



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: 88

Region: Tolmie

Requested date to re-open: September 6, 2020

Date plan submitted: August 24, 2020

The Parish of St. John the Divine, Victoria, B.C.

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: Rev Canon Andrew Gates

Phone: 250 381 2636

Email: aegates@shaw.ca

Risk Identification and Assessment

We have identified and assessed:

- Areas where there is potential to gather in groups, such as worship spaces, meeting rooms, and entry halls.
- “High touch” surfaces, such as doorknobs, light switches, counters, banisters, etc.
- Areas or activities where church staff are close to members of the public or parish members.
- Shared tools and equipment, such as printers/photocopies, telephones, paper-cutters, liturgical items, books, pews/chairs, etc.

Safety Protocols Implemented - General

Administrative Measures

- We have reviewed our sick leave policy and encouraged staff and office volunteers to stay home if they are feeling ill.
- We have provided a health self-assessment for staff and office volunteers.
- We will manage the number of the people in the parish office at any given time by:
The door to the entrance is locked, there is a buzzer that announces visitors. People are “buzzed” in one at a time, there is also a buzzer system for entrance to the parish office. Staff are responsible for monitoring the number of visitors to their offices, and where necessary, the lounge will accommodate any numbers beyond the stated capacity for each office.

Environmental Measures

- We have installed protective barriers between our staff and the public, or made other provisions for their safety, as follows:
The general office has a plexiglass barrier, all offices have doors, with ‘windows’, that close and lock as required.

Posting of Signage

- We have posted signage at all exterior and interior entrances, as necessary, that state:
 - Occupancy limits for each room in the building.
 - Requirement to social distance (2 metres minimum).
 - Requirement to practice hand sanitizing / washing, plus instructions.
 - Requirement to stay home if feeling unwell.
 - Requirement to sign-in with name and contact information for each visit to the premises, even just to drop something off.

Entrance and Exit

- 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:
Entrance to the church is gained through the garden door, exit, except for those who are physically challenged, will be through the Quadra street doors. Staff will enter the parish house through the door from the parking lot and exit through the exit by the general office. The hall way between the church and parish house is narrow, use of same is encouraged to be minimal. Staff will ensure that visitors enter and leave their offices safely. Social distancing signs are everywhere displayed.

Registration

- 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:

Contact-tracing forms are available at the church entrance, at the office entrance and at the entrance from the parking lot. Plans are under way to provide a list of pre-registered attendees for public worship. This will enable the safety officer/greeter to tick off the names of attendees as they arrive at church. Staff will ensure that visitors will sign the contact-tracing form at their point of entry. "Renters" are encouraged to do likewise.

All collected information will be held for 30 days and then destroyed; the person responsible for managing and destroying this information will be: Carol Ann Zenger, the Parish Administrator.

Hand Washing / Sanitization

- We will ensure that people are given the opportunity to sanitize or wash their hands upon entering the facility.
- The name of the surface sanitizer we are using is:
Bioesque "Botanical Disinfectant Solution" with Thymox is liberally distributed through church and parish house. It is available in all washrooms and offices, and when opened will be available in food preparation areas. This for spray-on and leave cleaning.
- The name of the hand sanitizer we are using is:
Clance-Aogrand Group Inc. – Ethanol 75%
- We have verified that all these products are approved for use during Covid-19 by Health Canada.

Washrooms

- 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:
Washrooms in the church, crypt and parish house are open. Use of same will be encouraged to be as minimal as possible. BC-CDC signage is posted demonstrating correct hand cleaning. Signage, and necessary cleanser, is available with the request that toilet seats and handles, wash basins, towel dispensers, and doors be sprayed before and after use. Hand sanitizer and hand soap are available in all washrooms. Our washrooms are small, they will only accommodate one person.

Safety Protocols Implemented – The Worship Space

Physical Distancing

- The maximum number of people who can be accommodated in our worship space when observing 2 metre social distancing in all directions is: We have calculated our seating using six (6) feet social distancing. Our capacity is 74.

- We have ensured that social distancing is adhered to during worship by removing chairs or marking designated spacing on the pews as follows:
Pews have been roped off as required and tape has been laid on the pews. We will be requesting that people do not sit on the tape. On the side aisle where the pews have been removed there are “boxes” taped to the floor to accommodate wheel chairs and motorized scooters. These are appropriately distanced.

- We understand that the maximum number of attendees, regardless of our capacity, is 50.

- 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:
We have identified a volunteer who will administer a “seating” program. A ‘safety officer’ and verger/usher/greeter will monitor access and close the door when capacity has been reached.

Removal of High-Touch Items / Sanitation of surfaces

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

- Our plan for sanitizing high-touch surfaces following every service is as follows:
Our custodian/janitor assisted by volunteers will clean all areas in both nave and chancel. This includes pews, chairs, railings, door handles. These areas will be sprayed with our ‘leave on to dry’ sanitizing product (Thymox).

The person(s) who will do this work: Alistair Whiteside

Children during Worship

- 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

- 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.



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

Safety Protocols Implemented – During Worship

Orders of Service

- The Orders of Service must be single use, provided electronically, or projected.
Our plan for this is:
A single use leaflet will be printed, a pdf copy will be available for downloading.

Music

- We understand that congregational singing is prohibited at this time. Our plan for musical leadership is:
At present we anticipate the presence of an organist and up to four singers who will be socially distant.
Evening services are being planned where more singers will be appropriately accommodated.

Touch

- We understand and have communicated to our regular worshippers that the Peace is not to be exchanged by handshake, hugs or other touch.
- 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:
An offering plate will be placed at the entrance to the church where attendees may place their offering either before or at the conclusion of the service.
- 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

- 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:
Carol Ann Zenger, admin@stjohnthedivine.bc.ca
- We have suspended the use of baked bread in favour of wafers.
- The sacrament will be distributed under the form of bread only by the clergy. There will be no passing of the common cup.
- We have procured disposable, non-medical masks for the use of the clergy who will be administering the sacrament.
- We have a plan for ensuring that adequate physical distancing is maintained between communicants, as follows:
The church aisles are marked and are uni-directional. The congregation will be encouraged to approach whoever is administering the sacrament single file up the main aisle of the church, they will return to their pews via the side aisle. If necessary, an usher will direct traffic.

Safety Protocols Implemented – Parish Life and Community Users

- 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).
- 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:
Carol Ann Zenger, Parish Administrator; admin@stjohnthedivine.bc.ca
- 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.
- 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.