

St. George's United Church

Reopening Guidelines & Safety Plan

Plan Updated November 10, 2020

Policy for COVID19

COVID19 HEALTH AND SAFETY GUIDELINES

The following members and visitors **MUST STAY HOME** for the sake of the wider community:

- Anyone diagnosed with COVID-9 or who live with someone with COVID-19.
- Anyone who have been exposed to someone with COVID-9, in the last 14 days.
- Anyone who has travelled outside of Canada within the last 14 days.
- Anyone feeling unwell or sick especially those with fever, or upper respiratory or flu-like symptoms. (cough, sneezing, nasal congestion).

The following members and visitors **ARE ENCOURAGED TO STAY HOME** for the sake of the wider community and to protect the most vulnerable in their home:

- Anyone who lives with someone with upper respiratory or flu-like symptoms.
- Anyone, especially the elderly, with underlying medical conditions or compromised immune systems.
- Anyone who lives with an elderly person

During a global pandemic, no activity is risk free. It is important for individuals and families to take responsibility for protecting themselves and others. Anyone entering the church does so at their own risk.

GENERAL PRINCIPLES AND REQUIRED ACTIONS

COVID19 is far from over.

Just because one is not showing symptoms, one could still be a carrier of COVID-19 and could spread COVID19 to others.

The safety of staff, volunteers, church members, and all those we serve is a core value at the center of our decisions about reopening.

Think of reopening our church and navigating COVID19 as a “marathon” not a “sprint,” and help adopt a long-term mentality and focus.

Plans may need to change.

1. Maintain physical distancing **AT ALL TIMES**. Physical distancing is defined as a circle with a 6-foot radius around each person. There is at least 6 feet to the left and right of each person and 6 feet to the front and back of each person.
2. People are **REQUIRED** to wear masks **except for those unable due to medical reasons**. Masks are not recommended for children under the age of 2 years old.
A 3-layer non-medical mask is recommended.
Designated speakers may lower or remove masks as necessary to speak as part of the meeting itself.
3. Wash your hands or sanitize on entry and exit.
4. If you find yourself coughing or sneezing, please remove yourself.
5. When other rooms, offices, or the sanctuary are being used, follow directional arrows for entry and exit. Avoid passing others in hallways.

6. Attendees are to avoid handshakes, hugging, or any physical contact.
7. People are encouraged to use the bathroom at home before coming, and only use church bathroom if really needed.
8. Library closed at this time.
9. Narthex Coat closet closed at this time.

Meeting Policy & Procedure

SMALL GROUP MEETINGS (2 – 10 participants)

1. Reserve room with Church Administrator
 - a. Date, time, room (Cumberland Room-10 people maximum)
 - b. Name of the group
 - c. Size of group
 - d. Primary Contact Person (name, email, phone#)
2. List of attendees **MUST** be kept by primary contact person (**first name, phone#**) This list is **ONLY** to be used for contact tracing should it become necessary.
3. External Community Groups **MUST follow the St George's updated safety plan to continue use of the building.**
4. Meetings may be booked Monday through Sunday
5. Small groups of 2-4 are encouraged to meet online or outside of the church. If you must meet in the church please contact the Church Office

BEFORE THE MEETING

1. Please use your washroom at home before coming to the church
2. Please keep personal belongings to a minimum
3. If furniture (tables and chairs) is needed an approved floor plan for set-up is posted in the room.
4. Physical distancing is **REQUIRED** while walking to the building
5. Attendees are **REQUIRED** to wear a mask **except for those unable due to medical reasons.**
Masks are not recommended for children under the age of 2 years old.
A 3-layer non-medical mask is recommended.
6. Before entering, **the primary contact person or designate, ensures each attendee is aware of the Covid-19 Health and Safety Guidelines and screens each participant before entry.**
7. Entrance doors are propped open to avoid touching knobs/bars. Enter via the door adjacent to the 6th Avenue entrance.
8. **Use the hand sanitizer available upon entrance** or wash your hands.

DURING THE MEETING

1. Physical distancing is **REQUIRED**
2. **NO FOOD OR BEVERAGES CAN BE OFFERED OR SERVED INSIDE THE CHURCH BUILDING**
3. Sharing print materials is not recommended
Each attendee is **REQUIRED** wear a mask. **Designated speakers may lower or remove masks as necessary to speak as part of the meeting itself.**

AFTER THE MEETING

1. Attendees depart maintaining physical distancing via the hallway door and out of the building via the ramp exit
2. Room and furniture are cleaned as per Cleaning and Disinfecting Plan **and signed off.**

MEDIUM GROUPS (11-20)

The Multipurpose Room on the lower level is available for groups. This room has barrier free access via the ramp off of Fitzgerald Ave.

1. Reserve room with Church Administrator
 - a. Date, time, room (Multipurpose Room 20 people maximum)
 - b. Name of the group
 - c. Size of group
 - d. Primary Contact Person (name, email, phone#)
2. List of attendees **MUST** be kept by primary contact person (**first name, phone#**) This list is **ONLY** to be used for contact tracing should it become necessary.
3. External Community Groups **MUST follow the St George's updated safety plan to continue use of the building.**
4. Meetings may be booked Monday through Sunday

BEFORE THE MEETING

1. Please use your washroom at home before coming to the church
2. Please keep personal belongings to a minimum
3. If furniture (tables and chairs) is needed an approved floor plan for set-up is posted in the room.
4. Physical distancing is **REQUIRED** while walking to the building
Attendees are **REQUIRED** to wear a mask **except for those unable due to medical reasons**
5. Before entering, **the primary contact person or designate, ensures each attendee is aware of the Covid-19 Health and Safety Guidelines and screens each participant before entry.**
6. Entrance doors are propped open to avoid touching knobs/bars. Enter via the door off of Fitzgerald ramp entrance.
7. **Use the hand sanitizer available upon entrance** or wash your hands.

DURING THE MEETING

1. Physical distancing is **REQUIRED**
2. **NO FOOD OR BEVERAGES CAN BE OFFERED OR SERVED INSIDE THE CHURCH BUILDING**
3. Sharing print materials is not recommended
4. Each attendee is **REQUIRED** wear a mask. **Designated speakers may lower or remove masks as necessary to speak as part of the meeting itself.**

AFTER THE MEETING

1. Attendees depart maintaining physical distancing via the ramp exit
2. Room and furniture are cleaned as per Cleaning and Disinfecting Plan **and signed off**

MEDIUM GROUPS (21-35 participants)

The Fellowship Hall is available for this size of group. Access off Fitzgerald Avenue.

1. Reserve room with Church Administrator
2. Date, time, room
3. Name of the group
4. Size of group
5. Primary Contact Person (name, email, phone#)
6. List of attendees **MUST** be kept by primary contact person (**first name, phone#**) This list is **ONLY** to be used for contact tracing should it become necessary.
7. External Community Groups **MUST follow the St George's updated safety plan to continue use of the building.**
8. Meetings may be booked Monday through Sunday

BEFORE THE MEETING

1. Please use your washroom at home before coming to the church
2. Please keep personal belongings to a minimum
3. If furniture (tables and chairs) is needed an approved floor plan for set-up is posted in the room.
4. Physical distancing is **REQUIRED** while walking to the building
5. Attendees are **REQUIRED** to wear a mask **except for those unable due to medical reasons**
6. Before entering, **the primary contact person ensures each attendee is aware of the Covid-19 Health and Safety Guidelines and screens each participant before entry.**
7. Entrance doors are propped open to avoid touching knobs/bars. Enter via the door off Fitzgerald Avenue.
8. **Use the hand sanitizer available upon entrance** or wash your hands.

DURING THE MEETING

1. Physical distancing is **REQUIRED**
2. **NO FOOD OR BEVERAGES CAN BE OFFERED OR SERVED INSIDE THE CHURCH BUILDING**
3. Sharing print materials is not recommended
4. Each attendee is **REQUIRED** wear a mask. **Designated speakers may lower or remove masks as necessary to speak as part of the meeting itself.**

AFTER THE MEETING

1. Attendees depart maintaining physical distancing via the ramp exit
2. Room and furniture are cleaned as per Cleaning and Disinfecting Plan **and signed off**

LARGE GROUPS (up to 49 participants)

CHURCH SERVICES / WEDDINGS / FUNERALS /LARGE USER GROUPS

The Sanctuary is available for groups to a maximum of 50. This includes attendees and presiders.

BEFORE THE SERVICE

1. Attendees must **pre-register** before the service. If you need assistance with registering, contact the office and you will be assigned a buddy to help you with this.
2. Attendees are **REQUIRED** to wear masks except for those unable due to medical reasons. Masks are not recommended for children under the age of 2 years old. **A three-layer non-medical mask is recommended.**
3. Bring your Church Name Tags each time you attend. Please take home for cleaning.
4. Please use the bathroom at home before coming as bathroom availability in the church is limited.

PRE-ENTRANCE GREETERS (2 volunteers)

- a. Ensure people line up outside the church using physical distancing as per the marking on the sidewalk
- b. Ensure people enter through the left side front door or ramp access. Prop door open to avoid touching knob or bar.
- c. Ensure people are aware of the Health and Safety Screening Guidelines **and screen each participant before entry**
- d. Remind attendees to sanitize hands on entry

WELCOME TABLE (2 volunteers)

- a. Check Registration List
- b. Complete Connection Card if new
- c. Offer mask if attendee has not brought their own mask
- d. Remind attendees to maintain physical distance and avoid physical contact
- e. Point out the 'Giving Basket' for Offerings, Connection Cards

USHERS (2 volunteers) ,

- a. Lead people to designated seating to ensure physical distancing. Members from the same household may sit together, otherwise physical distancing is required.

DURING THE SERVICE

1. Children sit with parents/guardian **if not attending outdoor children's programming**
2. Couples and families are considered a unit
3. Sit in assigned seating (directed by usher)
4. No congregational singing, **may hum to music**
5. No Bulletins
6. No food or drink

AFTER THE SERVICE

1. Exit the sanctuary via the main aisle. Usher will direct row by row.
2. Those requiring non-stair exit will use the front left doorway and exit the building via the hallway and ramp door
3. Move quickly to exit the building and maintain physical distance.

CHILDREN'S CHURCH COVID19 PRECAUTIONS

- **Health Screening:** All adults and children participating in Children's Church will be reminded weekly to stay home if they are unwell or have been in contact with anyone who is unwell. Participants (and/or guardians) will be required to sign a health screening check before participating.
- **Contact Tracing:** All adults and children participating in Children's Church will be required to have their name and contact received and held for 30 days after each gathering in accordance with BC CDC guidelines.
- **Location:** All proposed Children's Church activities will take place outdoors, which is the safest location with the most reduced risk of virus transmission according to the BC CDC
- **Physical Distancing:** As per the requirements of both the BC Day Camp and BC Education safety protocols, physical distancing is encouraged with children but not required, especially when outdoors. Children are asked to refrain from physical contact with one another, and adults are required to keep physical distance from one another. This applies to those who are not already members of the same household or social bubble.
- **Hand Hygiene:** All adults and children participating in Children's Church will be required to sanitize their hands before engaging with the program and upon completion. Leaders will also be carrying hand sanitizer while leading the program.
- **Respiratory Hygiene:** All adults and children participating in Children's Church will be reminded about good respiratory hygiene, including using a tissue, sleeve, or elbow to receive coughs and/or sneezes, and to wash or sanitize hands after.
- **Cleaning:** Adults and leaders will clean and sanitize frequently touched objects and surfaces. Regular household cleaners, disinfectant wipes or a diluted bleach solution can be used according to the label directions
- **Masks:** Masks are encouraged when in close proximity but are not required when participating in activities outdoors. Any leader, volunteer, or participant is welcome to wear a mask at their own discretion.

Operational Plan

- **Set up:**
Adult leaders and volunteers will arrive on-site no later than 9:45 am Sunday morning.
1 tent, 1 table, a bottle of hand sanitizer, and contact tracing sheets will be set up in front of the church.
2-3 tents will be set up at Harmston park.
- **Program:**
Leaders and volunteers will greet families on the front lawn of St. George's UC beginning at 10:20 am.
Children will sanitize their hands and be signed in with leaders.
At 10:30 am all adults and children participating in Children's Church will walk to Harmston Park to begin their programming.
Programming will be led by the Rev. Ingrid Brown and supported by other Children's Church leaders and volunteers.
At 11:20 am all adults and children will depart Harmston Park and return to the front lawn of St. George's UC for pickup.

- **Clean up:**

Adult leaders and volunteers will put away tents and tables, and sanitize any equipment used during the programming.

SGUC staff will return hand sanitizer and contact tracing sheets to the office.

Bathrooms

- If bathrooms are needed before, during, or at the end of programming, an adult will accompany the child(ren) to the side door of the building on 6th Street, using the entrance that connects directly to the downstairs bathrooms.

Required Supplies

- COVID-19 approved disinfectant
- Paper towel
- Chemically resistant gloves (for cleaning)
- Disinfectant wipes
- Garbage bags
- Pens (easy to sanitize)
- Contact tracing sheets
- Hand sanitizer: large and small
- Health screening checklist

Cleaning and Disinfecting Policy & Plan

Cleaning

Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.

Cleaning will follow the regular cleaning schedule.

Disinfecting

Disinfecting refers to using chemical to kill germs on surfaces. This is most effective after surfaces are cleaned. Both steps are important to reduce the spread of infection.

Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim. Be sure to follow the instructions on the label to disinfect effectively.

To ensure disinfectant matches with CDC/WHO approved list and cleaning protocols, i.e.: surfaces must remain wet for 3 minutes and be wiped twice.

Be sure to take the appropriate precautions when using chemicals for cleaning and disinfecting. Consult the product's Safety Data Sheets

Cleaning will be completed as per:

1. Cleaning and Disinfectants for Public Settings, BC Centre for Disease Control

http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

2. Guidance for Cleaning and Disinfecting

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf

All internal and external users of church space will follow the following guidelines and procedures:

1. Clean and disinfect all tables, chairs, doorknobs and door handles, light switches and washrooms used by attendees with the cleaning and disinfecting materials provided in each space before leaving.
Complete the cleaning checklist and sign when completed.
2. Clean and disinfect of Narthex entrance / exit doors and washrooms. Wipe all wooden pew surfaces with cleaning and disinfecting solution.
3. Clean and disinfect microphones, podiums and musical instruments
4. Janitorial staff will stock supplies in all washrooms

Supplies:

A cleaning and disinfecting caddy of required supplies and solutions and personal protective equipment (gloves, masks) will be located in each room used by internal or external groups.

Guidelines for Staff, Internal and External User Groups During COVID 19

1. Please read Reopening Plan **updated November 10,2020**
2. Only enter the church according to your scheduled use.
3. Keep all entrance / exit doors locked except when entering or leaving.
4. Ask people not scheduled, to exit the church.
5. Please wash/sanitize your hands when you arrive and just before leaving.
6. Maintain physical distancing at all times.
7. No visitors in any offices unless physical distancing can be ensured.
8. Use a disinfectant spray for your personal work area – computer monitor and keyboard, desk, photo copier, counters, and contact areas.