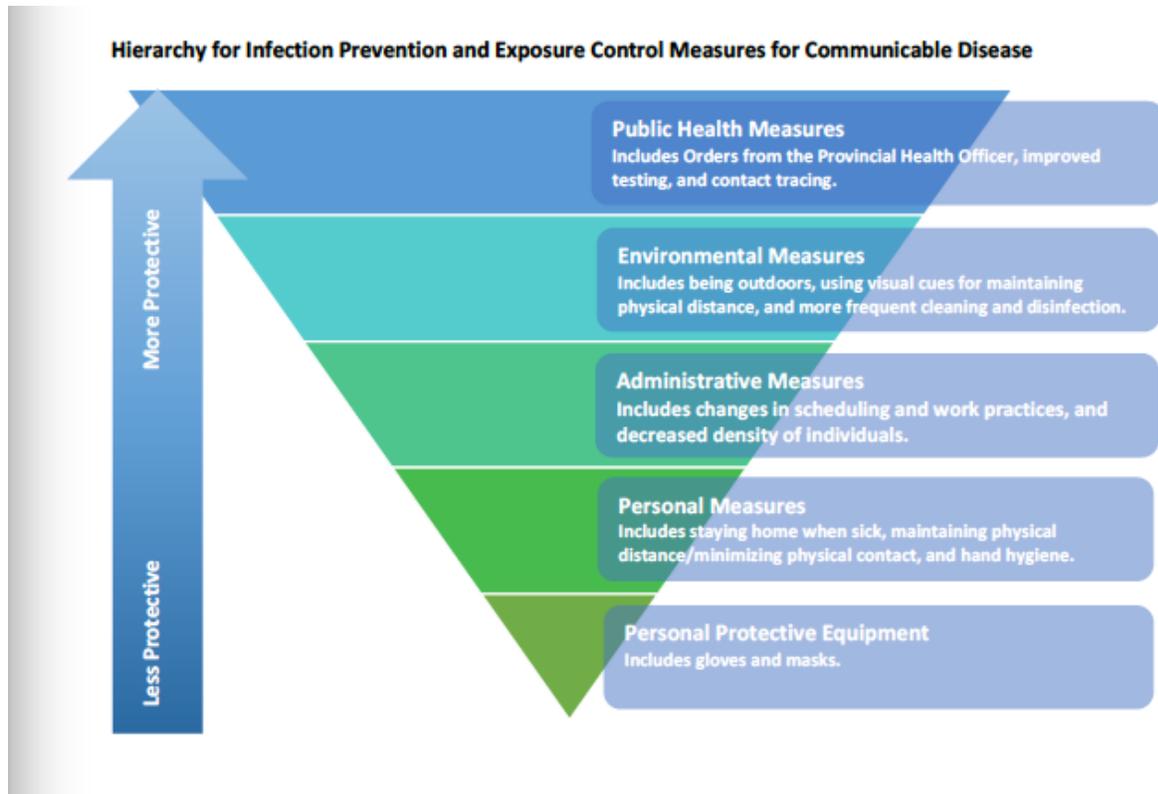
- Encourage members to stay home if they are ill or if have been advised to self isolate;
- Ensure that members have easy access to hand washing stations or hand sanitizing supplies;
- Provide direction re: Respiratory Etiquette including coughing and sneezing into their elbow or sleeve, refrain from touching their face and refraining from sharing food, drinks or unwashed utensils;
- Limit the number of indoor meetings to a maximum of 50 while retaining physical distance of six feet;
- Provide space to allow members to maintain physical distance from those outside of their household or bubble;
- Reduce high risk activities by including alternatives such as virtual gatherings, outdoor rather than face-to-face indoor meetings;
- Singing is a higher risk activity so physical distance, less singing and singers, humming and facemasks may limit risk;
- Practice routine cleaning and disinfection of high traffic areas and items, especially after use

- Special precaution must be followed if food or beverages are served.

BC Centre for Disease Control

Infection Prevention and Exposure Control Measures

Implementation of infection prevention and exposure control measures help create a safe environment for health care providers and patients. A hierarchy of infection prevention and exposure control measures for communicable disease describes the measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.



West Point Grey United Church COVID-19 Safety Plan

The Council of West Point Grey United Church has indicated interest that the first step in re-opening is to resume Worship Services. The physical space that would be used is the Church building including the Vestibule, Sanctuary, Narthex and the hallway leading to public bathrooms in the Community Hall. The Choir Stalls would not be in use at this time. The Balcony may be considered for use.

This plan includes measures to require those feeling sick or recently in contact with someone with COVID-19 to stay home. It also includes measures to restrict numbers and those present to observe social distancing, the use of masks and sanitize hands, avoid prolonged exposure time and forceful exhalation and practice a high standard and requirement for cleanliness.

Sunday Worship

Prior to the service

- Distribute the COVID-19 Safety Plan to the congregation prior to re-opening of the church via Website, Facebook, and email list.
- The COVID-19 Safety Plan will be translated into Mandarin.
- M&P must meet with all staff regarding the COVID-19 Safety Plan.
- Post COVID-19 Posters indicating ways to prevent the spread of COVID-19, which may include protocols not entering the building if ill or have been advised to self isolate, social distancing, safe building capacity, cleanliness and the use of masks.
- Ensure that entry/exit doors are clearly marked.
- Hand sanitization stations will be set up at the entrance to the church and at the end of each aisle.
- Masks will be available at the door.
- Markers and directional arrows must be placed outside the church and inside the narthex and in the hall leading to the washrooms.
- Spacing must be determined consistent with social distancing requirements. This will also establish the number of individuals / 'bubbles' that can be safely accommodated in the sanctuary.
- The location of seating areas must be clearly identified prior to the service.
- Cushions and books will be removed from the pews.
- Children's colouring area will not be set up.
- The choir room will only be accessible to the Director of Music.
- Move the piano to the west transept.

Entering the church

- There will be four greeters.
- All greeters will wear masks.
- If social distancing is not possible, those entering the church will also wear masks except those who are not medically able to do so.

- Masks may be removed once seated in the sanctuary but will be encouraged to put them on again when singing.
- Those attending Sunday worship will enter from the Tolmie Street entrance. Signs will be placed on the pavement outside which are six feet apart.
- A greeter will welcome worshippers at the door, ask if the individual and/or their 'bubble' are showing signs of fever, cough, fatigue, difficulty breathing, headache, diarrhea, have travelled outside of Canada and completed 14 days quarantine or have had close contact with anyone with symptoms listed above. They will proceed to the vestibule and will be met by a second greeter who will record their name and contact information (if contact tracing is later required) and explain protocols. A third greeter will escort the individual and/or their 'bubble' to their seat. A fourth greeter will assist as needed. Once seated, people must remain seated.
- There will be no printed bulletin.
- There will not be the traditional passing of the peace.
- There will not be communion celebrated in the sanctuary at this time.
- Hand sanitizer will be available as they walk through the vestibule.
- Offering plates will be located immediately upon entering the church as Offering plates will not be passed during the service. Offering plates will also be at the back of the church when exiting the sanctuary.
- Entrance to the sanctuary will be through the west aisle and will be guided to their seats beginning at the front of the church to avoid walking past one another.
- Singing:
There will be no singing. The alternative is to hum.
- As the Director of Music will be at the piano and cannot self distance enough to enable her to sing, it was suggested that consistent with a Council motion from September 2019, that a temporary soloist be hired to sing from the narthex.
- At the end of the service, to avoid close contact, seating group will be directed to the exit. Those seated on the east side will be directed to leave through the Narthex (eastern Narthex doors will be open and western doors will be closed) onto West 8th Avenue. Those seated on the west side will be directed to exit via the north-western doors in the vestry. Directional arrows may be placed on the floor in addition to greeters present to assist with a safe exit from the Sanctuary.

Washrooms

- Because the hallway from the Sanctuary to the washrooms is narrow, all should wear masks if possible.
- There is a maximum of two people to one washroom on the main floor.
- Exit from the washrooms should be through the gym and the main doors of the Community Hall. A greeter will be present to monitor the flow of people in this area.
- Directional arrows and self-distancing markers should be placed on the floor in the hall leading to the washrooms.

The Community Hall

- Kitchen
The kitchen is closed to all but essential workers (Co-ordinating Minister, Office Administrator, Custodian and Caretaker).
- Gymnasium
Daycare
Use of the gym must be scheduled to ensure safety for employees and the planning of required cleaning after use. Entrance to the gym will be from the outdoor play area.
- The Church Office
Install plexiglass on the desk between the entrance to the office and Janis' workplace. There should be no more than two people in the office unless they share the same 'bubble'.
If social distancing is not possible, wear a mask.
- All visitors to the church should complete a sign-up sheet on a clipboard that is provided in the Community Hall entrance. The sheet must include contact information such as telephone number, email address that may be used by Public Health for contact tracing if needed.

Tenants

- Must be informed about the COVID-19 Safety Plan.
- All those attending rental activities must also complete a sign-up that includes contact information such as telephone number, email address that may be used by Public Health for contract tracing if needed.

Cleaning

- Increased cleaning for washrooms, common areas and high-touch surfaces including common tables, desks, counters, chairs, light switches and door handles.
- Remove any unnecessary items that may elevate the risk of transmission including items like kitchen items including coffee machines, books and cushions.
- Install touch-free hand sanitizer stations in the Narthex, the Church Office, the main entrance of the Community Hall and the entrance between the Sanctuary and the Community Hall all of which are visible and easily accessed.
- Workers should be advised to wash their hands upon arriving for work, before and after breaks, after handling essential commonly used items and before leaving for home.