

FBC KELOWNA

CONNECTING BELONGING ENGAGING

COVID-19 Protocols

July 31, 2020

As a community of believers at First Baptist Church, we join others in our province in guarding against the spread of COVID-19. As part of our vision to “love God and love others where we live and gather” we encourage you to reach out and care for one another in a safe manner. In restarting certain meetings within our facility, we are instituting guidelines set out by the BC Ministry of Health. For those of you who are more comfortable remaining at home, or have been advised to do so by the Provincial Health Officer or your health care provider, we will continue to reach out to you via virtual connections.

For the protection of our pastors, staff, congregants, visitors and the families of the aforementioned, while on the church property we ask you to adhere to the following practises:

1. DO NOT ENTER THE CHURCH BUILDING IF:

- You are exhibiting any symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat, and/or painful swallowing.
- You or a member of your household is under the direction of the Provincial Health Officer to self-isolate.
- You have arrived from outside of Canada or have been in contact with a confirmed case of COVID-19 within the last 14 days. Please self-isolate and comply with provincial health regulations.

2. ENTERING AND EXITING THE BUILDING:

- When entering the building, use the **main entrance only** (unless you have made other arrangements with the church office) and disinfect your hands with the hand sanitizer located beside the kitchen door.

- After disinfecting your hands, you must **record your name on the sign-in sheet** at the front entrance, **even if you are inside for only a few minutes**. You must also sign out when you leave.
- While in the building, wash or disinfect your hands frequently, especially after touching surfaces such as doors, chairs, tables or countertops. Handwashing should be thorough; use soap and warm water and wash for at least 20 seconds as per BC Ministry of Health guidelines.

3. GENERAL BUILDING USE:

- The Ministry of Health states that **the virus can spread 2 to 3 days before symptoms begin. If you become ill within 3 days after being in the building, or any symptoms occur while you are on-site**, please report the date of infection and the room(s) you were in **immediately** to April Unger in the church office at (250) 861-5425 or Jack Brazeau, Chair of Property at (250) 215-9315. They will have the custodial team enact proper cleaning protocols before the room in question is re-used.
- The maximum number of people in the facility at any given time, for general daily purposes, is 20.
- **All meetings must be booked through the church office.**
- To maintain safe physical distancing of 2 metres, meetings are restricted to the following areas:
 - Sanctuary
 - Atrium
 - Gymnasium
 - Café
- Food is not allowed in the building with the exception of staff members' lunches.
- Beverages cannot be served, but meeting participants may bring their own water.
- Please confirm with meeting participants ahead of time where they are to enter the building and in which room(s) their gathering will be held.
- Clear directions as to where to exit the building will be posted on the main door and within the building.
- Meetings should be kept to 2 hours or less **unless authorized by the Property Committee.**

4. MEETING SPACE USE:

- The maximum room capacity is **1 person per 5 square metres**. FBC meeting spaces, therefore, are able to hold the following number of people:
 - Sanctuary: 50

- Gymnasium: 47
- Atrium: 11
- Café: 7
- Foyer: 20

Please remember these numbers include the **total number of people** in the room (attendees, staff, volunteers, audio/visual people, etc.)

- Seating is to be arranged with a distance of 2 metres between seats.
- All rooms sanitized by the custodians will have their doors marked as “clean” with a Post-It note. Once you enter a room to use it, you must remove and discard the Post-It note.
- Please notify the church office when you have finished using your scheduled room so the custodians can sanitize the area and mark it as “clean.”
- If you use the sanctuary, you must enter from the main doors and exit by the west side door.

5. WASHROOMS:

- Entrance doors to the central washrooms will be kept open in order to minimize physical contact. (Doors to washrooms by front entrance will be closed as per usual.)
- A maximum of 2 people may occupy a washroom at the same time.

6. STAFF:

- No food is allowed in the building with the exception of your own personal lunch.
- Before using the kitchen or café, you must wash or disinfect your hands as per BC Ministry of Health guidelines.
- Paper cups must be used for coffee or your own personal cup.
- All surfaces of the kitchen and café must be sanitized after each use.
- Your office is your individual safe zone, and you are responsible for sanitizing your space as needed. This does not include regular cleaning by the custodians as set out in their janitorial contract.
- You must maintain safe distancing of 2 metres when meeting in a private office.
- You must work from home if you feel at all unwell or are exhibiting signs of illness.
- If you test positive for the COVID virus, you must report it to the church office immediately.