

Naramata Community Church COVID-19 Safety Plan – **REVISED NOV. 19, 2020**

COVID-19 Safety Plan

At Naramata Community Church, we have developed this COVID-19 Safety Plan, outlining the control measures, policies, procedures, protocols, communication plans, training, and monitoring processes necessary to reduce the risk of transmission of COVID-19 at our building, which includes the Hall and the Church Office and the Church and ancillary spaces, located at 3740 3rd Street, Naramata, BC.

Our plan follows the [six-step process](#) as outlined by WorkSafeBC. By [Order of the Provincial Health Officer](#) dated May 14 2020, **employers** are required to **post a copy of their COVID-19 Safety Plan at the workplace (and we additionally have posted it on our website)**. This plan must be readily available for review by workers (our only employee is our minister), as well as church members, visitors, contractors, suppliers, and any other person who could be providing services or attending our building.

Additionally, by Order of the Provincial Health Officer (**most recently dated November 19, 2020**) regarding **“Gatherings and Events”**, an “event” refers to anything which gathers people together including a **worship service, meeting**, etc., which things that may occur at our building from time to time. There are requirements, under that Order, to gather and retain (for a period of time) **contact information of attendees for contact tracing purposes** if such tracing is required by the medical health officer.

A copy of this COVID-19 Safety Plan and other associated documentation must be provided if requested by a WorkSafeBC officer. **This COVID-19 Safety Plan is posted on our website here:**

<https://naramatachurch.ca/covid-19-safety-plan>

STEP 1 Assess the risks at the workplace

To assess the risk of transmission of COVID-19, we have:

- ☒ Identified [Information about COVID-19](#) as offered by the Public Health Authorities (*and have accordingly posted signage around our building regarding COVID-19 symptoms, handwashing guidelines, social distancing requirements, etc.*)
- ☒ Identified areas where people gather: (*being the Hall and the Church, and a small number in the Church Office. There are ancillary areas such as washrooms, kitchen, side room, storage room, and office hallway*)
- ☒ Identified surfaces that people touch often: (*being handrails, doorknobs and locks, light switches, chairs, tables, washroom surfaces*)

Any areas of our building may present a risk of transmission of COVID-19. We also determined who could be at risk of exposure, including our minister, church members, visitors, contractors, suppliers, and any other person who could be providing services or attending our building (all collectively termed “users”).

STEP 2 Implement protocols to reduce the risks

To determine what control measures are required, we have consulted with the following:

- ☒ [worksafebc.com](https://www.worksafebc.com) to determine whether guidelines relevant to our space.
- ☒ Orders, guidance, and notices issued by the provincial health officer and relevant to our building or activities

Naramata Community Church COVID-19 Safety Plan – **REVISED NOV. 19, 2020**

We have also consulted the reference materials posted by the Pacific Mountain Regional Council of the United Church of Canada, and communications from the Diocese of Kootenay of the Anglican Church of Canada.

First level (elimination):

- ☒ established and posted an **occupancy limit** for our premises (*with an occupancy limit for each unique space, so there is an occupancy limit for the Hall, the Church, the Church office, and for ancillary spaces such as washrooms, kitchen, side room, storage room, and office hallway. We have added signage that the office hallway is “one way” and that anyone entering should state “coming through” so that they have the right of way in that narrow hallway, and anyone else must stay back at least 2 metres*).
- ☒ considered work-from-home arrangements, virtual meetings, and limiting the number of people in our building (*began March 16 2020 by closure of the building and limiting access to volunteers and the minister only for necessary purposes and otherwise conducting worship by virtual zoom platform, now modified November 19, 2020 to:*
 - Continue to permit **use of the hall by a single organization (AA) one evening per week** (as this is a “formal meeting” and is specifically permitted under the November 19 order), and
 - **No in person Sunday worship; worship will continue to be provided on the Zoom platform for electronic attendees**,
 - **Any users to be all physically distanced and hygiene per requirements**, further detailed on the attached Checklists
- ☒ implemented measures to keep people at least 2 metres apart, wherever possible, by noting the following:
 - Worship is done remotely, by Zoom, for the majority of our church members
 - Other church volunteer meetings are done remotely, by Zoom or telephone
 - Church volunteers generally contact the Church Board Secretary to inform her of when they are accessing the building, so to avoid any others
 - Any church volunteers who access the building are sanitizing surfaces they touch (doorknobs and locks, light switches, etc.) as they leave the building
 - Very limited number of people have the **access code** to enter the Hall
 - Very limited number of people have a **key** for the door of the Church
 - Very limited number of people have a **key** for the door of the Church Office
 - **Occupancy limits** signs are posted for each space and ancillary space in our building
 - Social **physical distancing** signs are also posted in each space in our building
 - **Handwashing signs** are posted in the washrooms and kitchen
 - **Entry list (health checklist) poster** posted at each entry
 - **Hall Checklist and Church Checklists** have been developed that all must adhere to, which includes descriptions of protocols, signage, attendee listing for contact tracing purposes, one-way movement in the office hallway, etc. **While the “Church Checklist” will not be in use effective November 19 due to the new order which prohibits in-person worship gatherings, we will retain it for reference.**
 - **Copies of both checklists are considered part of this Plan and are attached**, as they contain the detailed requirements

Naramata Community Church COVID-19 Safety Plan – **REVISED NOV. 19, 2020**

- **As we do not have ministry personnel at this time, we have not developed a “Church Office” checklist but will do so in the near future and before any ministry personnel is using that office (scheduled for January 2021)**

Second level (engineering): Barriers and partitions

- ☒ we have NOT installed barriers or partitions, as we expect our users to maintain required social distancing at all times

Third level (administrative): Rules and guidelines

- ☒ clearly communicated these rules and guidelines to our users through signage and written documentation
 - Hall Checklist and Church Checklist that all must adhere to, which includes descriptions of protocols, signage, attendee listing for contact tracing purposes, etc.
 - Copies of both checklists are considered part of this Plan and are attached

Fourth level (protection): Using masks

- ☒ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered in conjunction with other control measures as described.
 - Our Hall Checklist specifies that we **REQUIRE (AS OF NOVEMBER 19)** that attendees (of other organizations using the Hall) **use masks**, and they must bring their own mask; we will not provide masks..
 - Our Church Checklist specifies that we REQUIRE that Sunday worship pre-arranged attendees use masks, and should bring their own mask, but we will have a supply of masks available if they forget.
 - **AS PER THE ORDER DATED NOVEMBER 19, people who cannot wear a mask or who cannot put on or remove a mask on their own are exempt**

Implement effective cleaning and hygiene practices:

- ☒ We have reviewed the information on cleaning and disinfecting surfaces
- ☒ Our building has enough handwashing facilities on site for our users. Handwashing locations are visible and easily accessed (*being two washrooms for primary use, and one kitchen for secondary use*).
- ☒ We have communicated good hygiene practices to our users (*by handwashing posters in each washroom and in the kitchen*)
- ☒ We have implemented cleaning protocols for all common areas and surfaces: (*being handrails, doorknobs and locks, light switches, chairs, tables, washroom surfaces*)
- ☒ Workers who are cleaning have adequate training and materials
 - Both Checklists describe Use of Facilities, and Post-Use Cleaning, that must be adhered to by our users.
 - Both Checklists describe generally the cleaning that will be performed weekly by a cleaner for the Naramata Community Church, **such cleaning to occur after the weekly use by one organization.**
 - That cleaner has been provided with training in specific COVID-19 cleaning protocols, which training was arranged and paid for by the Naramata Community Church

Naramata Community Church COVID-19 Safety Plan – **REVISED NOV. 19, 2020**

STEP 3 Develop Policies

Our workplace policies ensure that our minister (being our only employee) and any users with symptoms of COVID-19 are prohibited from the building (*by use of the health screening questions in the Checklists*).

- Anyone who has had symptoms of COVID-19 in the last ten days
- Anyone directed by Public Health to self-isolate
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor symptoms
- Visitors are prohibited or limited in the space.

Our policy addresses any users who may start to feel ill (*by including this information in the Checklists, and by use of the STOP sign signage in both the Hall and the Church, being places where users gather*).

- Ill individuals will be asked to wash or sanitize their hands and to isolate. They will be asked to go straight home and contact their health care provider.
- If the user is severely ill, 911 will be called by the organizer present. The physical address of the church is 3740 3rd Street, Naramata.
- all surfaces that the ill person has come into contact with will be especially noted for cleaning and disinfection by the designated cleaner, as directed by the organizer

STEP 4 Develop communication plans and training

To ensure any user knows how to stay safe at our workplace, we have:

- Posted awareness posters throughout our building: [Distancing reminder](#), [Sanitizing Station](#), [Stop Sign](#), [Feeling Symptoms?](#), [Handwashing instruction](#).
- Posted occupancy limit signage for each unique space throughout our building.
- Posted signage at the main entrances (*for both the Hall, and for the Church*) indicating who is restricted from entering the premises, including users with symptoms, those having travelled outside Canada recently, etc.
- Developed detailed Checklists to be used by Organizers, to provide detailed guidance for **each time** they access the building

STEP 5 Monitor our workplace and update our plans as needed

As the pandemic situation changes, we are doing the following to monitor changes in our operations and workplace(s) to ensure that control measures are effectively providing the expected level of protection and prevention.

- We will make changes to our policies and procedures and this Plan as necessary, and will continue to monitor the Public Health Orders and resources from both the United and Anglican Churches.
- We will ensure that organizers:

Naramata Community Church COVID-19 Safety Plan – **REVISED NOV. 19, 2020**

- Provide signed Checklists for each usage time
- Provide attendee listings (or retain, if a worship use) as part of that signed Checklist
- Ask any questions about their cleaning obligations for each usage time
- Provide any updates about concerns or questions from their attendees regarding any part of this Plan
- Are provided, after 30 days, their attendee listing returned (or destroyed, if a church attendee list), when such listing has not been requested for contact tracing by the medical health officer

STEP 6 Assess and address risks from resuming operations or getting back to normal

For areas within our operations or workplace that have not been operating normally during this pandemic (which includes the Hall and the Church and the Church Office) and would now be re-started or re-occupied, we have completed the following:

- Reviewed our existing risk assessments for the jobs and areas affected. We have considered the effects of the control measures discussed in this Plan on existing safeguards and controls, and revised our risk assessments accordingly.
- Ensured all work areas have been cleaned by volunteers before resuming operations
- Ensured that cleaning arrangements are executed consistently per this Plan, otherwise we will CEASE to provide access to the building until such arrangements can be reinstated

Attachments, considered as parts of this Plan document:

- Hall Checklist, dated October 23, 2020
- Church Checklist, dated October 23, 2020, **but not in current use from November 19 forward as we will not be permitting in-person worship services under the new public health order**

Assumption of the Risks and Waiver of Liability Relating to Coronavirus/COVID-19:

This COVID-19 Safety Plan has been developed and reviewed by the Board of the Naramata Community Church (“we”). We want to ensure that any person who attends the facility, whether our minister, church members, visitors, contractors, suppliers, organization attendees, etc. (collectively, “you”), **acknowledge and accept there is a risk that you could be exposed to COVID-19 while attending at the facility even with various safeguards in place.**

As per guidelines from the Provincial Health Officer, individuals who are in a vulnerable age group (i.e. over age 65) or who consider themselves to be immune-compromised, are strongly discouraged from gatherings in indoor spaces, even when using physical distancing, hand sanitization, mask use, etc.

While we have made all reasonable effort to ensure this Plan is accurate and up to date, **any person choosing to attend at the facility** (whether our minister, church members, visitors, contractors, suppliers, organization attendees, etc.) **understands that neither Naramata Community Church** (as an organization, including their officers, directors, employees, agents and volunteers) **nor the Synod of the Diocese of Kootenay** (being the

Naramata Community Church COVID-19 Safety Plan – **REVISED NOV. 19, 2020**

property owner, including their officers, directors, employees, agents and volunteers) **will have any liability to you or your assigns, should you be exposed to or contract COVID-19 while attending at this facility.**

Should you object to this Waiver of Liability, please do not enter the facility. By entering the facility, you expressly acknowledge that you have assumed the risks and understand this **Waiver of Liability**.

If you have any questions about this Plan, please contact:

Jean MacLeod, Secretary, for the Board of Naramata Community Church

Cell: 778-531-7294

Church Email: holyholyholy@shaw.ca