



Cloverdale United Church COVID 19 Safety Plan

2 June 2020

References:

BC Ministry of Health: COVID-19 Guidance to Faith Based Organization, date 31 Mar 2020

BC Ministry of Health: Mass Gathering Events dated 22 May 2020

Pacific Mountain Regional Council of the United Church of Canada (PMRC):
Pandemic Recovery & In Person Ministry (Re) Launch Guidelines dated 15 May 2020

Worksafe BC: COVID-19 Safety Plan, May 2020

British Columbia Centre for Disease Control (BCCDC)

National Collaborating Centre for Environmental Health (Choirs, soloists)



1. General:

The purpose of developing a Safety Plan is to comply with the Worksafe BC requirements, provide a safe work area for our staff, a safe place of worship for members of the Cloverdale United Church (CUC) congregation and a safe place for all other visitors/groups. There was no Order by the BC Provincial Health Ministry for the closure of Churches. There was an order for social distancing and also no assembly of persons greater than 50. The Pacific Mountain Region of the United Church strongly recommends that due to the risks of COVID-19 that Sunday Church services be suspended at this time.

Since there was no Provincial Health order to close Faith Based Church Organizations there is no specific guidelines for a safety plan for Churches. The general Worksafe BC guidelines and other Official information were used for references in preparation of this Plan.

It is possible that the specific guidelines could be issued, thus requiring a review of this safety plan to make any corrections or additions. The BC Health Ministry and Worksafe BC web sites will have to be monitored to determine if specific guidelines are issued.

2. Assessing the Risk at CUC:

- Currently 4 staff members work at CUC, 1 fulltime and 3 part-time.
- All have separate offices; work various hours, some overlapping and also have the ability to work from home.
- There is interaction between the Staff throughout the day but with social distancing and also disinfectant protocol the risk for the spread of COVID-19 would be low.
- All in person Church Service and gatherings of outside user groups have been canceled until further notice. This usage of CUC for these noted purposes would be a high risk of spreading COVID-19. Those who are most vulnerable to COVID-19 are in the majority of our congregation.



- The Sunday Church Service is conducted at the CUC and live streamed. The service is downloaded to you tube for viewing at a later time. The number of people at the Church is restricted to only a few that are essential to the streaming of the service. This activity is considered a low risk.
- There is a higher risk for transmission of the virus with singing by the congregation, choir and a soloist.
- As of Oct 13, Council has approved singing by to up 4 soloists during a live streaming service where congregation members are not attending. All singers must maintain a distance of 12 ft between themselves and any other person at the Church. It is the responsibility of each singer to ensure they follow the proper distancing while singing. No equipment is to be shared, i.e. microphone.
- Any items touched at the Church for the set-up and used during the live streaming are a risk factor for the spread of the virus.
- The basement area of the Church, including the kitchen, lounge, washroom, day care has been closed off for use by any persons/groups. The exception is use of the kitchen area, including the fridge and microwave by Staff. All volunteers with a specific purpose can use the kitchen area but should limit this use as much as possible.
- Any additional activities taken place in the CUC building will require a risk assessment; proper protocols put in place and then added to the Safety Plan.

3. Protocols to Reduce the Risks:

- **Staff, volunteers conducting the Business of the Church, contractors, user groups and any others showing symptoms of COVID-19 are prohibited from the workplace and CUC. This includes anyone who has had symptoms of COVID-19 in the last ten days. Symptoms include fever, chills, new or old worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Anyone directed by Public Health to self-isolate. Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.**



- All Staff to complete the Daily Health Screening form upon arrival at CUC. This form will be as per attached sample and approved by Council.
- The completed form will be filed in the CUC Office.
- All Staff must thoroughly wash their hands (20 seconds) or rub their hands with sanitizer (30 seconds) upon arrival at CUC and also prior to leaving.
- Staff must disinfect any surfaces, i.e. interior/exterior doors handles, light switches, other equipment, upon their arrival that they would normally touch
- Surfaces that have been touched during the day must be disinfected prior to leaving the building
- Staff must maintain social distancing levels of 2 meters amongst co-workers, visitors or others entering the Church.
- Staff is encouraged to work from home whenever possible
- Staff is encouraged to use the upper hall doorway to enter and exit the office when possible.
- The maximum number of 50 people are allowed in the Church building at anytime, per BC Ministry Health Order, dated May 22, 2020
- Any meetings of Church groups are to be done remotely or if possible in small groups adhering to social distancing and other protocol in the Safety Plan.
- The door to CUC will be kept locked at all times. Visitors and all contractors will have to be let into CUC and will be required to complete the Daily Health Screening form.
- All completed Daily Health Screening forms, for visitors and contractors, will be filed in the Office.
- All visitors and contractors upon their arrival and departure will have to thoroughly wash their hands (20 seconds) or rub their hands with sanitizer (30 seconds).
- Any other person entering CUC must complete the Daily Health Screening form. This includes any person that has a key to enter the CUC building. This is in effect 24 hours a day, every day.



- No persons are allowed to enter the CUC Office, except for Staff. All conversations & business is to be conducted through the Office doorway while maintaining a 2-meter distance from the Staff.
- No one is allowed to work in another person's office space. No shared office space.
- Any use of office equipment by Office Key holders or other persons, except for the office staff member, is strictly prohibited. The only exception is the use of the photocopier and this must be documented on the daily health screening form.
- Any person wanting to attend the Office is required to knock, announce yourself, then step back 2 meters and wait until the door is answered.
- There is only one person allowed in the washrooms at a time. Disinfectant solution will be available so the person can disinfect any surfaces prior to using or touching. The person will also be required to disinfect all surfaces touched prior to leaving the washroom.
- Use of Masks is not required for staff or persons entering the Church. Masks will be available for any persons wanting one while at CUC but we do encourage you to bring your own.
- Training of Staff in the proper use of the Masks is required.
- Any Staff members feeling ill or starts showing symptoms of COVID-19 after arriving at CUC should immediately be isolated put on a mask and leave the building. Advise other staff of your departure. Clean and disinfect any surfaces that the ill worker has come into contact with.
- Staff that indicate a potential risk while completing the Daily Health Screening form need to immediately communicate this information to your Supervisor. Consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance.
- Remember it is better, when in doubt of an illness that you should just stay at home or return home.
- At this time with the current guidance it has been determine there can be a maximum of 20 persons at once in the Upper Hall while complying with all



safety protocols. This number may vary slightly up or down depending on the activity.

4. Cleaning and Hygiene Practices:

- All surfaces normally touched by Staff or other users/visitors, are to be disinfected upon the start of the day/meeting and at the end of the work day/meeting.
- Staff must disinfect the surfaces of the kitchen they may touch prior to using the facilities and then again afterwards.
- Weekly cleaning/disinfecting will continue by the contract service. This includes but is not limited to door handles, light switches, and washrooms
- Extra hand sanitizer will be available in various locations in the Church. These will be visible and easily accessible.
- Staff is required to thoroughly wash their hands (20 seconds) or rub their hands with sanitizer (30 seconds) when they enter and leave the building. It is recommended they wash or sanitize their hands through out the day.
- All visitors or others attending CUC are to thoroughly wash their hands (20 seconds) or rub their hands with sanitizer (30 seconds) when they enter and leave the building.
- All staff must disinfect all surfaces they would normally touch upon their arrival. Staff must disinfect all surfaces they have touched prior to leaving.
- All persons that access the Church, with a key, at anytime must complete the Daily Health Screening form upon arrival. They must thoroughly wash their hands (20 seconds) or rub their hands with sanitizer (30 seconds) when they enter and leave the building. They must also disinfect all surfaces they have touched while in CUC. There are no exceptions, even if you just stopped in for a moment.
- All persons at CUC need to adhere to the requirement to cough or sneeze into your elbow.



- All persons entering CUC from the west entrance must wear a facemask while in the stairwell during regular business hours. You can remove your facemask once you get to your meeting or event location.
- Masks are to be worn in the west side stairwell during the evening hours when more than one group is meeting.

5. Business of the Church:

- All Church groups wanting to hold a meeting, gathering or event must book the date and time with the Office.
- Any group meeting at the Church must adhere to the CUC Safety Plan and any directive by BC Health Officials. The group must follow the protocol of thoroughly wash their hands (20 seconds) or rub their hands with sanitizer (30 seconds) when they enter and leave the building.
- All members of the group must complete the Daily Health Screening form. All surfaces must be disinfected at the start of any group meeting and then must be disinfected prior to leaving. Social distancing of 2-meters is a must at all times.
- Any group affiliated with CUC that has any gatherings at a location other than the Church property is to ensure adherence with the CUC Safety Plan and other guidelines from BC Health Officials. This includes but is not limited to social distancing; washing hands at the start and end of the gathering, host must keep a contact list of all attendees, completion of the daily health screening form by all attendees.
- There should be no food or drink served.
- There should be no congregational or choir singing.

6. Outside User Groups:

- All groups must submit a COVID-19 Safety Plan for approval by the CUC Council Chairperson.
- All groups must supply their own disinfectant solution approved by the CUC Council Chair



- There should be no food or drink served
- All attendees must thoroughly wash their hands (20 seconds) or rub their hands with sanitizer (30 seconds) when they enter and leave the building.
- All groups must disinfect all tables, chairs, door handles, light switches and any other surfaces that may possibly be touched during their meeting upon their arrival.
- All surfaces touched during the meeting must be disinfected prior to departure.
- All user groups must keep on file a daily contact information list for each participant. This information needs to be available to any BC Ministry Health Official upon request for purposes of contact tracing.
- Failure to comply with the user groups safety plan, Cloverdale United Church safety plan, any BC Government Health Ministry, Worksafe BC orders guidelines or recommendations may result in the loss of use of CUC facilities.

7. Outside CUC Services:

- A separate COVID-19 Safety Plan will be prepared and submitted for CUC outdoor services. Outdoor services can only be held on dates approved by CUC Council. This plan will be specific for outdoor services.

8. Regular Indoor CUC Services:

- Indoor services with a maximum of 50 people assembled is allowed by following all of the current guidelines and directives from BC Health Officials. It is recommended by PMRC that no indoor services be held due to the high risk. Refer to their directive dated 15 May 2020. The CUC Council concurs with this directive. The CUC Safety Plan will be updated with guidelines and protocols for any re-opening of indoor services.
- A separate Safety Plan will be required for any indoor service. CUC Council must approve this plan.



9. Washroom Facilities:

- The lower washroom is reserved for the use of Wind & Tide.
- One person at a time can use the Ladies main washroom facility.
- Any person using a washroom at CUC must sanitize the high touch areas upon entering and again when exiting. This includes to entrance door handles.

Revised: 14 Oct 2020