

**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. Andrew, Sidney

Region: Haro Region

Requested date to re-open: August 2, 2020

Date plan submitted: July 14, 2020

The Parish of St. Andrew, Sidney

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: The Rev Dr Eric Partridge

Phone: 250-656-5322, 250-514-1017

Email: epartridge@bc.anglican.ca

Risk Identification and Assessment

 We have identified and assessed:

[x]  Areas where there is potential to gather in groups, such as worship spaces,
meeting rooms, and entry halls.

[x]  “High touch” surfaces, such as doorknobs, light switches, counters, banisters, etc.

[x]  Areas or activities where church staff are close to members of the public or parish members.

[x]  Shared tools and equipment, such as printers/photocopies, telephones, paper-cutters, liturgical items, books, pews/chairs, etc.

Safety Protocols Implemented - General

**Administrative Measures**

[x]  We have reviewed our sick leave policy and encouraged staff and office volunteers to stay home if they are feeling ill.

[x]  We have a provided a health self-assessment for staff and office volunteers.

[x]  We will manage the number of the people in the parish office at any given time by:
 A sign on the office outside door indicating that only two staff members at a time will be permitted to enter the office at one time. The back door of the office will have a sign on it restricting entry to only the office administrator and clergy. The door will be locked.

**Environmental Measures**

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

By Sunday, August 2, 2020, there will be a plastic barrier between the visitor space and the office administrator’s desk. Only Clergy and staff will be allowed in the office. Chairs have been removed from the visitor area. Visitors will stay outside the office and stand at the door to deliver things or to speak to the administrator or clergy. Where visitors need to speak to clergy for more than a short item, they may join the clergy member in the hall, having entered by the double doors and being seated appropriately spaced apart. Clergy member will sanitize door handles and chairs at the end of the meeting.

**Posting of Signage**

[x]  We have posted signage at all exterior and interior entrances, as necessary, that state:

[x]  Occupancy limits for each room in the building.

[x]  Requirement to social distance (2 metres minimum).

[x]  Requirement to practice hand sanitizing / washing, plus instructions.

[x]  Requirement to stay home if feeling unwell.

[x]  Requirement to sign-in with name and contact information for each visit to the premises, even just to drop something off.

**Entrance and Exit**

[x]  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 to worship will be through the double doors on the south side of the building. The north doors will remain locked, but a door bell will be installed to allow entrance by those needing the level space. Exit from services will through the hallway to the door/ramp next to the men’s washroom. Entry and exit from the offices will be through the outside office door, one person at a time (clergy and staff, only). Seating will be from the front to back of the church, as directed by sidespeople, and exit will be from back to front, as directed by sidespeople.

**Registration**

[x]  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:

A person will be assigned each worship service to stand at the narthex doors, with a clip board and the list or names and contact information. The list will be compiled from those who have registered to attend that service. A clipboard with a sign-up list will be on the table inside the office for staff and clergy. Another clipboard with sign-up list will be on a table at the front door of the church for readers who come to record readings during the week.

All collected information will be held for 30 days and then destroyed; the person responsible for managing and destroying this information will be: the office administrator, who will be responsible for filing and ultimately disposing of the lists collected. They will be disposed of by shredding in the office shredder. The lists will be sotred in the locked cabinet in the office with the office administrator and clergy having access to the key.

**Hand Washing / Sanitization**

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

[x]  The name of the surface sanitizer we are using is:

 Eco mulit-purpose disinfectant RTU.

[x]  The name of the hand sanitizer we are using is:

 Hand Sanitizer “Germs be Gone” Grl 8 oz pump bottle 65% 24/CS

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

**Washrooms**

[x]  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:

Ony the single, wheelchair accessible washroom will be open. The others will be locked. Before, during and after services a volunteer will be assigned to move to the area outside the washroom each time someone uses the washroom. Only one person at a time will be permitted to use the washroom. Once that person has left the washroom, they will exit the hallway by the exit door nearest the mens’ washroom door and if needed re-enter the church by the double doors on the south side of the church. After waiting three minutes, the attendant will enter the washroom and sanitize the surfaces before anyone else can use the washroom.

Safety Protocols Implemented – The Worship Space

**Physical Distancing**

[x]  The maximum number of people who can be accommodated in our worship space when observing 2 metre social distancing in all directions is: Indoors, 20- 37, depending on how many couples/family units are seated together. See attached seating plan. Outdoors, the maximum, with the challenges of hearing while spread out, will be 40. Indoors, groupings of 3 chairs each are set up along the side walls, with a 10 foot aisle down the middle. People may only be seated with others who ae in their “bubble”, as Dr. Bonnie Henry defines that term. Therefore, in each of the “3 chair groups”, a bubble group of up to 3 may be seated, but a chair grouping may be occupied by only one or two persons, if that is size of the bubble grouping that has come to the service that day. (See attached seating plan).

[x]  We have ensured that social distancing is adhered to during worship by removing chairs or marking designated spacing on the pews as follows:

We have removed chairs and spaced the remaining chairs appropriately so as to leave not only 2 metre spacing, but also to allow room to leave a chair without encroaching on another’s space. (See seating plan).

[x]  We understand that the maximum number of attendees, regardless of our capacity, is 50.

[x]  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:

There is no way to accommodate all those wishing to attend if a substantial proportion of our congregation wish to do so. Therefore, we will have a sign-up process of people calling or emailing the office to advised of their interest and to give the necessary contact details for the sign-in sheet. We will give a window in which to sign up, and after the window has closed, we will draw the names of those who will be given access to attend. Once the full compliment is drawn, the balance of those signing up will be put on the top of the following week’s registration. If there are more than can be accommodated in the following week, another draw will be taken from the remaining names, and so foth, until all the names have been given a week to attend. It may take a number of weeks to get through the whole list of those attending, depending on how many of our congregation wish to attend in person. We will continue to offer recorded services for those who do not.

**Removal of High-Touch Items / Sanitation of surfaces**

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

[x]  Our plan for sanitizing high-touch surfaces following every service is as follows:

A volunteer will be assigned to wipe down the high-touch surfaces using the approved sanitizer.

The person(s) who will do this work: The volunteer will change each week, but there will be a team of those instructed in how to do this appropriately and the volunteer will be drawn from that team. As we will only have one service, the surfaces will also be left to “dry” on their own for not fewer than two days after the service, adding to the protection for our congregation.

**Children during Worship**

[x]  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**

[x]  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.

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

Safety Protocols Implemented – During Worship

**Orders of Service**

[x]  The Orders of Service must be single use, provided electronically, or projected.
Our plan for this is:

We will have single use printed copies of the service bulletin, that people will pick up at the narthex, and will take with them or drop into a recycle box after the service. The ones dropped into the box will be left untouched for two days before being recycled.

**Music**

[x]  We understand that congregational singing is prohibited at this time. Our plan for musical leadership is:
The parish musician will play a prelude, a postlude and music during the communion on the piano or the organ, and we will engage various instrumentalists- none of whom will play wind instruments. We will avoid hymns, using only music that is not to be sung.

**Touch**

[x]  We understand and have communicated to our regular worshippers that the Peace is not to be exchanged by handshake, hugs or other touch.

[x]  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:

Many of our parishioners are using electronic giving, and those who are not will be able to drop their envelopes in a dish at the entrance. The envelopes will be left for two days unopened and unhandled (exept by the envelope counters who will place the envelopes in the safe). The envelope counters will use hand sanitizer directly after the handling.

[x]  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**

[x]  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:
The protocols will be posted on the bulletin board at the Narthex. A copy can be obtained from the office administrator in the church office.

[x]  We have suspended the use of baked bread in favour of wafers.

[x]  The sacrament will be distributed under the form of bread only by the clergy. There will be no passing of the common cup.

[x]  We have procured disposable, non-medical masks for the use of the clergy who will be administering the sacrament.

[x]  We have a plan for ensuring that adequate physical distancing is maintained between communicants, as follows:
Communicants will remain in their seats, and the presiding clergy will move to the communicants. There will be sufficient space for the clergy to move among the seats. The priest will be wearing a mask and will drop the wafer into the hands, as the protocol requires. The priest will do the hand sanitizing a required by the protocol.

Safety Protocols Implemented – Parish Life and Community Users

[x]  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).

[x]  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:
The church office by email at admin@standrewssidney.ca, or by telephoning 250-656-5322

[x]  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.

[x]  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.