



## Ladner United Church COVID-19 Re-Opening Protocols

The protocols outlined and described below each follow the necessary safety protocols recommended and required by government officials and the United Church of Canada. **This plan will be updated as more information becomes available and as is necessary to ensure the safety of all staff, ministry personnel, and congregation members.** The following policies and documents were used in making this plan:

- The BC Centre for Disease Control’s guidance for “Faith-Based Organizations”<sup>1</sup>
- Worksafe BC’s “Faith-Based Organizations: Protocols for Returning to Operation”<sup>2</sup>
- Pacific Mountain Regional Council’s “Pandemic Recovery & In-Person Ministry (Re) Launch Guidelines (July 2, 2020)”<sup>3</sup>
- The Order of the Provincial Health Officer “Gatherings and Events”<sup>4</sup>

This document was written in conjunction with the document “LUC Steps of Re-Opening.” To find protocols specific to each “Step,” please view the corresponding page.

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## Protocols for Step 1

The following two policies WorkSafe BC are to be followed as necessary and relevant for all staff working from home:

1. "Working from Home: A Guide to Keeping Workers Healthy and Safe"<sup>5</sup>
2. "Working Alone: A Handbook for Small Business"<sup>6</sup>

### FUNDRAISING DROP OFF & PICK UP PROTOCOLS

When picking up or dropping off items outside the church, the exchange will occur outside under the covered Front Entrance.

And we ask you to please:

- Wear a mask
- Hand sanitize before and after the exchange
- Maintain 2 meters of physical distancing
- E-transfer is the preferred method of payment for all purchases. However, if you need to pay by cash or cheque please place them in a sealed envelope with your contact information. PLEASE NOTE: all cash payments must be in exact change as no change will be available.
- To limit traffic outside the church, we ask that you arrive on time at your pre-arranged time slot and leave promptly when finished.

\*\*\*Because COVID-19 safety protocols are subject to change at any time, we ask that all future LUC fundraising initiatives be submitted through the church office for guidance and approval via the LUC COVID-19 Task Force.\*\*\*

## Protocols for Step 2

### General

If you are sick, you are not allowed into Ladner United Church. Please use the BC Centre for Disease Control's "Self-Assessment"<sup>7</sup> tool before coming or review the COVID-19 Self Assessment Questions below:

- Are you feeling well today?
- Are you experiencing any difficulty breathing or find yourself coughing?
- Have you travelled outside of Canada in the last 14 days?
- Have you been around anyone who has exhibited symptoms of COVID-19?

If you or anyone in your household is sick (including fever, coughing, sneezing) or if you have travelled outside Canada in the last 14 days, BC's public health authorities require that you stay home.

While at the church, you may be asked to leave if you are showing signs that you are ill.

Signs, regarding the following policies and procedures, are posted in necessary areas of the building:

- No Entry to People Who Are Sick <sup>8</sup>
- Maintaining Physical Distance <sup>9</sup>
- Covering Coughs and Sneezes <sup>10</sup>
- Handwashing <sup>11</sup>
- Wearing a Face Mask Correctly <sup>12</sup>

### Entry Procedures

All who enter the church on church business or for church activities are required to be trained in and follow these Entry Procedures:

- Pass the Covid-19 Self-Assessment Questions (see above)
- Please sign in when entering and sign out when leaving the church to maintain contact tracing in case of an outbreak in the church.
- Use hand sanitizer upon entering the building.
- You must practice physical distancing and maintain a distance of at least 2 metres from others. Please wear a mask if physical distancing cannot be maintained.
- Adhere to all the posted signs and floor decals indicating where to stand (e.g., in front of church office window, behind plexiglass).
- Follow the occupancy limits for each room of the church, while maintaining physical distancing protocols and barriers.
- The kitchen is not to be used except by paid staff with limitations. Staff are provided with their own bin of dishes and utensils or they can bring items from home.

### Cleaning Protocols

We are following the cleaning and disinfecting protocols from Worksafe BC. See document "COVID-19 Health and Safety: Cleaning and Disinfecting."<sup>13</sup>

The LUC Custodian, as well as other Staff and anyone working in the church, will be trained in these policies and procedures and other deep cleaning procedures. Each will be provided with their own manual, instructions, and cleaning checklist. The LUC Custodian will fog the bathrooms and Narthex Hallway twice a week.

There will be a cleaning schedule and checklist provided in each space of the church being used (the Sanctuary, Front Office, Minister's Office, Advocacy Office, and the Knoblauch Room) as well as instructions for how to use the various cleaning products. In each of these spaces, a spray bottle, and a hand sanitizer will be provided as well. Once an area has been cleaned, Staff must fill out the schedule and checklist. Please see the attached Appendix which contains these additional documents.

After a meeting takes place, the staff person is required to sanitize all necessary surfaces after the visitor leaves, according to the “COVID-19 Health and Safety: Cleaning and Disinfecting” document mentioned above. This includes high-surface areas such as doorhandles, light switches, or the plexiglass barrier, if used, or any other surface a visitor may have touched. After the spray disinfectant has been used, please wait 15 minutes before meeting with another person or group.

All staff, upon leaving their workspaces at the end of the day, will need to clean their space and disinfect. The fogger is to be used at the end of each day or after a group of four or more people meet.

### Staff Office Hours

Ministry personnel and staff members will use their own discretion and collaborate together in naming their hours in the building, according to their mutual comfort with the degree of risk.

Staff members may choose to work at home at times when other staff members are in the office as well or if the building is busy with another gathering. When working from home, all policies from Step 1 are to be followed.

In cases of shared offices, care will be taken to maintain physical distance, especially at doorways. See WorkSafe BC’s page “Offices: Protocols for Returning to Operation.”<sup>14</sup>

When staff members are meeting in-person for planning or supervision purposes, physical distance must be maintained. Masks may be worn to protect participants. Plexiglass dividers will be provided to be used in offices or meeting areas. See WorkSafe BC’s page “In-Person Counselling: Protocols for Returning to Operation.”<sup>15</sup>

**The front office during the pandemic is not a communal space. For front office hours with Willow, the church office door will remain locked. Please visit her through the front window located to the right just as you come into the church.**

### Community Inquiries

The front door of Ladner United Church will remain locked at all times. Signage will direct inquirers to ring the bell and stand back to wait for staff to respond during office hours. If no staff is present, visitors will be asked to call or email the church office. Staff will remain physically distant when letting people into the building.

**Meeting with any staff member or visiting the church for any reason is by appointment only.**

Everyone who enters the building will be required to follow all Entry Procedures (see above).

## Monitoring Plan and Assessing Risks

Any concerns or questions about the plan should be brought to the attention of the LUC Covid-19 Task Group (Lydia Ruenzel, Willow Mainprize, Yvonne McKenna, Jane Marynowski, Wendy Bily, and Sandy Holland). Staff, volunteers, and any church attendees can voice concerns to the Front Office who will forward the concerns to the LUC Covid-19 Task Group.

LUC will monitor and assess how these changes are affecting the work of the church and make changes as necessary.

Staff can access WorkSafe BC for more information about any health and safety concerns related to COVID-19.<sup>16</sup>

Any new staff will be trained in these policies and procedures.

## Protocols for Step 3

The same policies apply as in Step 2. “Small Groups” are any group who consists of 10 or fewer people. No groups over 10 will be permitted to use the church at this time.

Any group who meets in the church will follow all policies in Step 2 and be provided with training regarding meeting in small groups (e.g., placing chairs 2 metres apart, no food sharing, no touching or singing, using plexiglass dividers, etc.).

Before a church group meets in-person at the church, one person must be designated as the group’s COVID-19 Cleaner. This person must be trained beforehand in how to use the various cleaning products. If you are wanting to meet at the church, please contact the COVID-19 Task Group to set-up a training time and session.

Training in using the Vital Oxide Fogger will be given to LUC Staff, Shelter Staff and volunteers, and other church volunteers as needed. This machine is used to disperse disinfectant in large areas. For more information, see the Appendix.

To schedule a time to use the building, please contact the Church Office. In your request, please include: the date, time, duration, number of people, preferred room, and the name of the COVID-19 trained cleaner. You’ll then receive a confirmation from the Church Office allowing use of the space. This may take a few days if confirmation is needed from the COVID-19 Task Group.

Special attention is being given to how groups will be scheduled to minimize any overlap. Only one group at a time will be scheduled to use the building. Each group is given 15 minutes before their start time to set-up in the room (in Knoblauch Room, please keep chairs and tables where they are currently located) and 15 minutes afterwards to clean (using the spray

disinfectants, fogger, and re-arranging the room if need be). Please be mindful of the time your group needs to both meet and clean, we will need to have everyone keep to their scheduled time slots to prevent any overlaps from occurring and to allow time for the disinfectant to work properly.

Each group member needs to sign-in at the front entrance for contact tracing.

Where arrows are placed on the floor, please follow the direction indicated to help with the flow of people moving through the building.

The pianos or organ are not to be used without permission.

Everyone must adhere to the posted room occupancy limits, especially in the offices and washrooms. Each room and space has the following occupancy limits:

- Front Office = 3 people
- Minister's Office = 3 people
- Library/Advocacy Office = 2 people
- Knoblauch Room = 6 people
- Shelter Room/MP1 = 9 people
- Kitchen = 4 people
- Celebration Centre = 40 people\*
- Sanctuary = 40 people\*

\*For both the Celebration Centre and Sanctuary, maximum occupancy is dependant on the set-up required and how many individual households will be present. The occupancy limit may decrease based on these variables.

## Protocols for Step 4

The same policies will be followed as in Step 2 and Step 3.

Tenants and user groups will be trained in all policies of Step 2 and Step 3.

Training in using the Vital Oxide Fogger will be given to the person in charge of the renter group who will be in attendance of the meeting or event.

Person in charge and attendance at user group will need to be responsible for leaving the room(s) they use according to the Disinfected Room Protocol.

## Protocols for Step 5

Same policies as for Step 2, Step 3, and Step 4.

The BC Centre for Disease Control policy on gatherings up to 50 people will be followed.<sup>17</sup>

The number of people allowed to attend gatherings will be capped at the room occupancy limits with adequate physical distancing in place.

Attendees will need to pre-register for any gatherings or events to minimize overcrowding.

Religious rituals that involve physical contact between individuals, such as communion, or anointing with oils or baptisms increase the likelihood of disease transmission and will be performed in an alternate fashion that minimizes physical contact, if possible.

Activities such as passing the peace or collecting offerings will not be done. Alternatives that maintain physical distancing will be offered.

Food sharing or services will follow protocols outlined in the WorkSafeBC protocols (e.g., no self-serve systems, adequate hand washing or sanitizing stations, maintaining physical distancing at eating areas, no sharing of condiments or containers).

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<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/faith-based-organizations>.

<sup>2</sup> <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/faith-based-organizations>.

<sup>3</sup> <https://pacificmountain.ca/wordpress2017/wp-content/uploads/2020/05/PMRC-UPDATED-July-2020-Reopening-Churches-During-COVID19-Discernment-and-Guidelines-V4.pdf>.

<sup>4</sup> <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>.

<sup>5</sup> <https://www.worksafebc.com/en/resources/health-safety/information-sheets/working-from-home-guide-keeping-workers-healthy-safe?lang=en>.

<sup>6</sup> <https://www.worksafebc.com/en/health-safety/hazards-exposures/working-alone>.

<sup>7</sup> <https://bc.thrive.health/>.

<sup>8</sup> <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dcovid%2520distancing%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>.

<sup>9</sup> [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_PhysicalDistancingPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf).

<sup>10</sup> <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en>.

<sup>11</sup> <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en>.

<sup>12</sup> [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_SurgicalMaskPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf).

<sup>13</sup> <https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dcovid%2520cleaning%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>.

<sup>14</sup> <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>.

<sup>15</sup> <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/in-person-counselling>.

<sup>16</sup> <https://www.worksafebc.com/en/about-us/covid-19-updates>.

<sup>17</sup> <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/event-planning>.

# Vital Oxide Continuous Spray Bottles and Solutions

Two different Vital Oxide spray bottles containing different strengths of dilution, FULL STRENGTH and 5:1 DILUTION have been provided at each sanitization station throughout various rooms of the church as well as in the Custodian Closet for custodian use. The dilutions (as indicated on the bottles) are to be used for sanitization of all spaces and surfaces accessed during every visit and during regular deep cleaning of the church as follows:

## **FULL STRENGTH:**

All high contact surfaces such as doorknobs, keypads, keyboards, arms of non-porous chairs (ie. metal, plastic, wood), telephones, railings, etc.

CAUTION: DO NOT oversaturate electronics. A light mist is all that is required to be effective.

CAUTION: Do NOT use on furniture fabrics and avoid spraying clothing or discoloration may occur.

## **5:1 DILUTION:**

Low contact surfaces such as tabletops, desks, filing cabinet doors, cupboard doors, couches, chairs, window latches, printers, etc.

CAUTION: DO NOT oversaturate electronics. A light mist is all that is required to be effective.

# Vital Oxide Bathroom Cleaning & Sanitization Procedures

## **Cleaning Instructions for Sinks, Toilets and Shower:**

- 1) Spray Vital Oxide Full Strength straight onto heavily soiled areas and scrub/wipe clean with a dry paper towel.
- 2) Spray Vital Oxide Full Strength to pre-cleaned surfaces, wetting thoroughly. Allow surfaces to remain wet for 10 minutes for virus inactivation. Do not wipe dry.

## **Floor Cleaning Instructions:**

- 1) Sweep and remove all dirt and debris.
- 2) Add one cup of Vital Oxide per gallon (16 cups) of water in bucket and clean floors with sponge, mop, or pad. NOTE: measurement of Vital Oxide to water must be exact to ensure effectiveness.

**Once all deep cleaning is completed of bathroom, floors and shelter area, use the fogger to ensure full sanitization of premises.**

# Vital Oxide Fogger Instructions

- 1) Ensure all connectors, hoses and caps are securely fitted
- 2) Check that the FLOW RATE VALVE is in the **OFF** position
- 3) Turn on power button
- 4) Turn Flow Rate Valve to desired amount
- 5) Mist all areas of contact thoroughly while also ensuring that liquid does not collect and over saturate surfaces. Be mindful of slippery floors and use a “Caution Wet Floor” sign if necessary. These are available in the designated fogger storage area.
- 6) When done, turn off Flow Rate Valve.
- 7) Allow motor to run for **30 seconds** to ensure the hoses are flushed and the motor is free of residual moisture within the unit that may cause damage to the motor during storage.
- 8) Sign off on **Cleaning Log** for all spaces so that the next user is ensured that the space has been sufficiently sanitized before using.
- 9) Return Fogger to designated storage area.
- 10) If Vital Oxide Solution is low please notify the office immediately