

KAMLOOPS UNITED CHURCH COVID-19 SAFETY PLAN

Step 1: Risks at Kamloops United Church

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

We have involved all workers, supervisors in assessing high risk areas and situations. Each person is responsible for creating a safe environment and communicating any areas of concern to the Kamloops United Management Team.

We have identified that risk areas are where people gather; the Worship space, PIT Stop, Thrift Shop, meeting rooms, smoking outdoors, lunch room, entrances and kitchens.

We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in our workplace and so masks must be worn in close proximity. Masks must be worn at all times at PIT Stop, and in the Thrift Shop.

We have identified the tools, machinery, and equipment that workers share while working. Special attention will be given to musical instruments which have special cleaning requirements.

We have identified surfaces that people touch often; Washrooms, doorknobs, lift buttons (when in service), handrails, and light switches.

Step 2: Protocols to reduce the risks

We have reviewed the following United Church of Canada recommendations:
[Reopening-person-worship-during-pandemic](#) which are listed below:

Masks, Social Distancing, and Limited Singing

- *In-person worship could resume in church buildings where space allows social distancing, adhering to public health directives and allowable numbers. Masks may be worn.*
- *Instrumental music can resume, but not congregational singing because it spreads the virus farther than talking. In some cases soloists may be able to perform. Check with your local public health unit.*
- *Even after resuming in-person worship, online versions should continue to be available for those in high-risk categories who need to continue to avoid group activities.*

Weddings, Baptisms, and Funeral

Small funerals, weddings, and baptisms may be held within local restrictions about numbers.

- *Infant baptism: The parents/guardians of the child should be the only ones to hold them. The officiant will need to sanitize their hands before each baptism.*
- *Child and adult baptism: Water should come from individual cups or a bottle for each person, not the common font.*

Administration and Maintenance

- *Maintenance and administration functions resume more fully, but with provisions for social distancing. These might include such measures as alternating times for staff to be present in the office.*
- *Tenant use of church buildings may be staged back in, depending on the types of activities and the ability to implement appropriate safety protocols.*
- *Deep cleaning needs to be done after every gathering.*

Different protocols offer different levels of protection. Wherever possible, we will use the protocol that offers the highest level of protection. Here are the different levels:

First level protection (elimination) — Occupancy limits have been posted in each room and activity will be scheduled accordingly.

Custodial time will be scheduled as needed. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Custodians have reviewed the information on [cleaning and disinfecting surfaces](#).

We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at worksafebc.com.]

We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).

Workers who are cleaning have adequate training and materials.

Second level protection (engineering controls) — Plexiglass to separate people has been installed in the sound booth and Thrift Shop.

The building is locked and user groups are only allowed to enter and exit at designated times.

Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.

When appropriate we have removed unnecessary tools and equipment to simplify the cleaning process — e.g. we will not have coffee time after worship.

Third level protection (administrative controls) — Posted occupancy limits for shared spaces.

Training for Custodians on cleaning practices as well as in writing (*COVID-19 doc: KUC Staff Covid19 training*).

Rules and requirements for all internal and external groups have been emailed, published in the eNews and posted in the building. (**COVID-19 docs: Returning to Worship, Returning to Thrift Shop, Projection/Sound return to worship, Returning user groups, Returning Music groups & Returning NA/AA*)

Fourth level protection (PPE) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Masks and gloves are provided where appropriate (ie. PIT Stop, Thrift shop and Worship).

We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#). We have also given copies of these documents to all internal and external user groups.

We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.

We have trained workers in the proper use of masks.

Step 3: Develop policies

Only scheduled meetings can be in the Kamloops United Church building and entry and exit is at scheduled times only.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

Anyone directed by Public Health to self-isolate.

Anyone who has arrived from outside of Canada must [self-isolate for 14 days and monitor](#) for symptoms.

Visitors are prohibited or limited in the workplace.

First aid attendants have been provided [OFAA protocols](#) for use during the COVID-19 pandemic.

We have a [working alone policy](#) in place.

We have a [work from home policy](#) in place.

Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate [violence prevention program](#) is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

Sick workers should report to first aid, even with mild symptoms.

Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]

If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.

Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Communication plans and training

Everyone entering the workplace, including workers, congregation members, volunteers, and the public will know how

to keep themselves safe while at Kamloops United Church in the following ways:

We have a training plan to ensure everyone is trained in workplace policies and procedures.

All workers have received the policies for staying home when sick.

We have posted signage at the workplace, including occupancy limits and effective hygiene practices.

We have posted signage at the main entrance indicating who is restricted from entering the premises, including [visitors](#) and [workers](#) with symptoms.

Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitoring and updates

Things may change as we learn more. If KUC identifies a new area of concern, or if it seems like something isn't working, we will take steps to update your policies and procedures. Workers and volunteers will be involved in this process.

Weekly staff meetings are in place to monitor risks.

Workers know who to go to their supervisor with health and safety concerns. The Congregation know to go to the Management Team, their team lead or a member of Council Circle with concerns.

Step 6: Risks from resuming operations

Kamloops United Church was not open and on minimal operations from March 15, to October 4, 2020 during the COVID-19 pandemic. So our goal is to phase in activity over a course of months and to put every measure in place possible.

We have a training plan and documentation for staff.

We have a training plan for staff including new cleaning and security protocols.

We have a training plan for volunteers and worship leaders.

We have identified that a risk assessment is needed for members considering returning to in person worship, as well as resources for emotional and mental well being of our members and staff as well. These have been delivered in the eNews and will be ongoing for reference.