

# COVID-19 safety plan

**Business name:** Grace United Church

**Date completed:** October 15, 2021

**Date approved by Council:** April 6, 2022

**Revision date:** March 23, 2022 (Rev. 14)

## Reopening Definition

The building is open and all activities can resume.

## Measures we're taking

How we're keeping groups/visitors/staff safe from exposure to COVID-19

- Self screen upon entering the building
- Masking and social distancing is at the discretion of individual groups/individuals
- For Sunday worship & Sunday Christian Development programming see appendix 1
- For user groups see appendix 2
- For staff see appendix 3
- For visitors/tradespeople see appendix 4
- For church group meetings (Council, Committees, or discussions) see appendix 5
- For Christian Development programs outside of Sunday morning see appendix 6
- For Sunday morning nursery see appendix 7

How we're screening for COVID-19

- Screening signs are at each entrance and individuals entering the building are asked to self screen.

- A logbook is kept at the main entrance for visitors/tradespeople.

## How we're controlling the risk of transmission in our workplace

### Physical distancing and separation

- Hand sanitizer provided at main entrances.

Masking and social distancing is at the discretion of individual groups/individuals.

### Cleaning

Covid Cleaning Protocol to be performed by the Custodian:

- a. Refill sanitizer bottles (Cathcart & Rm 1) as needed.
- b. Entrance Door areas (Cathcart, Kitchen & Sanctuary) - Sanitize all touch points daily.
- c. Washrooms opposite the Boiler Room:
  - i. Clean on the normal schedule.
  - ii. Sanitize all touch points daily.
- d. Hallway by Ministers' Offices & Copy Room - Sanitize all touch points daily.
- e. Sunday Morning Worship Cleaning and Sanitizing to be completed on Monday (or later):
  - i. Accessible Family washroom (sanctuary) – clean and sanitize all touch points.
  - ii. Sanitize all touch points in the sanctuary, narthex, and Rm 1.
  - iii. Return pew cushions or back supports left in the sanctuary to the storage location.
- f. User Group Rooms & washrooms - after the group leaves (or the following morning):
  - i. Clean the rooms on the normal schedule.
  - ii. Clean & sanitize the washrooms.
  - iii. Sanitize all touch points.
- g. Kitchen will be cleaned after use by the Inn Team (once per month):
  - i. Check to ensure cleaning was completed.

- ii. Sanitize all touch points.
- h. Boiler room touch points will be sanitized daily

### **Other**

- Local Public Health and Ontario Ministry of Health regulations will be reviewed regularly (monthly or in response to a significant public announcement).

### **What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace**

- Contact our local Public Health Unit and follow their instructions.

### **How we're making sure our plan is working**

- Current plan will be reviewed weekly at staff meetings and monthly at Council meeting.

### **Appendix 1 – Sunday Worship & Sunday Christian Development Programming**

- When you arrive at the church, please park in the parking lot and use the north doors of the sanctuary.
- Self screen upon entering the building
- All participants are asked to wear a mask except for the worship leaders
- Currently, every other pew row is available for seating.
- Congregational singing is permitted if masking and social distancing is in place. Special music is restricted to one or two people who stand behind a plexiglass screen or who wear a face mask/shield.
- The lay reader stands at a separate lectern when speaking.

- Children & youth will remain in sanctuary until their specific worship programs start.
- Parents will come to individual worship rooms to pick up their children.

#### **Appendix 2 – User Groups**

- Self screen upon entering the building
- Masking and social distancing is at the discretion of individual groups/individuals

#### **Appendix 3 – Staff**

- Masking and social distancing is at the discretion of individual groups/individuals
- Wash and/or sanitize hands frequently.
- Piano will be kept locked to keep keys clean.
- Self-screen prior to entry to the building.
- If you think you may have COVID-19 or were exposed to the virus, or if you live with someone who has symptoms or has tested positive for COVID-19, follow the provincial guidelines <https://covid-19.ontario.ca/exposed>

#### **Appendix 4 – Visitors/tradespeople**

- Logbook kept at main entrance for sign in/sign out and contact info.
- Appointments made ahead of time when possible.
- Masking and social distancing is at the discretion of the individual
- The Custodian will sanitize touch points in the work areas after work is completed.

#### **Appendix 5 – Church Group meetings (Council, Committees, or discussions)**

- Self screen upon entering the building

- Masking and social distancing is at the discretion of individual groups/individuals

#### **Appendix 6 – Christian Development programs outside of Sunday morning**

- Self screen upon entering the building
- Masking and social distancing is at the discretion of individual groups/individuals

#### **Appendix 7 – Sunday Morning Nursery**

- Self screen upon entering the building
- Masking and social distancing is at the discretion of individual groups/individuals
- Screening of all nursery attendants, children, and parents will be managed as part of the main Sunday worship process and will follow the same guidelines and protocols.
- Nursery attendants will
  - prepare the nursery space by wiping down all high-touch surfaces.
  - follow regular and proper hand hygiene practices.
  - avoid close face-to-face contact with children wherever possible.
  - facilitate regular and proper hand hygiene practices of the children, especially after coughing and sneezing.
  - as best as possible, keep children from different bubbles distanced in the room.
  - provide toys/activities that tend toward individual use.
  - employ a 'one-kid-per-toy' protocol, removing used toys from circulation. Used toys will collect in the sink to be out of reach and will be disinfected before use by another child.
  - designate one table for food/snack-only use and not allow for sharing of food/drink between children of different households/bubbles.
  - place a blanket over their clothes while holding an infant, replacing the blanket for each individual child.
  - immediately return a child to their parent/guardian if the child shows COVID symptoms and immediately inform Lori Armstrong and/or Pat Morrison.
  - disinfect all used toys and high-touch surfaces once all children and parents have left the space.
  - bring any used blankets home for washing and return them to the nursery.

- Parents/Guardians will
  - drop off and pick up their children at the nursery and are welcome to enter the room adhering to masking and distancing protocols.
  - be informed immediately if their child displays COVID symptoms and agree to remove their child from the nursery.