**CROSSROADS**

COMMUNITY CHURCH



COVID-19 Plan for Returning to Safe Operation

*Rev 3.0*

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# Background

The objective for Crossroads Community Church’s COVID-19 Plan is to create a framework that will guide and inform staff and members of the re-integration planning as the pandemic restrictions are lifted (or reinstated). The pandemic is expected to last until enough people have been immunized with a vaccine thereby inhibiting the spread of the virus and allowing a return to ‘normal’ business operations. The provincial government suggests that it could take more than 18 months for the development, manufacturing and mass immunization of a new vaccine. Therefore, the plan will need to be adaptable, spanning the duration of the pandemic and its phases, including the potential for a second wave of infection.

As pillars of strength in communities, Crossroads Community Church has an important role in connecting the community by contributing to beneficial and safe social interactions. These services also have a role to play in the prevention of COVID-19 transmission.

# Purpose

The Plan outlines the actions to prevent potentially harmful exposures to respiratory diseases, such as COVID-19, SARS, etc. by following best practices and guidelines provided by the Provincial Health Authorities (PHA).

# Scope

This plan outlines responsibilities and procedures to ensure the health and safety of all members and visitors of Crossroads Community Church (CCC). The plan is applicable to all facilities, locations, and church-related gatherings conducted by CCC during the current COVID-19 pandemic

# Responsibilities

## Leadership Team (LT)

* Ensure CCC develops and maintains a COVID-19 safety plan in accordance with protocols set out by WorkSafeBC, and updated as needed;
* Ensure that appropriate controls are implemented (including the use of PPE) to minimize potential exposure, as identified in the procedures, such as ensuring social distancing;
* Support members of the Church family to understand and recognize the hazard, evaluate the risk associated with exposure and apply/select adequate control measures provided;
* Ensure that all members are aware of what to do in the event of a potential sickness and/or cases of an accidental exposure (e.g. a customer/visitor suddenly cough being less than 6ft / 2m away);
* Maintain up-to-date contact information for staff and volunteers;
* Record who is working each day and attending group activities and events;
* Establish a records retention policy of all documentation in accordance with BC’s Freedom of Information and Protection of Privacy Act;
* Provide information and training to staff and volunteers about appropriate physical distancing, facility-specific risk-reduction measures, and proper respiratory and hygiene practices

## CCC Members/Church Family

* Participate and be familiar with all required information, and procedures in the pan;
* Follow all information communicated by the LT
* Follow established safe work procedures and use appropriate control measures, including the use of PPE;
* Practice social distancing (6ft/2m) where practicable and stay home in the event of any observed health symptoms (e.g. cough, fever);
* Follow CCC notification and communication of illness to CCC staff or LT member.

## Visitors

* Support and comply with all policies and procedures made by CCC;
* Follow the CCC Covid-19 Pandemic Plan, Precautions and Considerations

# Risk of COVID-19 Transmission

* COVID-19 is an infectious disease caused by a novel coronavirus. Common symptoms include dry cough, sore throat, fever, headache, and body aches, though some individuals may have different symptoms, and some may not have any symptoms. The primary mode of transmission is direct and prolonged contact with an infected person and their respiratory droplets. Respiratory droplets are generated by speaking, breathing, coughing, and sneezing, and they can travel up to 2 meters before settling. Hands and surfaces can become contaminated by droplets, and the virus can also be transmitted when people touch their mouths, noses, or eyes with unwashed hands.
* Physical distancing measures and effective cleaning and hygiene practices help mitigate the risk of COVID-19 transmission

# Basic Measures to Prevent COVID-19 Transmission

Crossroads will abide by the following preventative measures recommended by the BC-CDC to prevent COVID-19 transmission:

* Encouraging members to stay home if they are ill;
* Ensuring members have easy access to handwashing stations or hand sanitizing supplies;
* Providing space to allow members to maintain physical distance from those outside of their household or bubble; and
* Practicing routine cleaning and disinfection.

# Members Who Become Ill

It is of utmost importance for members to note that anyone who feels sick stays home and away from others. If a member develops symptoms of COVID-19, they are asked to stay home and away from other people, and encouraged to use the Ministry of Health’s [online self-assessment tool](https://bc.thrive.health/), or call 8-1-1 to see if they need further assessment by a health-care or to be tested for COVID-19.

# Self-isolation and Quarantine

Travelers who return to BC from outside of Canada are required by Order of the Provincial Health Officer and the federal Quarantine Order to self-isolate for a period of 14 days. Members who have travelled outside of Canada should verify that they have self-isolated in B.C. for a minimum of 14 days without symptoms prior to attending services or church gatherings. Anyone with cold, flu, or COVID-19-like symptoms should self-isolate, use the BC COVID-19 [online self-assessment tool](https://bc.thrive.health/), or call 8-1-1 to see if they need further assessment by a health care provider to be tested for COVID-19. Self-isolation should occur for at least 10 days after the beginning of symptoms, if fever is no longer present, and the individual is feeling better.

# Contact Tracing

It is important to support public health follow up of contacts of positive cases. Anyone who tests positively for COVID-19 will receive follow up from public health; public health will also engage in contact tracing to identify other members who may have come into close contact with a positive case and will advise about self-isolation and conduct testing as needed. To help out, CCC will maintain an up-to-date contact information for staff and volunteers. A record who is working each day and who attends group activities and events will be kept to support this purpose.

# Personal Measures

## Stay Home When Sick

* Operators should have flexible sick-leave policies that support staff to stay home when sick;
* Members should assess themselves daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before attending services or church gatherings;
* Anyone who is sick is not to attend services or church gathering; and,
* Anybody who has symptoms of COVID-19 should call 8-1-1 and self-isolate.

## Hand Hygiene

Members can pick up and spread germs easily from objects, surfaces, food and people. Rigorous hand washing with liquid plain soap and water is the most effective way to reduce the spread of illness. Ensure hand-washing supplies are well stocked at all times including soap, paper towels and where soap and water are not available, alcohol-based hand rub with a minimum of 60% alcohol. Place hand-washing stations in various locations including entrances to encourage appropriate hand hygiene throughout the stay.

How to practice diligent hand hygiene:

* Wash hands with soap and water for at least 20 seconds regularly. Antibacterial soap is not needed for COVID-19;
* If sinks are not available (e.g., if members are outdoors), use an alcohol-based hand rub containing at least 60% alcohol; and,
* If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty. To learn about how to perform hand hygiene, please refer to the BCCDC’s hand washing poster.

## Respiratory Etiquette

Members should:

* Cough or sneeze into their elbow sleeve or a tissue, throw away used tissues, and immediately wash their hands;
* Refrain from touching their eyes, nose or mouth with unwashed hands; and,
* Refrain from sharing any food, drinks, or unwashed utensils.

## Personal Protective Equipment (PPE)

PPE is usually considered as the last line of defense in the hierarchy of controls. If unable to maintain 6ft/2m distance from others, all personnel (staff, members, and visitors) will wear a cloth/medical face covering over nose and mouth

# Cleaning & Hygiene

* [Cleaning and disinfecting protocols](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en) will be implemented focusing on high-contact surfaces throughout the facility, including doors, tables, chairs, break rooms, office spaces, washroom facilities, and pews. Clarify procedures for cleaning staff/volunteer areas and train accordingly.
* Develop a cleaning schedule and assign and train a person who is responsible for completing cleaning tasks and ensuring these tasks are completed. Create a process to track what has been cleaned, when, and by whom.
* Establish [handwashing and sanitizing policies](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en), and support these hygiene practices among staff and visitors (e.g., with the presence of hand sanitizer in work areas, lobby spaces, arcades, etc.). Have sanitizer available to congregants, volunteers, and staff. Install additional dispensers as needed. Encourage good [respiratory etiquette](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en) practices.
* [Cleaning and Disinfecting guidelines](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

# Guideline for Church Activities

## Sunday Morning Service

The Provincial Health Officer’s Order on *Mass Gatherings* prohibits events (e.g., congregations of people) of more than 50 people in one space at one time, recognizing that many spaces will have to have less than 50 people in order to allow for physical distancing. For this reason, CCC has developed and will follow the guidelines developed for *In-Person service at the Cottonwood Cinemas*, until further notice.

## Office Use

### Building access

* + Because CCC office is located in a shared building with other businesses access/egress to the building will be staggered to prevent crowding at entry and exit locations if the physical distancing requirement of at least 2m(6ft) cannot be maintained.
	+ Hand sanitizer will be provided and available to workers as they enter the building.
	+ Post [signage](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en) indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the office building.

### Meetings

* + Maintain up-to-date contact information for staff and volunteers.
	+ Record who is working each day and attending group activities and events.
	+ Provide information and training to staff and volunteers about appropriate physical distancing, facility-specific risk-reduction measures, and proper respiratory and hygiene practices.
	+ All personnel (staff, members, and visitors) will wear a cloth/medical face covering over nose and mouth whenever the 6ft/2m physical distance from others cannot be maintained

### Individual Work

* + If office attendance is required, position workers in a location that allows them to put more distance between themselves and their co-workers or customers. Arrange workstations at least 2 meters apart and away from communal pathways.
	+ Where possible, in-person meetings will be cancelled and teleconference, video conference, or email correspondence will be arranged instead.
	+ Minimize sharing office space or workstations. If workers must share office space, cleaning and hygiene protocols must be follow, ensuring that frequently-touched surfaces such as the computer keyboard and mouse, desk surface, and telephone cleaned and disinfected after each use.

### Outside visitors

* + All visits must be prearranged with staff. Visits will be staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). A record of visitors to the will be kept.
	+ Signage will be posted at the office to inform visitors of the measures in place.
	+ When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
	+ Non-essential in-person interaction between staff members and visitors will be minimized (e.g., use of virtual meeting tools, email, or telephone should be the preferred option).
	+ Waiting areas will be arranged to maintain physical distancing requirement.
	+ [Barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en) will be installed between receptionists and visitors (e.g., Plexiglas), and markings placed on the floor directing visitors where to stand when approaching front desk.
	+ Hand sanitizer will be provided for visitor use only.
	+ Non-essential communal items, such as candy, magazines, etc. will be removed from common areas in the office
	+ Beverages (coffee, tea, water) should not be offered at this time.
	+ Provide a safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment.

### Elevator Use

* + Post occupancy limits on elevators.
	+ Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
	+ Ensure elevator panels are routinely disinfected.

### Deliveries

* + Ensure that delivery zones are clearly identified and limited to receivers and deliverers only.
	+ Arrange for suppliers and/or delivery persons to drop off goods at building entrance to avoid searching for business within the premises.
	+ Request contactless delivery to maintain physical distancing requirement (e.g., delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required

### Transportation

* + Non-essential transportation or business travel should be limited and on an exceptional basis only.
	+ Restrict travel between offices or work locations to critical business functions.
	+ Minimize the use of shared vehicles. If required, follow appropriate disinfection procedures before and after travel for vehicle surfaces such as the steering wheel, gear shift, and door handles.
	+ Where possible, communicate using telephone, text message, or other communication technology.

## Ministries

### Kidzone

#### Access to Care Facilities

* + Any children or parents and caregivers of kidzone children must not enter the facility or participate in any kidzone gathering activity if they have symptoms of COVID-19 or have travelled outside of Canada in the last 14 days
	+ Signage will be posted at entrances reminding people not to enter site if they have symptoms associated with COVID-19

#### Pick up and drop off

* + At drop off, a daily “yes/no” verbal confirmation will be implemented that children do not have symptoms of common cold, influenza, COVID-19, or other respiratory disease. Children will not be accepted at drop off if the answer is “*yes*.”
	+ If a young child requires to be transferred between parent/caregiver and CCC staff and physical distancing cannot be maintained, advance notice must be provided to CCC staff explaining reasons for this transfer. If approved a face covering must be worn for this interaction, and staff must ensure that time spent in close proximity is minimized

Youth

* Upon arrival to facility parents and caregivers and children will wait in the vehicle to be attended by youth staff
* At sign in, attendees will be asked the following questions
	1. Do you or anyone in your household have a confirmed case of COVID-19?
	2. Have you been outside Canada within the last 14 days?
	3. Do you have any cold or flu like symptoms?
* No leader or student shall attend if answer yes to any of these questions. **Note:** Proven and normal seasonal allergy symptoms where the individual does not exhibit other COVID-19 symptoms are free to attend. Participants with allergy symptoms must wear a non-medical mask as a precaution.
* Everyone must maintain physical distancing, staying 2 meters (6 ft.) apart at all times.
* In the event that a student/s breaks physical distancing protocol, the student will be removed from participation with youth activities’, and the parent or caregiver will be called to pick-up. If it is multiple occurrences, the gathering is to conclude and parents called.
* Participants can bring their own food/required supplies. This includes blankets, snacks, drinks and any PPE that is required. If food is provided, it will be distributed/prepared by a person wearing a mask and gloves.
* Attendance must be recorded.
* Hand sanitizer and other cleaning supplies will be by supplied CCC at event locations.

#### Hand Hygiene

* + Set up hand hygiene stations at the entrance to the workplace. Provide alcohol-based hand sanitizer stations where a sink is not available. Ensure there is an adequate supply of hand washing supplies and alcohol-based hand sanitizer.
	+ Require workers, children, and others to wash their hands or use alcohol-based hand sanitizer immediately upon entering the facility. Keep hand sanitizer out of the reach of children and supervise its use. Regular hand washing will be required throughout the day including, but not limited to:
		- When they arrive and before they go home
		- Before and after handling food
		- Whenever hands are visibly dirty
		- After playing outside
		- After each visit to the toilet (or assisting a child to use the toilet)
		- After cleaning tasks
		- After handling garbage

#### Respiratory Etiquette

* + Staff will monitor and provide education and direction to:
		- Cough or sneeze into their elbow sleeve or a tissue
		- Throw away used tissues and immediately wash hands
		- Avoid touching eyes, nose or mouth with unwashed hands.

#### Meals and Snacks

* + Any plans to provide food and drinks to children must be approved by the LT
	+ Sharing of food or drink by staff members or children will be avoided
	+ A procedure will be established for receiving and handling parent and caregiver provided food items and containers (e.g., lunch boxes). Consider designating a tabletop/countertop receiving area and ensure this area is sanitized.
	+ Food provided by parents and caregivers should be stored with the child’s belongings or, if refrigeration is required, it should be kept in an area designated for the child’s grouping or cohort, where applicable
	+ Staff involved with handling CCC provided food and drinks will follow the required hand hygiene and wear a mask and gloves

#### Additional Precautions to Control Risk

* + The sharing of supplies and equipment (e.g., pens, telephone, tablets, computer mouse) between workers and children will be avoided.
	+ Staff should plan ahead and consider preparing adequate amounts of high touch materials, such as art supplies for each attendee
	+ Store children’s belongings separately, for example through the use of cubbies
	+ Have children outside wherever possible, including play time, snack time, and for learning activities

#### Physical Distancing

* + A CDC [Health Guidance for Child Care Settings](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf) (updated July 8, 2020) states that PPE such as masks and gloves, are not needed beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular work
	+ Establish and post occupancy limits for common areas such as break rooms, and kitchens. That allow for physical distancing between workers
	+ Common areas will be arranged in a way that allows at least two metres of physical distance between each worker. For small areas or rooms, implement procedures for single-worker or limited-worker access to maintain physical distance.
	+ Consider incorporating activities involving books, individual games, video, and online games to encourage physical distancing between children.
	+ The use of outdoor space for various activities, including snack/meal time, will be used as much a possible while adhering to physical distancing and hygiene principles.

### Youth Adult

* + Smaller groups or cohorts of young adults and keeping these groups separate from each other will be considered
	+ Follow similar practices outlined in ‘Life Groups’ section below;

### Life Groups

* + Participants in attendance to life group meetings will take the Ministry of Health’s [online self-assessment test](https://bc.thrive.health/), and confirm a successful outcome before attending. Anyone who is ill or showing COVID-like symptoms should stay home and not attend meeting
	+ Hand sanitizer will be provided and available to members while they are at the home
	+ Cleaning and disinfecting protocols must be followed as indicated above
	+ Hand washing and hygiene practices must be followed as mentioned above
	+ Sharing of food or drink by participants will be avoided until further notice, or with approval from the LT
	+ Based on the size of the home where small group is being hosted, consider establishing a maximum occupancy limit will be established to allow for physical distancing between participants.
	+ Alternatively, if unable to maintain 6ft/2m distance from others, participants will required to wear a mask (cloth/medical face covering) over nose and mouth.
	+ Participants should bring their own masks when attending life group meetings. If a participant does not have a mask contact the host of the meetings to inquire and make arrangement s to see if a mask can be acquired upon arrival
	+ A record of who is attending life group meeting will be taken prior to each meeting. Copies of attendance lists be provided to the LT for record retention and in accordance with privacy policies.

### Global Outreach

* + All outreach events are to have their own specific COVID-19 plans in place before commencement.

**APPENDIX**

**Links & References**

Building Access [Signage](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en)

COVID-19 [Online self-assessment tool](https://bc.thrive.health/)

[Cleaning and disinfecting protocols](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en)

[Handwashing and sanitizing policies](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en)

 [Cleaning and Disinfecting guidelines](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

[Respiratory etiquette](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en)

Designing effective [Barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en)

Health Guidance for Child Care Setting

# Crossroads Community Church In-person service at Cottonwood Cinema Protocols/Key Points

# Safety Considerations

**Attendees are asked not to attend if** they are displaying any of the following symptoms: fever, dry cough, tiredness, difficult breathing/shortness of breath, chest pain or pressure, or loss of speech or movement. They have been outside of Canada within the last 14 days, or, if they have been in close contact with someone with a confirmed case of Covid-19.

**Physical distancing:** We ask that you maintain the 6 feet physical distancing regulations throughout your visit.

## Entry & Greeting

* Upon arrival, you must check-in to confirm your registration specific to this service.
* A maximum of 50 people is the allowable occupancy limit for service. This will ensure that physical distancing can be maintained in each area of worship
* Access into the building will have one entry point. Once registered you will be directed to your assigned seat for the service. After the service is over you must use the exit door provided to leave the building
* Greeters will remain 2m(6ft) from attendees and others, and if unable to do so other measures will be taken to ensure physical distancing is maintained
* There will be no communal items, such as pamphlets and magazines provided
* Please follow the guidance of staff or leadership team members

**Sanitizing stations** will be placed at the entrance and exit points to use while on the premises.

**Entering the Theater:** As you enter into the theater, we ask that you go directly to your seats you have been assigned too. If you wish to visit with others, we asked that you do that after the service, after exiting the theater outside from a safe distance of 6 feet.

* During seating you may notice some unavailable seats and rows, and we will ask that you maintain the unoccupied seats/rows between families
* Avoid shaking of hands, hugging, touching, or passing of items between groups, except between members of the same family or household. We would encourage waving, nodding, or other means of non-contact interaction with other families.

**Masks:** We are requiring that you wear a mask at all times while inside the theater.

If you do not have a mask, one will be provided upon entry. Our recommendation for parents is that kids 5 and over wear a mask, understanding that the younger ones may not be able to keep them on.

**Giving:** We will not be passing around the offering plate during the service. Please continue to give online, or we will have an offering box placed at the entrance and exit of the theater if you wish to give that way.

**Food:** We will not be serving coffee or serving food during these services. If we serve and participate in communion together, it will be thought through in an appropriate/safe way for everyone.

**Washrooms:** Please be aware the washroom limit is two at a time in the men’s washroom and four at a time in the women’s washroom.

**Cleaning:** The Theater will have the facility appropriately cleaned and disinfected prior to our arrival. This will be followed by another cleaning and disinfecting after the service.

* We ask that everyone practice good respiratory etiquette (*cough or sneeze into you sleeve, not your hands. Avoid touching your face with your hands. Cover your mouth and nose with a tissue and put your used tissue in wastebasket. Wash your hands with soap and water for at least 20 secs. Clean hands with alcohol based hand sanitizer when hand-washing facilities are not available.*)

# Key Points

We readily admit that this experience will be much different than we are used to, but are working hard to offer this, because there is something beautiful about the body of believers being together in-person.

We will adhere to the provincial health guidelines and hold to the **50-person limit** at every gathering.

Services will be held at **10am** at Cottonwood Theater. These services will aim to be around 45 minutes in length. Please arrive at **9:45am** for check in.

