

## Gladwin Heights United Church COVID-19 Safety Plan

### Step 1: Assess the risks at your workplace:

Staff/volunteers involved are Tim, Jeanette, Gayle Lapointe, Muriel Thomas.

- Services to be conducted via Zoom only for the present time.
- Both Clergy and Administration work at Gladwin Heights and Saint Andrews.
- The tools that are shared are the printer, filing cabinets.
- Both Clergy and Administration have their own space.
- Clergy touches in his own office.
- Administration touches her own area.
- All rooms of the church are being used. They are:

Clergies' office

Administrations' office

Men & Womens' bathrooms

Sanctuary

Quiet Room - Closed

Basement – Wind & Tide – Will provide Plan.

AA Group – Canceled for now.

12 – Step Group – following Strict Covid Protocols.

### Step 2: Implement Protocols to reduce the risk:

- Everyone must sanitize hands when entering the building.
- Masks are required when non-staff members are visiting the building.
- Everything that is touched must be cleaned after use.
- Only 26 people allowed in the Sanctuary at a time.
- Wind & Tide has their own policy of which a copy is to be made available to us.
- All but 1 Anonymous Groups have been cancelled for now of their own volition. This being the 12 Step Program which is following Strict Protocols.
- The Quiet Room to be closed.
- Only cough or sneeze into crook of elbow, not hands.
- Wash hands and sanitize after coughing or sneezing.
- Signage put up in office stating occupancy, hand cleaning and equipment cleaning protocols.

### Step 3: Policies:

- Anyone who has had symptoms of COVID-19 in the last 10 days is prohibited from entering. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headaches.
- Anyone directed by Public Health to self isolate is prohibited.
- Anyone who has arrived from outside of Canada must self-isolate for 14 days before entering the office.

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- Occupancy limit signs have been posted at all entrances.
- If you show any of the symptoms from above you should work from home.
- If a worker becomes sick at work all surfaces that have been touched should be sanitized.

### Levels of protection:

#### First (elimination):

- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks and limiting the number of visitors in the office.
- We have established and posted occupancy limits for all common areas.

#### Second (barriers):

- No barriers or partitions are needed.

#### Third (administrative rules and guidelines):

- These have been implemented through our policies.
- Everyone should have access to a copy of this.

#### Fourth (masks):

- We have reviewed the information on selecting and using masks and instructions on how to use a mask have been posted.
- We have supplied masks with a sign requiring people use them.
- A health and safety sheet from Worksafe BC has been included in this plan.

### Step 4: Develop communication plans and training:

- Our plan to ensure everyone is trained in workplace policies and procedures is to ensure a copy of this plan is forwarded to everyone necessary.
- All workers know the policy for staying home when sick.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.

### Step 5: Monitor your workplace and update your plans as necessary:

- Office staff will review the safety plan at the beginning of every month and make any necessary changes.
- Health and Safety concerns should be brought forward to M & P.
- When resolving safety issues, we will involve the Board of Gladwin Heights United Church.

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### **Step 6: Assess and address risks from resuming operations:**

- If it is decided to resume in church services this plan will be updated before the first service at our monthly meeting.
- Employees are to consider what functions to continue if one of them cannot work and what can be done remotely.
- An employee who develops symptoms should call 811.
- If directed to by a nurse through 811, they should get a COVID test.
- If the test is negative, they can return to work once symptoms go away.
- If the test is positive, they will be assigned a medical health officer who will do contact tracing and make recommendations.
- A thorough cleaning of their workspace is recommended.
- Colleagues can continue as normal unless contacted by the health authority or they develop symptoms themselves.

### **General Notes:**

- This plan is posted on the website and physically on-site.
- All staff and volunteers have been oriented to the plan by having and reading a copy before they enter the office. The plan will also be emailed to the appropriate people.