

St Andrew's and St Stephen's Church COVID-19 Safety Plan

Scope as of June 20, 2020 (Rev 2 – October 14, 2020)

This plan is developed to mitigate health risk to staff and other facility users on SASS premises during the Covid-19 pandemic.

The plan sets out guidelines for use of the premises. It will inform decision making around 'grey areas', requiring judgement by staff and others as to what is sufficiently safe. It assumes those using the premises, and church related activities off premises, will follow the current guidance provide by the Provincial Health Officer, WorkSafe BC and the BC Centre for Disease Control.

The plan is a provisional document, which will be updated as Provincial guidance evolves, as greater use of the premises may be contemplated in future, and in light of experience with these guidelines.

PROTOCOLS FOR USE OF ST ANDREW'S AND ST STEPHEN'S CHURCH BUILDING

Access to Premises

1. Potential Covid-19 symptoms are to be verbally assessed by the individual granting entry to the building, prior to entering building. A list of questions to be provided at the entrance for reference.
2. Control building access by the following:
 - a. Access to, and use of the church facilities to be controlled by individuals who have completed SASS COVID 19 Safety Plan Training. At minimum, one Safety Plan trained individual will be responsible for implementing the Safety Plan at every on-site activity.
 - b. All groups using the premises must book the facility in advance with the office administrator (Angela Edmonds). The booking shall be entered into the SASS Google Facilities Calendar, to ensure there are not conflicting uses which cannot maintain separation, and to keep a cleaning record of the rooms to ensure the facilities are fully cleaned and sanitized between usage by different groups.
 - c. No rental use of the church facilities shall be permitted at the present time.
 - d. Maintain Contact Tracing Log Books at all access points, recording names, email addresses, phone numbers, date and time of access on a log at the access door. Contact Tracing Log to be retained for at least 30 days following building access.
 - e. Maintain a supply of hand sanitizer at all access points.
 - f. Require everyone entering the facility to use the hand sanitizer.
 - g. Request use of face mask at any time when 2m separation is not be feasible. Require use of face masks during all worship services.
 - h. Provide face masks at all access points.
 - i. Communicate Covid-19 Safety requirements by a poster or sign at all access points.

Use of Premises

1. General
 - a. Up to three concurrent activities may occur on the premises, provided the groups involved remain separated.
 - b. Post 'room closed' signs on doors of all rooms not intended for use. This is a general guideline, and it is understood that on occasion other areas may need to be accessed.
 - c. Post signage on doors of all rooms which have been used, that the room is closed until cleaned and sanitized.
 - d. The offices are intended for staff use only, and are a restricted access area. The exterior door to the office area will remain locked. Access to the offices must be through the hallway door. Visitors to the office area are to contact staff prior to entering the office area, and may enter when accompanied by staff. Whenever possible maintain 2m physical distancing.
 - e. Use of plexi-glass barriers to be assessed at the church secretary's work area, shuttered opening into the main kitchen, at sanctuary sound booth, and other areas as may be required.
 - f. Provide floor markings to indicate 2m separation in congested areas, including at building entry, at office entry below the main staircase, and to identify chair locations in meeting rooms.
 - g. Remove unnecessary objects from rooms. For example, remove books from pews if they are not required for the worship service.
2. Washrooms
 - a. Limit one person at a time per washroom. Post notice on washroom doors.
 - b. Post sign about 20 second hand washing.
 - c. Washrooms to be well stocked with soap, and disposable paper hand towels.
 - d. Groups shall use the washroom(s) located nearest to where they are meeting.
3. Kitchen
 - a. Office kitchen available for staff use only.
 - b. Staff to use and wash their own plates, cups and utensils.
 - c. Staff to clean kitchen following use.
 - d. Visitors and staff may use the main kitchen, provided they place used kitchen utensils, cups, plates etc., on a designated dishwasher tray. Provide signage: "If anything is used in the kitchen, please put it in the designated dishwasher tray".
4. Ventilation to be encouraged by opening windows. Close windows when activity is completed.

Worship Service Protocols (In addition to the general protocols and policies above)

1. Entrance
 - a. Worship Service entry shall be via the main door into the narthex, with the exception of those leading the service.
 - b. All worshippers must register their attendance in advance with the office administrator (Angela Edmonds). They must receive confirmation from the office administrator that they may attend in order to control numbers in the sanctuary.

- c. Total number of people permitted in the sanctuary must meet the following criteria;
 - i. Maintain a minimum of 2 meters separation between all worship participants and leaders,
 - ii. 2-meter separation is not required for members of the same household or party residing at the same address, provided the party maintains 2 meters separation from all others.
 - iii. Total occupancy in the sanctuary and narthex cannot exceed 50 people.
 - d. To maintain social distancing prior to entry, markers shall be placed on the pavement of the sheltered area outside the main entry.
 - e. Access to Premises Protocols 1, and 2 f, g, h, j, and l shall apply.
 - f. Access control shall be provided by one or more individuals with SASS COVID 19 Safety Plan training.
2. Sanctuary
- a. Worshippers will be directed to marked and designated seating, maintain a minimum 2m separation between parties at all times before, during and after the worship service.
 - b. Worshippers shall wear masks at all times in the sanctuary, including during singing.
 - c. For Communion Sundays, elements will be provided at the entrance, so that worshippers pick up their elements on arrival for use during the worship service.

HEALTH AND SAFETY POLICIES

1. Staff to perform work off premises in safe environments as much as possible. Staff to use premises only as necessary to perform their roles.
2. Staff are not expected to enter or use the church premises if they feel unsafe for any reason.
3. At on-set of Covid-19 like symptoms staff are to immediately self-isolate as directed by the BC Centre for Disease Control, WorkSafe BC, and or a medical professional, and to seek appropriate medical assessment and treatment. (Note: Those displaying COVID-19 symptoms are encouraged to contact HealthLink BC at 811).
4. SASS to provide 10 working days paid sick leave, upon request by staff member. Hourly employees will be paid as if they had a normal number of hours.
5. If someone who has been on the premises, contracts COVID-19, or have been advised they have been exposed to someone with confirmed COVID-19, they are to remain off the premises (as directed by the medical professional, and to notify SASS immediately of the potential risk. The premises will be closed to all until fully cleaned and sanitized. The church will follow current recommended protocols for deep cleaning before building use restarts.

APPENDIX A: RISK ASSESSMENT

The Protocols were developed based on guidance provided by the Provincial Health Officer, WorkSafe BC, and the BC Centre for Disease Control. The Protocol development process started with assessment of the specific disease transmission risks associated with continuing 'business as usual' without implementation of a Safety Plan. The following summarizes the risk assessment.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face.

Specific SASS ‘business as usual’ (pre-pandemic) activities and building use which may contribute to transmission risk in the absence of a Safety Plan are;

1. Building Access
 - a. No record of who accessed the premises. (medium)
 - b. No assessment of symptoms prior to entry. (high)
 - c. No warning that symptomatic individuals are barred from entering (high)
 - d. No control over building entry.
 - e. No criteria for who may access the building.
2. Building Usage
 - a. No control of who uses which parts of the buildings. (medium)
 - b. No record of who used what equipment and/or rooms. (medium)
 - c. No communication about room usage. (very high)
 - d. Poor ventilation, especially summertime use of fans in building. (very high)
 - e. No limit to number of people who may use rooms. (very high)
3. Cleaning
 - a. No building cleaning protocols (medium)
 - b. No protocols for garbage, and recycling collection and disposal (medium)
4. Personal Protective Equipment
 - a. No PPE requirements (high)
 - b. No PPE training (high)
5. Main Office
 - a. Too small to accommodate physical distancing (high)
 - b. Two access points for both Main Office and Pastor Martin’s office (high)
 - c. No equipment cleaning protocols, i.e. copier not sanitized between uses, phones, computers (medium)
6. Kitchen
 - a. Surface and kitchen equipment contamination (medium)
7. Washrooms
 - a. Potential crowding outside of and/or in washrooms.
 - b. No cleaning protocol.
8. Mail
 - a. No protection for those counting mailed donations (medium)
9. Worship (Zoom)
 - a. Lack of social distancing, especially by those singing (very high)
 - b. Equipment contamination, especially computer, mics, lecterns, stools (medium)
10. Hygiene
 - a. No hand washing requirement
 - b. No direction provided regarding sneezing and/or coughing.

APPENDIX B: COMMUNICATION AND TRAINING PLAN

1. Signage, as noted in the protocols above, to be posted at all entrances, on room entry doors, and in rooms.
2. COVID-19 Safety Plan to be posted at all entrances, with hard copies available at the church.

3. COVID-19 Safety Plan to be posted on the church website.
4. Safety Plan training to be provided to Key Holders, and others providing access control.

APPENDIX C: CLEANING AND SANITIZING PROTOCOLS

1. Facility users, including staff, to clean all high-touch surfaces in all areas they have accessed including corridors and washrooms. High-touch surfaces include door knobs, light switches, equipment including communication, computer and sound equipment, faucets, toilet handles, and furniture. Signage to be posted in all rooms stating facility user cleaning requirements.
2. General Cleaning and Sanitizing to follow BC CDC directives (attached).
 - a. Normal cleaning solution will be 1:100 dilution of bleach/water. High grime areas must be cleaned first with soap and water and then wiped down with 1:50 bleach/water solution.
 - b. Bottles of cleaning solution must be clearly labelled as to contents and use.
 - c. Caretaker must be notified by any meeting organizer using the building to conduct a meeting to ensure follow-up cleaning is completed.
 - d. In addition to cleaning performed by facility users, daily the following areas will be wiped down:
 - i. Door handles, light switches, railings, alarm security pad, high touch areas
 - ii. Staff washroom, lounge washroom
 - iii. Upstairs kitchen – all countertops, island, dishwasher, stoves, fridge
 - e. Staff will be responsible for cleaning their own desks, phones, computers
 - f. Sanctuary will only be cleaned and dusted/vacuumed as normal – no use of cleaning solutions unless instructed separately, except for the high touch surfaces noted above.
 - g. In addition to cleaning performed by facility users, lounge chairs will be wiped down with cleaning solution after use (caretaker to be notified by meeting organizer)
3. Supplies;
 - a. Provide adequate cleaning supplies, sanitizers, disinfectants, soap and paper towels for all rooms available for use.
 - b. Provide spray bottles, cloths and hand sanitizer in all rooms available for use, along with signage about how to use each.