



WESTWOOD ALLIANCE CHURCH

TO MAKE DEVOTED FOLLOWERS OF JESUS CHRIST
WHO LOVE AND LIVE SO AS TO LEAD ALL PEOPLE TO GOD

ROOM USAGE POLICIES AND PROCEDURES

SEPTEMBER 2020

Due to the COVID-19 health and safety concerns, we have implemented new safety policies and procedures for entering our facilities in an effort to limit any contamination and the spread of COVID-19 virus.

These policies and procedures are based upon the Provincial and WorkSafe BC guidelines and must be adhered to for the protection of our staff, volunteers and any guests that enter our facilities.

1. All room bookings be requested through office via email at westwoodac.ca@gmail.com with no guarantees of “long-term” bookings due to the limited room availability for each room.
2. Once confirmation of the room is received; Event Leader will be provided with the Safety Check-in protocol and Sign-in sheet to complete for the event participants.
3. Only one group per room per time slot to manage safety protocol and size restrictions. There will be no flexibility for the time slots to allow for proper cleaning and sanitization of the facility after each group.
4. No changes to the room set-up are allowed as the set-up is designed to ensure proper safe physical distancing.
5. Office area or usage of the photocopier by any guests outside of office staff will no longer allowed. If the group requires photocopies, the Event Leader (the person responsible for overseeing the gathering) must request copies made PRIOR to the meeting and during office hours – Monday to Friday 9:30 am – 5:30 pm.

6. Event Leader will ensure that any room that is being offered for use to the group will be properly sanitized and set-up according to safe physical distancing guidelines. A sanitizing station will be available in the room for individuals to self-sanitize their chairs/tables.

7. No food or beverages can be offered to or provided by guests. Guests may bring their own personal beverage (water, tea, coffee, soda) for their consumption only. Event Leader will be responsible to ensure participants to follow the safety policies and practices for their gathering.

8. Event Leader is required to complete the Event Participant Sign-in Sheet and return to office either by dropping off at office's mail box or via email at westwoodac.ca@gmail.com

9. Depending on functions of the program, maximum allowed participants in the rooms are: Connections 15, Gym 50. Allowance will be reduced to half if the program involves move around activities. Proper social distancing is always required regardless of nature of programs.

10. A limit of 2 persons at a time in the main floor washrooms, and 1 per use only in other washrooms in the church.

11. Others:

Anyone who currently has, has had, or has contacted anyone with, COVID-19 symptoms within the last 14 days, will not be permitted to enter.

Anyone who has been directed by Public Health to self-monitor or self-isolate will not be permitted to enter the building.

Everyone is always required to wear a mask while in the building (except a child under 2 years old), unless you have a medical condition that would prevent you from doing so.

Everyone entering the building must sign in with their name and contact phone number.

Everyone within the building must respect social distancing measures and follow enter/exit/traffic flow signage as directed.

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you... And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” (Colossians 3:12-17)