



HEALTH AND SAFETY PLAN GUIDELINES

These Health and Safety Plan Guidelines (H&SPG) are in accordance with the BC Office of the Provincial Health Officer and WorkSafe BC with respect to the particular use of our facility by the Open Door Child Care Centre and the Congregation as a whole, as well as, any group or individual who may be using this facility.

Any group or individual, including those from our congregation, who would like to use our facility for a private event (IE: birthday party), must contact in person, the church office administrator in advance of their event. After their review of the H&SPG and, after signing the Facility Usage Agreement, the event will go before the Buildings & Grounds Committee for approval.

Illness Policy

- People may not enter this facility if they exhibit any symptoms of respiratory illness or fever. Please refer to the Health and Safety Guidelines from the Provincial Health Officer (<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>) regarding the course of action you should take if you have Covid symptoms
- All people wishing to visit/use this facility are to take all precautions possible to limit their exposure to COVID-19.
- There are no exceptions to this illness policy.

Attendance for events

- 50 persons or less can meet together provided the minimum distance of 2m (6ft) can be maintained at ALL times
- Please follow all markings and signage that will assist you in maintaining a healthy environment for all participants

Arrival for an event (ie: church service)

- **There will be one door only for entering and a separate door for exiting only.**
- Doors shall remain open during entering and exiting. (Please assign one person to open, close doors for the event)
- Upon arrival everyone must sanitize their hands at the station provided.
- Proceed to the SIGN-IN Greeter who will enter your name(s) on the sign-in sheet*. One person per household can sign in for each person in that household.
- Once signed in, please follow the arrows, and proceed to the room where the event is being held.
- Masks must be worn if we choose to have congregational singing. Bring your own if you have one. We will provide one for those that don't have one.
- All individuals must maintain a distance of 6 feet minimum. If you are from the same household, you may stay as a group but distance your group from others.

Arrival for a 'visit'

- There will be one door only for entering and a separate door for exiting only. Signs are posted.
- Upon arrival everyone must sanitize their hands at the sanitize station in the foyer.
- Immediately proceed to the sign-in sheet (located in the church office during regular hours; in foyer otherwise) and sign-in*

**Reason behind the sign-in sheet: The government is currently looking at different ways to facilitate contact tracing, should someone become sick and they have to retrace their steps or others need to be notified of their possible exposure.*

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Washrooms

- When using the washroom facility, please follow all directions on the signs posted
- Only three (3) people in the washroom at one time. Please wait in hallway, using the social distancing markers, for your turn
- When cleaning the washroom facility, please use the following Cleaning and Sanitizing Guidelines below

Cleaning and Sanitizing

- Each individual, or group, who uses this facility is responsible for following all cleaning guidelines.
- Group use – there will need to be at least 1 person responsible for cleaning & sanitizing used areas
- Frequently touched hard surfaces (tables, chairs and pews, microphones, instruments, handles, switches, sinks, etc.) must be cleaned before and after each use.
- Washrooms must be cleaned: sinks and taps, counters and dispensers, toilets, and doors
- Cleaning supplies, along with a detailed cleaning checklist, are in the kiosk located in the foyer.
Latex gloves; Sanitary wipes; Bleach water and wash cloths
Paper towel; Garbage receptacle and bags

Cleaning Checklist

- **Please check the list as you go and sign it.**
- **Place it in the mailbox next to the church office door located in the foyer.**

Kitchen

Kitchen use has been limited at this time, however, if permission has been given to an individual or group for use of the kitchen, the following guidelines must be followed:

- **No persons are allowed in the kitchen** except those that have been granted permission
- No communal meals (IE: potlucks) will be allowed at this time
- All food must be prepared by a person who holds a valid Food Safe Certificate
- All leftover food and garbage must be removed by the person(s) using the kitchen
- Cleaning and sanitizing must occur on same day the kitchen is used

Office Protocol

- Allow communal doors to remain open when being used to reduce contact with door handles.
- Do not share workstations or such equipment as keyboard/mouse.
- Wipe down all work surfaces at end of each day.
- Keep a supply of office supplies in your desk to avoid sharing non-sanitized items.

*Please contact the church office at 604-859-4717 or abbynazinfo@gmail.com if you have any concerns.
Thank you so much for your cooperation in adhering to these guidelines.*



Cleaning Checklist - because we desire our facility to be as touchless as possible, we ask that you please clean all surfaces you have touched or used during your event.

Leave this sheet in the mailbox next to the office door in the foyer after you have signed it.
Thank you.

✓	<p>Please check the box beside all the items you cleaned</p> <p>Wear gloves to wipe hard surfaces with bleach water or Lysol Wipes. Use Lysol Spray (or equivalent) on "soft surfaces" and follow directions on can.</p> <p>Remove trash bag to outside garbage receptible in upper parking lot</p>
	Door Handles – any that you or your group touched, inside and out
	Hard Surfaces:
	Chairs
	Counters
	Glass Doors
	Tables
	Walls
	Soft Surfaces:
	Pews
	Fabric Chairs
	Couches and cushions
	Sound Equipment (when applicable)
	Music Equipment (when applicable)
	Kitchen: (Please note - janitors will clean the kitchen floors)
	Dishes: all dishes, cutlery, pots and pans that you used; put everything back where you found it
	Cupboard door handles
	Counter tops
	Drawer pulls
	Fridge and cooler doors
	Microwave
	Dishwasher – small
	Dishwasher – large
	Washroom: (Please note - janitors will clean the toilet bowls and floors)
	Sink faucets and countertops
	Paper towel dispenser handle
	Stall doors and handles
	Toilet seat and flush handle
	Toilet paper dispenser
	Ensure all toilets are flushed

Signature here: _____ **Date:** _____

Print Name: _____

Please let the church office know if the supplies needs replenishing.

Also, any helpful comments would be appreciated.

Please use the back of this page. Thank you for your cooperation.