

Appendix 2 – BCCC COVID – 19 Safety Plan

Effective August 1st 2020

Rev 3 2020-11-24

Black Creek Community Church Worksafe BC Covid-19 Safety Plan

This Safety plan has assessed risks for staff, volunteers and persons visiting or participating in BCCC events within the building or on site.

This Plan will adjust to changes using ongoing reviews and monitoring

This Plan will be posted publically within the building and on the website.

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A. Work Place Risks

1. Areas where people gather

a) *Building Division Zones*

The building is divided into 3 primary Zones.

- (1) Sanctuary / Foyer / Stage / Balcony
- (2) Basement / Kitchen / Activity hall / Fireside / SS class rooms
- (3) Staff wing / Nursery

This 'compartmentalizes' user group's possible contamination and minimize 'crossover' with other groups.

b) *Special Attention Areas*

(1) Bathrooms

(a) *Sanitize on leaving*

- (i) *Touched surfaces – knobs, handles, faucets, toilets*
- (ii) *Exit Clean - Spray and leave*

(2) Kitchen.

(a) *Food service*

- (i) *Masks for those doing prep and service*
- (ii) *Exhaust fans on at all times.*
- (iii) *Food is served by kitchen 'staff' (masked) – no self serve*

(b) *'Brought from home' food must be able to be cooked / sanitized (wash uncut fruit etc) prior to serving*

(c) *Sanitize on leaving*

- (i) *Touched surfaces – counters, knobs, handles, faucets*
- (ii) *Dishes hand wash and in racks*
 - (a) *Dishes sanitized if group has trained person*
- (iii) *Exit Clean - Spray and leave*

(3) Library – Closed

(4) Nursery – Closed except for staff functions

(5) Public access to Heidi's window sill

- (a) *Signage / instructions re: building entrance by public*
- (b) *Remote lock for Heidi to admit visitors.*

2. Processes that put persons in close contact with each other

a) *Band / Instruments*

- (1) Stage spacing 2 meter minimum
- (2) Instruments not shared same session (3 day separation or use of sanitizer).
- (3) Singing – spacing / direction of breath not towards each other.

b) *Sound Board / Media Computer*

- (1) Barrier between 3'x3' if required

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- c) *Singing and Choirs*
 - (1) 2 meter spacing
 - (2) Face masks required for those not on stage
 - (3) No sharing of microphones / instruments
 - (4) Limit time singing to 30 minutes.
- 3. Equipment that workers share
 - a) *Photocopier – Printer*
 - (1) Signage and self sanitize station.
- 4. Surfaces that people touch often
 - a) *Door latches, Light Switches, Stair Banisters, Chairs, Tables, Counters*
 - (1) User groups to exit sanitize –spray and leave
 - (2) Building cleaned weekly by janitor
 - b) *Money*
 - (1) Collections will be held in collection box for 3 days prior to counting and deposit.
- B. Risk reduction protocols
 - 1. Provincial Orders, guidance and notices
 - a) *See BC Restart Plan Phase: See Page 9 of this appendix for the latest documents used / complied with.*
 - b) *Orders Notices and Guidance: See Page 9 of this appendix for the latest documents used / complied with.*
 - c) *Contact Tracing*
 - (1) Attendance lists of employees, small groups, and larger groups recorded for contact tracing as required for 30 days.

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2. First Level – Elimination

- a) *Limit access to the building*
 - (1) Notice of restriction for those who are ill or needing to self quarantine
 - (a) *BC Online Self Assessment Tool: <https://bc.thrive.health/covid19/en>*
 - (b) *Sign in and check mark required to indicate self assessment completed.*
 - (2) Building / Section maximum numbers of people or groups for events, meetings, work as defined under the most recent Provincial Health Order:
 - (a) *Nov 19th 2020 order*
 - (i) *Gatherings classified as Events **Not Allowed***
 - (a) Exemptions: Weddings and Funerals Max of 10 persons allowed
 - (ii) *Staff and Pastoral care including meetings for mental health and addictions allowed*
 - (iii) *Order will be cancelled, amended or extended Dec 7, 2020*
 - (b) *Ref - Jun 2020 order (not in force)*
 - (i) *Total in each section (1) Sanctuary, (2) Basement, (3) Staff, max 50 in each section at one time*
 - (a) Separate Entrances Required
 - (3) Small group management
 - (a) *Signage and training of Group Leaders*
 - (b) *User Group Covid plan and Officer.*
- b) *Personal Measures*
 - (1) Hand Hygiene
 - (a) *Wash when in contact with areas that may be contaminated (including own face)*
 - (b) *Use of approved hand sanitizer if washing is not available*
 - (2) Respiratory Etiquette
 - (a) *Cough or sneeze in to elbow / sleeve, dispose of tissues, wash hands*
 - (b) *Use of masks as required*
 - (c) *Refrain from facial touching*
 - (d) *Refrain from sharing food / drinks / plates / utensils*
 - (3) Physical Distancing
 - (a) *Give room for activities and duties that allows for 2 meter distancing*
 - (b) *Establish a culture of no personal contact for greetings etc.*

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3. Second Level – Controls / Barriers / Partitions

- a) *Division of building into (3) Zones*
 - (1) Sanctuary / Foyer / Stage / Balcony
 - (2) Basement / Kitchen / Activity hall / Fireside / SS class rms
 - (3) Staff wing / Nursery
- b) *Usher / Greeter Barrier*
 - (1) 4'x8' in Foyer over regular table.
- c) *Sound / Media Barrier*
 - (1) 3'x3' between sound board and computer if required.
- d) *Secretary office to hall barrier*
 - (1) Sliding glass 'window'
 - (2) Use of electronic door unlock for reception of persons to office area
- e) *Kitchen*
 - (1) Serving counter barrier.

4. Third Level – Rules and Guidelines

- a) *Covid-19 Safety Plan*
- b) *FB website posts*
- c) *Signage*
- d) *User group Covid plans*
- e) *Communicate plan*
 - (1) Post in Building – by Fire Panel
 - (2) Post on Website.

5. Fourth Level – PPE

- a) *Masks*
 - (1) Use is for other's protection not self
 - (2) Signage
 - (3) Children exemption ages – less than 2 – Parental discretion
 - (4) Adults with medical exemption – as declared by person.

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6. Cleaning Practices

a) *Three day, no contact practice – 72 hrs no exit cleaning req. 60 hrs previous group exit clean*

- (1) Large areas such as rooms etc
- (2) Room use restricted by locks / signage.

b) *Spray and leave – Peroxide solution – 10 min contact time*

- (1) Used for all areas
- (2) Single person or group use
- (3) Janitor practice during weekly cleaning.

C. Policies

a) *Covid-19 Safety Plan*

- (1) Part of Employee Policy Handbook
- (2) User Group Covid Plan (each group)
- (3) Approval by Leadership Team / Elders.

D. Communication and Training

1. Staff

a) *Memo with signoff*

b) *Walkthrough on signage and traffic plan.*

2. Volunteers

a) *Memo with signoff*

b) *Leaders - Walkthrough on signage and traffic plan*

3. Public

a) *Post By Fire Detection area – use plexi folders*

b) *Post on Website.*

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E. Monitoring and Plan Updates

1. Leadership for health and safety concerns

- a) *Lead Pastor*
- b) *Assistant Pastor.*

2. Reviews

- a) *After each new opening or significant change in traffic events*
- b) *Every 3 months until Mar 2021.*
- c) *If change to Provincial Restart Phase / Plans*
 - (1) See BC Restart Plan Phase:
<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>.
- d) *If BC / Canadian MB Conference mandate changes*

F. Restarting Risks

1. Differences in Covid Protocol expectations

- a) *Clear communication of expectations*
- b) *Approval of protocols to be used*

2. Services stopped / lapsed / shutdown

- a) *Assess and restart as required.*

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G. User Group Management

1. Each user group will be assigned a meeting time and rooms in an area / building Zone
2. Each user group will manage Covid Safety by it's own approved user group Covid plan
3. Each user group will have a Covid Officer who will be responsible for compliance.

H. User Group Written Covid Plan Requirements

Each User Group will operate using an Approved Plan from the Elders Leadership team / Policy Committee. Each group may assess and modify their plan as required to adjust to the needs of their group and have these changes approved by the Policy Committee. The Each User Group Written Covid Plan shall include:

1. Where and when the group will meet.
2. How the group will manage the space it is assigned
 - (1) Managing children / persons within approved areas
 - b) *Manageable Group size*
 - (1) Ratio of leaders to children
 - (2) Who manages the group.
 - c) *Covid Vulnerability assessment of persons in the group – Low, Medium, High*
 - (1) Are there specific protocols needed to accommodate this level of vulnerability?
 - d) *Covid Protocols*
 - (1) Hand washing
 - (2) Social Distancing
 - (a) *Bubbles / Integration / Separation*
 - (3) Kitchen use (if available in your Zone)
 - (a) *Masks for those doing prep and service*
 - (b) *Exhaust fans on at all times.*
 - (c) *Food is served by kitchen 'staff' (masked) – no self serve*
 - (4) 'Brought from home' food must be able to be cooked / sanitized (wash uncut fruit etc) prior to serving
 - (5) PPE use
 - (a) *Mask use as required under the regulations*
 - (b) *Recommend masks used when engaging in activities such as singing.*

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3. Sanitary protocols

- a) *Personal requirements*
 - (1) Health check before joining group / entering building
 - (2) Masks, hand cleaning, etc
 - (3) Personal food / sharing
- b) *Building Sanitize - Prior to use req*
- c) *Building - Post use*
- d) *Kitchen Prior and Post*

4. Covid Officer

- a) *Assigned by the Leader of the Group*
- b) *Responsible to manage group's Covid Plan compliance*
- c) *Responsible to report any Covid issues to BCCC Administration*
- d) *Responsible for Documentation - Covid tracking information collection / retention*
- e) *Covid exposure protocols*
 - (a) *Communication – BCCC, Families - persons exposed*
 - (b) *Review Covid Plan Protocols for possible improvement / changes*
 - (c) *Limit Media (including Social Media) information 'leakage' / direct outside questions to BCCC Leadership team*

5. Statement of Understanding and Compliance to BCCC's Covid-19 Safety Plan

6. Leader / Covid Officer Signoff.

I. User Group Written Covid Plans

See Document: User Group Covid Plans Rev X YYYY-MM-DD.docx

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Links used for compiling this Safety Plan Rev 1, 2

- <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>
- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/faith-based-organizations>
- http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Faith_Based.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION&bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION

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- <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/faith-based-organizations>
- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/faith-based-organizations>
- <https://www.worksafebc.com/en/resources/health-safety/books-guides/reviewing-updating-covid-19-safety-plans-guide-for-employers?lang=en>
- <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/mandatory-masks-in-workplaces>
- <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions>
- <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/health-checks>