

**USER GROUPS COVID-19 SAFETY PLAN  
CLOVERDALE UNITED CHURCH (CUC)**

DATE: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

CO-ORDINATORS NAME: \_\_\_\_\_

SAFETY PLAN PREPARED BY: \_\_\_\_\_

INDICATE WEEKDAY OF EVENT AND TIME STARTED AND TIME NORMALLY FINISHED:

Day: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Number of attendees expected at our group gathering (list minimum and max.)

\_\_\_\_\_

Our group will comply with all BC Health Ministry and BC Centre for Disease Control (BCCDC) orders, guidelines, regulations and advisories for COVID-19. Our group will ensure we are familiar with all information from BC Health Ministry and BCCDC.

Our group will respect the fact that CUC is a work place and will comply with WorksafeBC orders, guidelines, regulations and advisories for COVID-19.

Our group will comply with the CUC Safety Plan.

**NOTE:** ALL GROUPS MEETING DURING THE BUSINESS HOURS WILL BE REQUIRED TO USE THE EASTSIDE ENTRANCE TO CUC. ALL ATTENDEES ARE REQUIRED TO WEAR A MASK UPON ENTERING AND KEEPING THEIR MASK ON UNTIL REACHING THE DESIGNATED MEETING ROOM. THEY ARE ALSO REQUIRED TO WEAR A MASK WHEN EXITING. ALL ATTENDEES ARE ALSO REQUIRED TO WEAR A MASK WHEN USING THE WASHROOM FACILITIES AND WALKING THROUGH THE EAST ENTRANCE AREA. THIS POLICY IS IN PLACE IN ORDER TO MAKE CUC A SAFE WORKING AREA FOR OUR STAFF.

Our Coordinator/leaders will ensure they keep abreast of all orders, regulations and advisories for assembly of persons in a group.

No group is allowed to assemble more than 50 people for any gathering or event. We will comply with the maximum allowed in the room for our meeting/event. The number of persons attending our meeting/event will follow advice from CUC.

The group coordinator or moderator must complete the Daily Health Screening Form (found inside the east entrance or on line) for each meeting/event. This completed form must be left in the provided basket.

All persons attending the group meeting/event must read the Health & Travel Questionnaire. A copy is available at the east entrance of CUC. It is strongly suggested the coordinator/leader prints off a copy.

The coordinator/leader of the meeting/event is responsible to ensure that all persons attending have read the Health & Travel Questionnaire.

The coordinator/leader will ask anyone whom answers yes to any health question or travel question not enter the meeting/event. If a person starts feeling ill during the meeting/event they will be asked to leave.

All persons attending the meeting/event will be listed on a contact log. The contact log needs to include the persons name, signature, date, time.

The coordinator/leader of any meeting/event that requires the confidentiality of the attendees are to keep custody of the completed log. Groups not requiring confidentiality will leave the contact log at CUC. This completed log will be available for compliance check of this safety plan by CUC and also must be available for inspection by BC Health Officials for the purpose of contact tracing.

Our group will maintain social distancing of a minimum of 2 meters (six feet) at all times upon arriving at the CUC property, during the meeting/event and while leaving the property. (This includes the parking lot area)

Our group will set up the meeting/event room with chairs and any tables in such a fashion to comply with the 2 meters (six feet) social distancing.

Our group will follow all BCCDC rules and guidelines to help prevent the spread of COVID-19. This includes, but is not limited to; coughing, sneezing into your elbow.

The coordinator/leader will immediately advise CUC upon learning that anyone who has attended a meeting/event is being tested for COVID-19 or has tested positive.

Persons at the meeting/event will be confined to only the room used for that purpose, except washroom facilities.

The coordinator/leader will ask any person that does not comply with this safety plan to immediately leave the meeting/event.

### **SANITIZING & DISINFECTING:**

All persons entering the meeting/event will rub (30 seconds) their hands with a sanitizer or wash their hands with soap. This will also be done when departing CUC.

All areas, but not limited to; tables, chairs, door handles, will be sanitized upon entering your meeting/event area and upon leaving at the end of the meeting/event.

Individuals using the CUC washroom facilities will sanitize the facilities before and after the use.

The coordinator/leader is to sanitize all high touch areas, including in the washrooms, upon the end of the meeting/event and prior to leaving the CUC building.

Our group will supply any sanitizer and disinfectant required in order to comply with our safety plan. Both solutions will meet the standards set out by BCCDC and BC Health Ministry.

Our group understands that failure to comply with this safety plan; BC Health and BCCDC rules, regulations and advisories may result in the loss of use of CUC. All User Group Safety Plans must be approved by CUC prior to using the facilities at CUC.

Additional information about our Safety Plan:  
(add a separate page if more space is needed)

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

