



## UNITED CHURCHES OF LANGLEY

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### **Covid-19 Safety Plan for Employees and Volunteers**

United Churches of Langley staff and volunteers must adhere to this safety protocol during Covid-19 pandemic. The protocol will be adjusted and modified as needed, and all employees and volunteers working on the church properties will be notified by email as this happens.

#### ***Building Access:***

1. **No sick persons** and persons exhibiting even slightest Covid-like respiratory symptoms are allowed to enter the church buildings. UCoL staff and volunteers will stay at home if they or any of their family members or close contacts are unwell.
2. The church doors will remain locked for the time being.
3. All people entering the church buildings will use the hand-sanitizer provided at the entrances.
4. Participants in volunteer groups **will only use doors, rooms and washroom assigned to their group and only at a scheduled time.**
5. **All people - employees, volunteers and visitors - entering the church buildings will have to sign-in a logbook:** should Public Health need this information for contact tracing. These records can be destroyed after 3-4 weeks.

#### ***Physical Distancing***

1. Physical distancing (six feet/two metres between people) will be maintained at all times.
  - a. Staff will be working in own office and on their own computer workstations as much as possible.
  - b. Working with others will be over the phone, whenever possible.
  - c. If meeting in person, staff will maintain 2 m distance between them at all times. They may choose to use a larger space if they need to work together.
2. If two people need to be less than 2 meters apart, both people must wear personal masks.

#### ***Other Protective Measures to Reduce the Risk of Transmission***

1. Employees will bring their own dishes and utensils to eat lunch.
2. No sharing of any items can take place. Employees will use own equipment such as pens, staplers, etc.
3. Shared equipment will be cleaned/sanitized after each use.
4. Frequently used doors will be kept open during the workday.

5. Doors and/or windows in the offices will be open as much as the weather permits, in order to provide better ventilation.

### ***Communal Spaces***

1. Only one person at a time can be in the kitchen.
2. Access to the kitchen will be one way: enter from the narthex and leave through the Upper Hall.
3. Anyone entering the kitchen has to wash their hands at the little sink by the door.
4. Only one person at a time can be in the hallway outside the offices.
5. Only one person at a time can be in the printer area outside the finance office.
6. Maximum three persons can be in the church administrative office at a time.

### ***Washrooms Usage***

1. UCoL staff and volunteers will use the washrooms on the main floor at the end of the hallway behind the Main Sanctuary.
2. Only one person should be in each washroom at a time, and only one person can wait for the washroom in the hallway at a time.
3. Hand-sanitizer must be used before entering the restroom.
4. Each person must follow the *Washroom Usage Protocol*, visibly posted outside and inside the restroom.

### ***Visits***

1. All non-essential visits to the church office are discouraged.
2. Whenever possible, meetings of the staff and congregants or members of the public will be held by phone or online.
3. When church volunteers or members of the congregation need to visit a minister or an office staff, they will phone first to arrange their visit.

### ***Deliveries***

1. Offering envelopes can be mailed or dropped off into the mailbox outside the side office entrance facing Old Yale Road.
2. Any other, larger deliveries will be arranged as a contactless drop off at the front porch whenever possible.

### ***Travel***

Employees and volunteers are encouraged to ride separately. If ride-sharing is needed, personal masks must be used by all people in a vehicle.

### ***Sanitizing of the Space Used***

1. All staff are encouraged to sanitize their work space before and after work.
2. All Chairs, tables, countertops and door handles in the room where a meeting took place must be sanitized thoroughly by a designated group participant after such gathering.
3. A designated group participant will sanitize all high-touch surfaces in the assigned restrooms before they lock up and leave.
4. The protocol of the janitorial services provided to UCoL is upgraded during the Covid-19 pandemic to reduce the risk of the transmission of the virus. Cleaning is happening more frequently than before with the particular focus on disinfection of high-touch surfaces.

### ***Communication of the Pandemic Protocols***

1. All UCoL Covid-19 Safety Plans and protocols will be posted visibly at the identified appropriate places (building entrances, bulletin boards, washroom entrances, etc.).
2. All UCoL Covid-19 Safety Plans and protocols for staff and volunteers will be emailed to them and posted at the appropriate places in the building.
3. All UCoL staff will maintain up-to-date knowledge of and abide by the current health authority requirements and present United Churches of Langley safety protocols.
4. Signage is posted at the entrances and at strategic places in the buildings to remind everyone of the safety measures.

### **WASHROOM USAGE PROTOCOL DURING COVID-19**

Only ONE PERSON allowed in each washroom at a time!

1. Use the provided hand-sanitizer before you enter.
2. You should find the door ajar. If it is closed, knock and open the door slightly to determine if anyone else is in the washroom.
3. After using the washroom, wash your hands, following the posted handwashing guidelines from the BC Ministry of Health.
4. Sanitize all washroom surfaces you may have touched – door handles, stall lock, faucet handles, sink counter area - with the provided disinfecting wipes or disinfectant and paper towels.
5. Open the door to leave, without touching the door-handle (use your elbow or a piece of clothing).
6. Leave the door ajar, to indicate that the washroom is available.