

## WCRC Office Covid-19 Health and Safety Plan.

This plan is established to reduce the risk of person to person transmission for COVID19, as required by WorkSafe BC. This plan is subject to change as new information relating to COVID-19 becomes available. The staff play an important part in the implementation of this health and safety plan. Adherence to our COVID-19 Safety Plan is mandatory in order to keep staff and visitors safe.

1. Monitoring
  - a. All pastors, support staff and visitors must work from home as much as possible.
  - b. Anyone who is sick must stay home.
  - c. Prior to accessing the offices and church building each person (excluding visitors) is required to complete a COVID-19 Self-Assessment.
  - d. Upon entry into the building, all pastors, support staff and visitors must sign-in and sign-out and sanitize their hands.
  
2. Physical Distancing
  - a. A physical distance of 2 meters must be maintained.
  - b. If physical distance cannot be maintained a mask must be worn. (15 mins)
  - c. A maximum of 2 people may be occupy the separate office spaces. If physical distance is not able to be maintained, masks must be worn.
  
3. Sanitizing and Disinfecting – Offices and Main Building (see Cleaning and Disinfecting Guidelines – WorkSafeBC)
  - a. All the following surfaces must be regularly wiped down with disinfectant provided:
    - i. Entrance and exit door handles
    - ii. All counter tops in the kitchen area of the office.
    - iii. All points of contact.
    - iv. All Equipment and shared material
  
4. Control Traffic Flow
  - a. Exterior doors must be locked at all times. Visitors must ring the bell for entry.
  - b. All visitors must enter through the south facing office door.
  - c. Upon entry all visitors must sign-in and sign out and sanitize their hands with the sanitizer provided.
  - d. All visitors must wear a mask.
  - e. Only two visitors are granted access into the building at one time. and only into the office area of the building.