

Fairview Presbyterian Church

COVID-19 Safety Plan - For Building used as a workplace

Understanding the Risk:

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face.

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

For the health and welfare of staff and volunteers working in the Fairview Church building, the following measures will be taken to help reduce the spread of COVID-19, in compliance with [WorkSafe BC guidelines](#), and the [BC Centre for Disease Control and BC Ministry of Health orders, notices and guidance](#)..

First level: Elimination

1. Prevention measures will be communicated to all persons.
 - Proper hand washing and sanitizing.
 - Avoid touching your face.
 - Practice good cough and sneeze etiquette.
 - Stay home – if ill, and or have Covid-19 symptoms such as a fever or cough.
 - Practice physical distancing (2 metres as much as possible).
 - Clean high touch surfaces regularly.
2. Screening protocols will be communicated to all persons.
 - Staff and volunteers must complete the log book entry for contact tracking. This must be done for every instance where a person enters and leaves the building. Access to the building will be denied and/or removed for non-compliance.
 - BC COVID-19 self-assessment needs to be completed before each visit. The online tool (<https://bc.thrive.health/covid19/en>) may be used for this purpose.
 - The log book will be maintained by the office administrator on behalf of the COVID-19 Team.
3. Information and signs will be placed on the church property to inform and reinforce transmission elimination guidelines:

- a. Physical Distancing Poster: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf
 - b. Help Prevent the spread of COVID-19, entry check for visitors: <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en>
 - c. Help Prevent the spread of COVID-19, cover coughs and sneezes: <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en>
 - d. Hand washing: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf
4. Safety protocols will be monitored and enforced.
- a. Maximum number in the building will comply with current health ministry guidelines. For phase 3, this number is 50, however, for the purpose of using the building as a workspace, this number will be limited to the number of staff employed and volunteers associated with ministry work, and the number must comply with physical spacing guidelines.
 - b. There are no restrictions to the areas that can be accessed by the staff and volunteers, although the rooms used must be noted in the log book.
 - c. The minister, associate ministry staff and the office administrator may remove their masks in their work spaces when alone, otherwise a mask must be worn.
 - d. Masks must be worn by all volunteers for the full time that they are in the building.
 - e. Visitors, workers and contractors must wear masks at all times.
 - f. Where and when possible, adequate ventilation will be provided in the form of open doors and windows.
 - g. The church office door will be the only entry and exit point used during business hours. Other doors may be used for specific maintenance-related activities.

Second Level: Engineering Controls (Barriers / Partitions)

- 1. The office-administrator area will have an additional temporary barrier installed to extend the current permanent barrier to the end of the counter. The office administrator's work area will be cordoned off to provide a safe working space.
- 2. Hand sanitizers station immediately inside the office entry door. Additional hand sanitizing dispensing bottles will be located in convenient locations throughout the building.
- 3. Sanitizer spray bottles to spray all washroom services after each use and directions for users.
- 4. Sanitized wipes to wipe off phones after use by non-ministry staff.

Third Level: Administration Controls

Staff and volunteers will be trained on the protocols. Staff and volunteers will provide verbal instructions on protocols to others as required to ensure compliance.

Cleaning protocols

1. Instruction and training will be provided in cleaning and wiping down high touch areas and equipment. The cleaning protocol will follow the BC CDC guidelines (<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting> and http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf).
2. Spaces used to conduct the business of the church will be sanitized by the cleaners as determined by the Board of Managers.

Fourth Level: Personal Protective Equipment (PPE)

Personal protective equipment will be supplied to the church staff. Volunteers will be required to supply their own PPE.

Masks will be available for those who forgot to bring one.

Additional Information:

1. Disinfecting supplies (spray bottle with bleach solution) See:
http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf
2. How to wear a Face Mask: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf