



Diocese of New Westminster

ANGLICAN CHURCH OF CANADA

RE-OPENING PROTOCOLS

LOBBY AREA

- Identifying social distance relative to reception desk – tape distance
- Door signs / stickers front and back door
- Encourage visitors to wait outside
- Front door locked at all times, visitors have to “ring” to get in
- No visitor coffee or tea
- Visitor “acknowledgement” form confirming no health risks
- Request visitors to wear masks / possibly provided
- Trendell meetings enter via Trendell doors
- Continued daily sanitizer spraying
- Post sign to restrict the use of the Reception phone and computer to receptionist (Lauren)
- Forward reception phone or place on “Night” when Lauren not available
- Mail handling restricted to Executive Archdeacon



6/24/20

Door signage (removable decal)

FINANCE (NORTH) AREA

- Sign posted restricting photocopy room to 2 persons at a time observing social distancing
- Sign posted Coffee/Tea Hospitality Kitchen to only Finance / Bishop Staff use 1 person at a time
- Use main kitchen for lunch prep/microwave
- Avoid congregating around kitchen door – move to foyer
- Markings on floor or hanging sign at intersection point by glass door to encourage distancing
- Phone and computer usage exclusive to assigned staff member
- No more than one additional staff member in an office at a time
- Encourage use of intercom calling and Teams Live
- Equip all computers with mic/cameras [Michele, Shanthi, Rachel, Marche, Bill, Tasha, Jerry]
- Leave office doors open if possible to limit contact points
- Should any staff need to handle anything in another office, re-sanitization needs to occur
- Open windows to the outside when possible

PROGRAMMING (SOUTH) AREA

- Sign posted restricting Staff Kitchen to Programming Staff only and only one person at a time
- Markings on floor or hanging sign at intersection point by lobby doors to encourage distancing
- Phone and computer usage exclusive to assigned staff member
- No more than one additional staff member in an office at a time
- Encourage internal calling and Team Live
- Equip all computers with cameras and mics
- Leave office doors open if possible to limit contact points
- Should any staff need to handle anything in another office, re-sanitization needs to occur
- Open windows to the outside when possible

GENERAL

- Only one person at a time are allowed in washroom to observe social distancing
- Update meeting agendas digitally rather than physical circulation
- Suspend receipt of physical “donations” indefinitely (Clothing, books etc)
- All trades and service people should complete a health declaration before beginning work on the property.

TENANTS

- Montessori responsible for the safety of their own space
- Montessori should be notified to receive their own deliveries and mail.
- No tenant or tenant visitors allowed to congregate / wait in common areas
- All** kitchens are off limits to tenants
- BC Learning Centre and Chinese Language School must go directly to and from bathrooms
- Only one person at a time are allowed in washroom to observe social distancing unless it is an adult caregiver/teacher accompanying a child
- Visitors and waiting parents must wait outside the building for their children
- BC Learning Centre only enters and exits via their exterior door and Chinese Language School only uses laneway door

6/24/20

MAIN KITCHEN

- All outside rentals must provide their own dishes, cutlery, glassware, etc., which is to be removed and cleaned off site.
- All outside rentals (with food or beverage) will need to have an attendee with proper food handling credentials.
- Diocesan functions will be required to provide a list of dishes, cutlery, glassware, etc., for an event. Those items will be made available and returned to the kitchen dirty. Synod staff (caretaker) will clean and put away.
- Diocesan functions will be charged a \$75 cleaning fee (waived if accredited caterer is used)
- ALL food, garbage and recycling MUST be removed by rental and placed in appropriate bins.
- The Synod office will not offer coffee and tea service until further notice. Coffee and tea can be ordered for delivery from providers such as Starbucks or Tim Hortons
- Properly accredited caterers will be allowed to prepare food and will be responsible for thoroughly cleaning the entire kitchen after use.
- Refrigerators and freezers are for single day use only – no items to be stored beyond day prior to and day of event.