



## Approach to COVID protocols

Update January 15, 2021

**Updated January 15, 2021**

Vernon Alliance is transitioning back to our building. We have implemented some new technologies and policies to address the COVID restrictions and recommendations of our governing authorities that will change the way we do things in this season. What does the office look like?

### 1. No Ill Employees for Any Reason in the Workplace

### 2. Health Protocols

1. Employees/Volunteers are required to follow the recommendations of the BC Centre for Disease Control for mitigating the spread of COVID-19. These include:
  - a. wash hands regularly following the handwashing directions in each restroom and avoid touching the face
  - b. coughing into a tissue and then disposing of it, or sneezing into the elbow
  - c. do not shake hands, hug, or come into contact with other persons
  - d. physical distancing should be maintained, and masks should be worn whenever inside our buildings.
  - e. if exposed to a person who has a confirmed case of COVID-19, please remain at home

### 3. Visitor Access

1. The doors of VAC will remain closed and locked.
2. During business hours, visitors may ring the doorbell and the receptionist will meet them at the West Entrance.
3. Before allowing a visitor into the building they will be asked if they have:
  - a. symptoms of a cold or flu, including fever, fatigue, cough, and difficulty breathing
  - b. travelled internationally (including the United States) within the past 14 days
  - c. been in contact with someone who has travelled internationally (including the United States) within the past 14 days
  - d. been in contact with someone who has COVID-19.
4. Upon entering the building visitors must sign in and leave a contact phone number for the purposes of contact tracing.
5. Hand sanitizer will be available at the door as you check in with our staff.
6. Social Distancing protocols should be observed at all times. Masks should be worn whenever inside the building. Meetings with visitors will be held in the treehouse, prayer room, hall or another venue where physical distancing is achievable. At this time, in person meetings will be moved out of the personal offices
  - a. maintain the maximum occupancy as posted at each room/space.
  - b. while our facilities team has increased their cleaning protocols, using the provided disinfectant or disinfecting wipes be responsible to wipe down the places the person touched including tables, door handles, etc.
  - c. Staff should meet their guests at the West Entrance door, ask the health questions and have their guest sign in prior to their meeting.

### 4. Reception

1. Reception will be open during the hours of 9:00am – 1:00pm, Tuesday, Thursday and Friday
  - a. Reception will be open on Wednesdays from 10:30 am – 1:00pm

5. User Groups (Life groups, prayer, support, etc.)
  1. All groups will require a booking request via our online, booking system. These can be submitted through our receptionist or the appropriate ministry department head. Confirmation of booking is contingent upon approval in order to support our facility department in their cleaning protocols
  2. A point person should be assigned to monitor COVID protocols and contact tracing
  3. All participants will be required to sign in for contact tracing (first name, last name and email or phone#)
  4. Masks should be worn whenever inside the building. Maintain social distancing at all times
  5. Gatherings are limited in attendance to under 50 people or the maximum room occupancy
  6. We ask that any guests experiencing the following remain at home;
    - a. symptoms of a cold or flu, including fever, fatigue, cough, and difficulty breathing
    - b. travelled internationally (including the United States) within the past 14 days
    - c. been in contact with someone who has travelled internationally (including the United States) within the past 14 days
    - d. been in contact with someone who has COVID-19.
  7. Hand sanitizer will be available upon entry and throughout the space
  8. We ask that the posted, maximum room occupancy be observed at all times
  9. We ask that, while our facilities team has increased their cleaning protocols, using the provided disinfectant or disinfecting wipes, someone be responsible to wipe down places that are touched including tables, door handles, etc.
  10. Washroom use: All guests are asked to wear masks moving throughout the building and to sanitize their hands both before and following washroom use
  11. If serving coffee or food, we ask the following;
    - a. Eliminate self-serve style systems and replace with attended stations or individually wrapped food.
    - b. Ensure adequate handwashing or sanitizing stations are located close to food.
    - c. Ensure appropriate physical distancing is maintained in food service and eating areas. Consider the configuration of tables and seating to ensure distancing is maintained.
    - d. Establish cleaning procedures for condiments and other items brought to the table or available for sharing. Ensure they are cleaned between uses.
    - e. Physical contact between the designated serving individuals and attendees should not occur while serving food or drink (e.g., placing food in a congregant's mouth). Instead, the server can place the individual food or drink portion in a congregant's outstretched hand, or on a table for the congregant to pick up.
    - f. The designated serving individuals should wash or sanitize hands immediately before serving.
6. Common Threads Specific Protocols are listed below
7. Groove Specific Protocols are listed below
8. Youth Programming protocols listed below

# COVID-19 Safety Plan for Common Threads

## Clothes Sorters:

1. Masks or face shields should be worn at all times. Gloves should be worn during the sorting process
2. Any of our volunteers that are experiencing the following are asked to refrain from participating:
  - a. symptoms of a cold or flu, including fever, fatigue, cough, and difficulty breathing
  - b. travelled internationally (including the United States) within the past 14 days
  - c. been in contact with someone who has travelled internationally (including the United States) within the past 14 days
  - d. been in contact with someone who has COVID-19
3. All sorters should sign in (first name, last name and email or phone)
4. Practice basic hygienic guidelines related to sneezing, hand washing, etc.
5. Observe social distancing at all times
6. Hand sanitizer will be available throughout the room
7. Clothes should be separated and not distributed for several days
8. If serving coffee or food, we ask the following;
  - a. Eliminate self-serve style systems and replace with attended stations or individually wrapped food.
  - b. Ensure adequate handwashing or sanitizing stations are located close to food.
  - c. Ensure appropriate physical distancing is maintained in food service and eating areas. Consider the configuration of tables and seating to ensure distancing is maintained.
  - d. Establish cleaning procedures for condiments and other items brought to the table or available for sharing. Ensure they are cleaned between uses.
  - e. Physical contact between the designated serving individuals and attendees should not occur while serving food or drink (e.g., placing food in a congregant's mouth). Instead, the server can place the individual food or drink portion in a congregant's outstretched hand, or on a table for the congregant to pick up.
  - f. The designated serving individuals should wash or sanitize hands immediately before serving.

## Common Threads:

1. Guests will be welcomed into the building up to a maximum of 10 at a time for a period of 15 minutes
2. A greeter should be assigned to monitor occupancy and numbers. Maximum occupancy numbers should be observed at all times.
3. Guests will line up according to the designated line, observing social distancing and will exit via the rear door of the Arbor
4. Guests should be prepared to sign in (first name, last name and some way of contacting them)
5. Any of our guests that are experiencing the following are asked to refrain from participating:
  - a. symptoms of a cold or flu, including fever, fatigue, cough, and difficulty breathing
  - b. travelled internationally (including the United States) within the past 14 days
  - c. been in contact with someone who has travelled internationally (including the United States) within the past 14 days
  - d. been in contact with someone who has COVID-19
6. All guests are required to wear a mask or face shield and to observe social distancing protocols
7. We ask that our guests avoid hugging, shaking hands or physical contact, instead opt for a wave, smiles and high fives.
8. Obtaining clothes:
  - a. All guests will be provided with gloves for sorting through clothes

- b. A designated pathway will be available for guests to view clothing
- c. No fitting room service will be available at this time
- d. Guests will have the chance to view clothing for not more than 15 minutes

9. Serving Food;

- a. Eliminate self-serve style systems and replace with attended stations or individually wrapped food.
- b. Ensure adequate handwashing or sanitizing stations are located close to food.
- c. Ensure appropriate physical distancing is maintained in food service and eating areas. Consider the configuration of tables and seating to ensure distancing is maintained.
- d. Establish cleaning procedures for condiments and other items brought to the table or available for sharing. Ensure they are cleaned between uses.
- e. Physical contact between the designated serving individuals and attendees should not occur while serving food or drink (e.g., placing food in a congregant's mouth). Instead, the server can place the individual food or drink portion in a congregant's outstretched hand, or on a table for the congregant to pick up.
- f. The designated serving individuals should wash or sanitize hands immediately before serving.

10. Unfortunately, at this time we will be unable to accommodate, sit in food service. All food stuff will be offered in "to go" containers only

11. We will offer our guests free "food" care packages that are to be distributed by one of the key volunteers

12. "Food" care packages will be pre-prepared prior to the doors opening.

# COVID-19 Safety Plan for The Groove Studio

prepared by Greg Wenger Aug 10, 2010

presented to Dwayne Boyd & Mike Hoyland

- The protocols and most of the information for this safety plan was compiled from the WorkSafeBC website
- Specifically, the information relating to Motion Picture & Television production – studios
- For studios WorkSafeBC suggests following [office protocols](#) pertaining to office spaces.

## Client Access to The Groove

- I will open and close all doors for clients
- Provide hand sanitizer to clients as they enter The Groove.
- I will wear a medical mask or N95 in The Groove when a client is present.
- Restrict access to the Groove to one client at a time.
- Maintain social distancing at all times. Clients move away from equipment when I need to make adjustments
- Post [signage](#) indicating that employees, contractors, or clients exhibiting COVID-like symptoms are not allowed to enter The Groove.
- If required, visits to the workplace should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of clients to the workplace.
- Post signage at the workplace to inform every one of the measures in place.
- When booking appointments, clients should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
- Minimize non-essential in-person interaction between workers and clients (e.g., use of virtual meeting tools, email, or telephone).
- Clients should attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request clients to wait in vehicles and text message or call when ready).
- Remove non-essential communal items, such as candy, magazines, and complimentary phone chargers.
- Beverages (coffee, tea, water) should not be offered at this time.
- Provide a safe place for clients to dispose of used sanitizing wipes and other personal protective equipment.
- Since the lobby of the Groove is also used by other ministries and the washrooms in the Arbour are used by the Groove, we need to establish joint protocols to facilitate the recommended physical distancing, hand washing, and enhanced cleaning of common areas such as those areas mentioned above.

- Restrict eating to a clearly identified and dedicated area with hand washing stations, cleaning and disinfectant supplies, and adequate space to maintain the physical distancing requirement.
- Allow communal doors to remain open throughout the workday to reduce contact with door handles.
- Establish [hygiene practices](#) that address the needs of The Groove and Arbour that includes the requirement to wash or sanitize hands after coming into contact with public items.

### **The Groove Specific Protocols**

- Clean and disinfect tools and equipment between uses.
- Will use pop screens on all vocal mics (prevents droplets from vocalist reaching microphones). The Groove has two pop screens. They will be sprayed with alcohol disinfectant between each use then set aside for at least 24 hours before next use. I will swap between them, so one is always cleaned then set aside for at least 24 hours. (The 24-hour time period is the current protocol used by the hospitals for their equipment).
- Clients will not be allowed to touch any equipment in the studio other than their own. I will open and close doors for them.
- Clients will be asked to always socially distance from me even when listening to mixes.
- The Groove will be restricted to one client at a time.
- Other protocols or updates to protocols will be added to this list when required.

# COVID-19 Safety Plan for Reign Youth Programming

## General Protocols:

- Attendance is limited to no more than 50 students, not including volunteer leaders
- Observation of all posted room limits and social distancing protocols
- VAC COVID-19 protocols are to be observed at all times
- Wearing of a mask is a requirement, at all times, while inside the building
- If a student or leader leaves the event, their spot cannot be replaced nor can they re-enter.
- Only students and leaders are able to be present within the building during the event

## Specifics:

1. Weekly pre-registration will be required.
  - a. Includes verifying a health check
  - b. Gathering of personal contact information for contact tracing
  - c. Verifying attendance limits
2. Social distancing is required at all times.
  - a. 2 meter separation between the chairs of one table and the chairs of another
  - b. When moving around, attendees will be asked to maintain 2 meters between themselves
  - c. While in small groups, spacing must be available and observed for proper social distancing
3. Physical Barriers/Shields
  - a. Upfront teaching or activities will be separated by physical barriers
4. Congregating is not permitted according to current restrictions.
  - a. All students must avoid congregating before, during and after each event
  - b. All leaders are expected to avoid congregating before, during and after each event
5. Check in and Welcome Process
  - a. All students will be expected to pre-register
  - b. All students and leaders will be required to check in
  - c. Following check in, students will be directed to a specific room, table or spot
6. During the event, masks must be worn at all times unless eating or drinking
7. Students and leaders will be dismissed to their small group locations, in sequence avoiding congregating
8. During games/activities leaders will observe all social distancing protocols
9. Food service
  - a. Hand sanitizer stations will be within easy reach of any food stations
  - b. Students and leaders must observe social distancing when getting food or drink
  - c. Food and drink stations should be manned by 1 individual
  - d. Students will be asked not to congregate while getting food and drink
  - e. Signage reminding students to wash or sanitize their hands prior to getting their food
10. Hand sanitizer will be available outside the washrooms
11. Facility Use
  - a. When two groups of under 50 are present in the facility, each group will be kept separate and have their own washrooms, entrance and exits
  - b. Regular sanitization of common surfaces between each event and the movement of groups will occur

**12. Check out Process.**

- a.** All students and leaders will be expected to disperse immediately following each event
- b.** Parents are asked to remain in their cars and to be present at time of dismissal
- c.** Students will be dismissed promptly