This Safety Plan has been created by the Covid-19 Committee of Comox United Church and approved by the Comox United Church Council. It follows the Guidelines of the Pacific Mountain Region as updated on July 2, 2020 and has been created in compliance with WorkSafeBC guidelines. It will be reviewed by the Covid-19 Committee on a monthly basis and revised as necessary with approval from the Comox United Council.

1. At each entrance we have a list of safety steps to be followed by each person entering the building, including a sign-in/out sheet. These steps include sanitizing hands, signing in and out and indicating which areas of the church have been visited. Hand sanitizer is provided at each entrance.
2. For the purposes of this CxU Safety Plan, “Groups” refers to both rental groups and church groups, **there are no exceptions for any groups.**
3. Each room and entrance will have a sign outlining standard social distancing protocols (2 meters between all people) and indicating that individuals who are ill or who show any symptoms must not enter.
4. Each room will have a sign indicating how many people that room can safely hold in a distanced manner.
5. Where a distance of 2 meters cannot be kept, additional personal protective equipment (PPE) will be required, such as mask and disposable gloves. We ask that masks be used.
6. Groups using rooms on the lower floor will use the lower entrance and lower floor washroom only. Groups using the main floor will use the main entrance and main floor washrooms only. The top floor will not be available for use at this time.
7. Each group using a room will be required to sanitize all chairs, tables and any other surfaces touched before their group leaves. The church will provide sanitizing equipment however we cannot ensure that it won’t get misplaced so we are encouraging ALL groups to bring their own sanitizing supplies. Groups are asked to provide their own hand sanitizer for use in the room.
8. Groups are not to use the church kitchen or go to any other area of the church other than the washrooms. They are to encourage their members to bring their own provisions for drinks (ie water bottles) and no food is to be served. Signs are posted on the kitchen doors stating that it is not to be used.
9. A trained church volunteer (“Covid” volunteer) or staff person will meet with a contact person from each group before their group begins to use the church in order to orientate them to the CxU safety plan. That church person will continue to communicate with the contact person to answer questions and ensure that the CxU safety plan is being followed.
10. Each group will be asked to have a host, trained by the church volunteer or staff person, who will meet members at the door each time their group meets to ensure that each attendee is aware of the safety protocols in place.
11. Each group will be required to submit their own safety plan to the church outlining in detail how they will follow the guidelines of the CxU Safety Plan
12. As per the BC Health Ministry, each group using the church will be asked to keep their own contact sheets to record who attends each meeting of their group. CxU will maintain a copy of the application for 30 days beyond room usage.
13. Our contract cleaner will be told when groups are meeting in which rooms so the cleaner’s work can be focussed appropriately, ensuring that high traffic areas are cleaned regularly. The cleaner will sanitize weekly all tables and chairs in rooms used by groups on a regular basis. (This does not include staff offices unless other people have sat in them or used them.)
14. Our cleaner presently comes in Monday, Wednesday and Friday evenings. At this time all bathrooms which have been used and both entrances will be thoroughly cleaned, as well as rooms that have been in use. Groups must ask members to wipe down all touched surfaces in washrooms when using them. Wipes will be provided by the church.
15. Groups will be encouraged to open windows and doors as much as possible to encourage air flow in the rooms.
16. Our rental policy includes all relevant information on the safety plan.
17. Church groups will be given a copy of the Rental Form and expected to follow all the same protocols as rental groups.
18. Staff are expected to respect the capacity limits of their offices and to ask people to use masks if they must be closer than 2 meters.
19. Staff members and “Covid” volunteers will be trained in the safety plan by our safety plan committee (which includes several retired nurses) before any groups begin using the building.
20. This safety plan will be e-mailed to all church members, sent out in our newsletter and posted on our website. In addition it will be sent to all groups who inquire about rentals. Copies will be available at both entrances to the church and at the church office.