

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

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Scope as of June 20, 2020

This plan is developed to mitigate health risk to staff and other facility users on SASS premises during the current phase of the Covid-19 pandemic. Session has directed that normal worship will not restart in the building until Labour Day at the earliest, and that no rental use of the building will occur before Labour Day. The plan is premised on the understanding that building use will be limited to activities involving not more than 15 people until the end of August.

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. Provide a single access point for all visitors at the main entry off parking lot at foot of staircase.
  - b. Grant immediate access control to Martin Baxter, Daniel Martinez, Angela Edmonds, Annet Smit, Steve Smith and Rick Zimmer.
  - c. Notify all other key holders that they should not be accessing the building without making prior arrangements with those listed above, until they have been trained on the SASS Safety Protocols. Once non-staff key holders are trained, they will be able to provide access control.
  - d. Where possible, visitors are encouraged to notify staff in advance of arriving at the church.
  - e. Limit building access to those with a valid reason, which are activities necessary for conducting the mission and ministry of SASS, which cannot reasonably be conducted off premises.
  - f. Maintain a Contact Tracing Log Book 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.
  - g. Maintain a supply of hand sanitizer at the single access point.
  - h. Require everyone entering the facility to use the hand sanitizer.
  - i. Encouraged staff to hand wash upon entry.

- j. Request use of face mask at any time when 2m separation is not be feasible.
- k. Provide face masks at the single access point.
- l. Communicate Covid-19 Safety requirements by a poster or sign at the entry.

## Use of Premises

### 1. General

- a. Limit meeting room use to the lounge below the sanctuary. Limit number of people permitted in the lounge to 15 maximum to maintain physical distancing. Post a sign on the door stating occupancy is limited to 15 maximum.
- b. Limit building use to the sanctuary, staff offices, main kitchen, lounge, designated washrooms, and hallways connecting these rooms. Close, and where possible lock all other rooms. 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. 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.
- d. 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.
- e. 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 lounge.

### 2. Washrooms

- a. Limit use of washrooms to the washroom adjacent to the lounge. The staff washroom will be available for staff use.
- b. Limit one person at a time per washroom. Post notice on washroom doors.
- c. Post sign about 20 second hand washing.
- d. Washrooms to be well stocked with soap, and disposable paper hand towels.

### 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. Fans to be stored in a locked storage space.

## 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, until such time as the Covid-19 Safety Plan is updated.
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 for 14 days, 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 are at risk of contracting the virus, they are to remain off the premises for 14 days, 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. Nor 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: DRAFT COMMUNICATION AND TRAINING PLAN**

1. Signage, as noted in the protocols above, to be posted at the main entry off the parking lot, on room entry doors, and in rooms.
2. COVID-19 Safety Plan to be posted at the main entry off the parking lot, 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, including Anett, Frances, Sandi, Steve and Daniel.

#### **APPENDIX C: DRAFT 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 must be clearly labelled as to contents.
  - 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.



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

**Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.**

This document provides advice to public groups, transit, schools, universities, child care and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.



OR



**Cleaning:** the physical removal of visible soiling (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

**Disinfection:** the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

**All visibly soiled surfaces should be cleaned before disinfection.**

**Cleaning for the COVID-19 virus is the same as for other common viruses.** Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

### Recommendations:

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g. door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g. plush toys).

### Cleaning .....

For cleaning, water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes should be used, along with good physical cleaning practices (i.e. using strong action on surfaces).

### Disinfection .....

For disinfection, common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.



Ministry of Health



BC Centre for Disease Control

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**

**Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300**

IPC v3.2



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## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

See Health Canada's **List of hard-surface disinfectants for use against coronavirus (COVID-19)** for specific brands and disinfectant products.

### IMPORTANT NOTES:

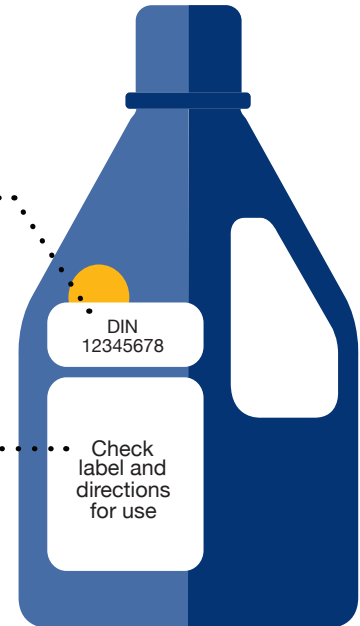
- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned BEFORE disinfecting (unless otherwise stated on the product).

### Drug Identification Number (DIN):

A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

### Agents effective against coronavirus:

- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl benzyl ammonium chlorides (QUATs)



### List of disinfecting agents and their working concentrations known to be effective against coronaviruses<sup>1,2</sup>:

Agent and concentration	Uses
1. <b>1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)*</b> 10 ml bleach to 990 ml water	Used for disinfecting surfaces (e.g. hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.
2. <b>1:50 dilution Chlorine: household bleach - sodium hypochlorite (5.25%)*</b> 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. <b>Hydrogen Peroxide 0.5%</b> <b>Do not dilute your own.</b>	Used for cleaning and disinfecting surfaces (e.g. counters, hand rails, door knobs).
4. <b>Quaternary Ammonium Compounds (QUATs):</b> noted as 'alkyl dimethyl benzyl ammonium chlorides' on the product label <b>Do not dilute your own.</b>	Used for disinfecting surfaces (e.g. floors, walls, furnishings).

<sup>1</sup> Dellanno, Christine, Quinn Vega, and Diane Boesenberg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37.8 (2009): 649-652.

<sup>2</sup> Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). [https://www.picnet.ca/wp-content/uploads/PICNet\\_Home\\_and\\_Community\\_Care\\_Guidelines\\_2014\\_.pdf](https://www.picnet.ca/wp-content/uploads/PICNet_Home_and_Community_Care_Guidelines_2014_.pdf)

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products.