



Inlet United Church

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Inlet United Church – COVID Safety Plan & Policy

Approved by Board: October 29, 2020

Policy last updated: November 24, 2020

Location: 1790 loco Road, Port Moody, BC

Preamble/Overview

Based on the current guidelines from the BC Ministry of Health and the size and nature of the loco Road location of Inlet United Church (“the Church”), the only uses of the loco Road building that are permitted at this time are as follows:

- Regular maintenance checks by church members/volunteers/staff
- Small group ministries/meetings of Inlet United Church congregation members
- Maintenance by hired workers/companies (i.e. boiler maintenance)
Church staff or volunteer must be present during work being performed
- Ministerial staff and necessary technical support for filming of Online Worship pieces
- Rentals for weddings
- Funeral/celebration of life/memorial
- The downstairs portion of the building is in use by Green Apple Daycare (“the Daycare”) during the week. Their staff may also be present on weekends in order to clean and sanitize. Note – they have their own COVID Safety Plan.

Failure to follow the Church’s COVID Safety Plan and Policy will result in removal from Inlet United Church sites until all policies are complied with. We must work together as a faithful and loving community to continue to flatten the curve and reduce the risk of transmission between each other, our tenants, and any hired contractors/workers.

Maximum Occupancy Limits

****Any Provincial Health Orders that are in place that reduce the maximum occupancy to less than the numbers noted below or that limit attendance to specific individuals (i.e. immediate household only) are to be adhered to. Provincial Health Orders override Inlet United's policy****

The following policies apply to all persons regardless of the length or purpose of visit and numbers include all Inlet United staff, any volunteers, attendees (i.e. wedding or funeral), workers, or any other persons present:

Upstairs

- Narthex (approx. 36 sq feet)
 - 1 person
- Sanctuary (approx. 635 sq feet)
 - 11 persons total
 - Only 6 of 14 pews should be used at one time with alternating pews being empty
- Church office/boardroom (approx. 249 sq feet)
 - 4 persons total

Downstairs

****This space is leased to the Daycare and there is to be no access to any areas when the daycare is in session except for emergencies****

- Kitchen (approx. 261 sq feet) – This should not be used without prior discussion with the Daycare
 - 4 persons
- Playroom (approx. 610 sq feet) – No access other than repairs as arranged in advance with the Daycare. They have their own maximum occupancy limits.
 - If access is needed by the Church, maximum occupancy is 4 persons
- 2nd Playroom/rest area (approx. 517 sq feet) – No access other than repairs as arranged in advance with the Daycare. They have their own maximum occupancy limits.
 - If access is needed by the Church, maximum occupancy is 4 persons
- Bathroom 1 (approx. 22 sq feet)
 - 1 person
- Bathroom 2 (approx. 18 sq feet)
 - 1 person

Note - The above maximum occupancy limits have been calculated using the recommended retail guideline of 5 sq meters / 54 sq feet of space per person while in a building.

Inlet United Staff / volunteers are responsible for ensuring that appropriate distancing is maintained by controlling the number of people at entrance points and by assigning appropriate seating to meet the guidelines noted above and as set out by the BC Ministry of Health.

Policies and Guidelines

The following policies apply to all persons who enter the church building, regardless of the length or purpose of visit:

- Hands must be washed with soap and water (20 seconds) or sanitized (30 seconds - hand sanitizer will be placed at all entry points) upon entry to building **and** before leaving
- Everyone entering the building must fill out the “Contact Tracing Form” placed at all entry points. Ensure you note time in, time out, all areas of the building visited, and initial to indicate that you have sanitized/disinfected all touch points.
- All touch points including light switches, door handles, toilet handles, taps, etc must be sanitized/disinfected immediately after use with the supplies provided.
See addendum from WorkSafe BC with cleaning & disinfecting protocols
- Masks must be worn by all persons while in the building. Exceptions as follows:
 - During a wedding, the wedding participants (not the witnesses) may remain unmasked along with the Minister/Officiant who will remain a minimum of 2 m/6 ft back from the couple
 - While filming for worship services, the person being filmed may be unmasked as long as everyone present is a minimum of 2 m/6 ft from one another. Those not being filmed should remain masked.
 - There should be no singing on site; however, a soloist will be permitted for wedding and funeral and can be unmasked as long as they are at least 4.5 m / 15 ft from all other people when performing.
- All persons should keep a 2 m/6 ft distance from other people while in the building unless they belong to the same household/bubble (i.e. wedding participants).
- The Daycare will be given a minimum of 24 hours written notice via email of any Inlet United Church staff/volunteers/contractors accessing the portion of the building occupied by the daycare unless it is an emergent situation.
- The only food and drink to be consumed on site are those brought from home. There is to be no serving or sharing of food and no storage of food on site. This does not apply to the Daycare.
- Per current Provincial and Federal health guidelines, anyone who has been out of the country must self-isolate at home for 14 days upon arrival in Canada and is not to enter the building.
- If at any point within 14 days of being in the building you test positive for COVID or are informed by the local Health Authority to self-isolate, you must:
 - Immediately inform the Church via phone at 604-939-5513
 - Email office@inletunited.ca and board@inletunited.ca with the details of your situation (ie. positive test or close contact with a confirmed positive case, etc)
- All current recommendations of the BC Ministry of Health are to be followed including frequent hand washing and staying home if you feel unwell in any way.

Signage

Signage will be clearly visible at the entrance of each room (where applicable) or in each room as follows:

- Maximum occupancy capacity
- COVID-19 "Safety Protocol" reminders (i.e. do not enter if any symptoms, have been outside of Canada, etc)
- Rooms with sinks (i.e. Kitchen, bathroom) and entrance doors will have handwashing/sanitizing procedures posted
- If any of the signs are missing or need replacing, the person noticing this should contact the church office for a new sign to post (office@inletunited.ca / 604-939-5513)

Communication and Training

- Anyone entering the building will have access to a copy of this policy and agrees to adhere to all items noted
- This policy will be posted on the Church's website, at the main entry door of the church, and in the church office at the loco Rd location
- The Church will ensure that there is hand sanitizer that meets or exceeds Health Canada guidelines placed at the main entry door as well as in the office.
- The Church will place a supply of sanitizing equipment (i.e. sanitizing spray with paper towel or disinfectant wipes) at the main entry door and in the church office. The church staff member / volunteer who is on site is responsible for ensuring all touch points are sanitized during building access.

Addendums

- WorkSafe BC "COVID-19 Health and Safety: Cleaning and disinfecting" (PDF)
- WorkSafe BC "Maximum Occupancy" template (PDF)
- Inlet United Church "Safety Protocols" signage (PDF)
- Green Apple Daycare Covid Policy (PDF)
- loco Road location floor measurements calculations as of Sep 2020 (Word document)
- Contact Tracing form template (Excel sheet)