Trinity United Church, Prince George

COVID-19 Safety Plan

May 27, 2020

**Core Principles**

* Jesus engaged in a ministry on the margins in high risk situations, often with those who were considered unclean, sick, ill, infectious, and unwanted. This included gathering for worship, prayer, education, and eating.
* The Church throughout history has never shied away from providing comfort to those who needed it most.
* Everyone has the right and choice to gather as a community in a manner that is as safe as possible given their age and health.
* We recognize that it is impossible to guarantee everyone’s safety all the time.
* It is our responsibility to take reasonable precautions that limit potential exposure for high risk people.
* It is our responsibility to ensure that reasonable precautions have been taken to provide a safer space for everyone who enters our buildings.
* It is our responsibility to make sure that people have the information they need to make an informed decision before entering one of our buildings.
* People must be treated with dignity and respect, including their ability to make decisions that might affect their health and wellbeing for themselves and those under their care.
* When people enter our buildings, it is not just themselves entering but essentially everyone they’ve been in contact with, that is entering.
* Each person will have to determine the level of risk they are comfortable with.
* Those considered to be in a high-risk category will be encouraged to continue with digital participation until otherwise recommended by the BC Health Authority.
* It is critical that everyone sharing our spaces follow these guidelines. We will not be able to open the buildings unless everyone participates in the plan.
* Staff, those leading worship, and The Board will be trained regarding how to implement and oversee the plan.
* The plan will be shared with Northern Health and Work Safe BC for recommendations.
* It is our responsibility to ensure that the cleaning products needed to comply with the plan are available.

**Communication Plan**

* The COVID-19 Safety Plan (the plan) will be communicated using:
  + Email
  + Phone
  + Canada Post
  + Website
  + social media
  + announcement loop
  + verbal announcement
  + posters throughout the buildings
* Each User Group or Community Partner will receive a written copy of the plan and provide confirmation of both receipt and adherence.
* Any changes in the plan will be communicated in the same way.

**General Building Use**

* Anyone entering the building must sign in for potential outbreak tracing, acknowledge their willingness for follow the plan and confirm they have not experienced any COVID-19 symptoms in the previous 21 days.
* Anyone entering the building should be masked.
* Anyone who has experience COVID-19 symptoms within the preceding 21 days will be asked not to enter the building.
* Additional cleaning will be conducted of all multi-use spaces.
* Hand sanitizer, sanitizer spray or sanitizer cloths will be available in every room.
* The plan will be posted at all doors and in each room.
* Safe COVID-19 occupancy numbers for 2m physical distancing will be posted for each room.
* Signs demonstrating 2m physical distancing will be posted in rooms with a COVID-19 capacity of more than 5 people.
* Total building capacity will be limited to less than 50 people, regardless of locations being used in the facility.
* People with building access will check with the office, if it is open, to confirm it is ok to enter the building in order to maintain an occupancy level of less than 50 at any given time. It cannot be assumed that it is ok to enter the building without confirmation from the main office.
* Only sanitizer with a minimum 60% alcohol (or equivalent) content will be used in the buildings.
* People will be directed not to share any food, utensils, glasses, or dishes.
* Any kitchen use will require everyone in the kitchen to use proper physical distancing, clean all surfaces before and after use, and ensure that any food is individually platted by someone working in the kitchen. No buffet, ‘serve yourself’, or shared food of any kind.

**User Groups / Community Partners**

* A list of everyone participating in the event must be kept for contact tracing. The sign-in form must contain the following (sample below): name, date, acknowledge their willingness to follow our COVID-19 protocols, and confirm they have not experienced any COVID-19 symptoms in the previous 21 days. People who have experienced symptoms must not enter the building. The contact tracing form must be kept for 60 days. The list is confidential, to be maintained by a group leader, and will only be shared to facilitate contact tracing. It must be made available upon request by the Chair of the Board or the Lead Minister of Trinity United Church, PG.
* Each group/partner must submit to the main office a COVID-19 their plan for how they will manage in-person gatherings.
* All groups/partners will be required to comply fully with the plan.
* A representative from each group/partner must provide written (could be email) confirmation of their willingness to abide by the plan.
* All high touch surfaces (such as: countertops, doorknobs, light switches, toilet handles, faucets and taps, railings, chairs, tables) must be sanitized after each event/day.
* Any kitchenware must be sanitized using the dishwasher in the kitchen. Proper food safe procedures (wash, bleach, rinse) must be followed before items are placed in the dishwasher.
* Kitchenware (utensils/dishes) cannot be shared.
* All food must be individually plated for each person. No buffet or shared containers of food.

**Worship**

* Live-streamed worship will continue to be our focus.
* **Visiting**: People wishing to visit will only be able to do so outside.
* All social gathering before or after worship inside the building will continue to be suspended.
* Everyone entering the building will be asked to sanitize their hands either by washing them in the washroom or using their own or provided hand sanitizer.
* **Facemasks**: People gathering for worship must wear a face-mask, at this time. If they do not bring their own a reusable cloth mask, one will be provided. Cloth masks will be gathered at the end of each worship opportunity and serialized for future use.
* People will be shown how to put on their mask before entering the sanctuary and will be required to sanitize their hands once their mask is on.
* Attendance is limited to only those who cannot join via an online platform in Phase 1. Each phase will be reviewed before progressing. Starting with Phase 3, people who could join online may choose to attend in person. People will have to call into the office to ‘reserve a seat’, so we can guarantee never exceeding the 50-person limit.
  + Step 1 10-15 people (not counting those involved in leading worship)
  + Step 2 15-20 people (not counting those involved in leading worship)
  + Step 3 20-30 people (not counting those involved in leading worship)
  + Step 4 30-40 people (not counting those involved in leading worship)
* **NOTE: The total number of people at any one time cannot exceed 50**
* **Seating**: Chairs will be dispersed as either single seats or clusters of seats that will be spaced 2 meters apart. People will be asked not to move the chairs.
* **Arrival/Departure**: People will be asked to enter in household groups, fill the seats furthest from the door first, and remain in their seats. When worship is over people will be asked to leave in reverse order of their arrival and not congregate in the narthex. Households or ‘bubbles’ of people needing more than two seats will have those assigned.
* The main door will always be kept open during arrival and departure. It will always be staffed to assure proper physical distancing.
* Only the front main door will be unlocked and open. Everyone must enter and leave via that entrance.
* Markers will be placed outside and inside the entrance to mark a 2m safe physical distance.
* **Passing the Peace**: an alternative form of sharing the peace of Christ will be developed.
* **Offering**: an offering plate will be placed at the main entrance. People will be encouraged to place their offerings in the plate. The Lead Minister or Worship Assistant will bring it to the front as worship starts. Counters will wear gloves when handling envelopes, cheques, and cash.
* The worship team will not process in from the back.
* **Communion**: a modified version of communion will be used where the elements are placed on a table for each individual to retrieve. A 2m distance must be maintained while waiting to receive communion.
* **Singing**: congregational singing will not be allowed until further notice. A soloist or duet will be permitted as long as they sing from the choir area and remain at least 4 meters away while singing.
* **Parking**: people will be able to park as usual, however, everyone will be required to stay 2 meters apart in the parking lot, going to and from the building, and while entering or exiting their vehicle.
* Trained Worship Hosts will staff the check-in table in the narthex or outside, weather permitting.

**Office**

* We will reopen the office in a staged manner. Starting May 25, the office will be open two mornings per week. As the relaxation of restrictions continues, we will increase the number of mornings until we are back to 4 mornings per week.
* A ‘sneeze shield’ will be installed at desk in the main office.
* Only one person at a time will be permitted to enter the office.
* A 2m ‘safe zone’ will be marked around each desk.
* Only one person at a time will be permitted in the Lead Ministers office, in addition to the Lead Minister, unless from the same household.
* All high touch surfaces (handles, copier, computer, doorknobs, alarm screen) will, at a minimum, be sanitized at the start and end of each workday.
* Staff may choose to wear disposable gloves.
* Staff will require people to confirm they have read the posted plan and are willing to comply before allowing them to enter the building.

**Washrooms**

* Additional cleaning will be done after each activity in the church.
* Each user group will be required to sanitize the washrooms touch surfaces after each event.
* A cleaning log will be maintained. Each group must sign that the washrooms have been cleaned after each event as part of their building check.
* Only one person at a time can use the washroom regardless of number of stalls.

**Appendix 1**

**Contact Tracing Sign-in Form**

**Group: Date:**

By signing this form, I certify that I have not had any symptoms related to COVID-19, flu, or cold for 21 days and that I am willing to abide by the COVID-19 procedures of Trinity United Church, PG. These restrictions include proper hand cleaning / sanitizing, proper coughing and sneezing management and maintaining 2 metre physical distancing between all people not from the same household, in addition to the other procedures in this Plan.

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