

COVID-19 safety plan

Company details

Business name: Sudbury United Pentecostal Church

Date completed: Nov 17, 2020

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Revision date:

Developed by: Pastor Mitchell McQuinn

Others consulted: Arnold MacLauchlan, Shannon Demerchant, RN., Public Health Sudbury and Districts, Ontario.ca, Church Board.

Measures we're taking

How we are ensuring volunteers know how to keep themselves safe from exposure to COVID-19:

- We will post signage to remind people about maintaining physical distancing, conducting self assessments, and wearing face masks.
- We will communicate changes and updates through our website, email, Slack and announcements from the pulpit. Reminders may be given through any of the above methods. Pastor McQuinn will stay abreast of regulatory changes and communicate updates. Department heads will ensure compliance in their respective departments.
- We will provide masks to anyone entering the building that does not have one.
- We will provide hand sanitizer to everyone entering and leaving the building.
- As per guidance from Public Health Sudbury and Districts, we will not require masks when attendees are in their physically distanced seats.

How we are screening for COVID-19:

- Attendees will need to conduct a self assessment before entering (passive screening) using the Ontario Ministry of Health COVID-19 screening tool. Signage will be posted with instructions.
- Volunteers will need to affirm that they have done their self assessment using the Ontario Ministry of Health COVID-19 screening tool by confirming service requests through Elvanto indicating that they are able to serve as scheduled. Volunteers will decline a service request if they do not pass the self-screening.

How we are controlling the risk of transmission in our workplace

Physical distancing and separation

- Washroom use is limited to 1 person in the men's washroom and 2 people in the ladies' washroom at a time.
- 2 meters shall be maintained between seating rows (i.e. from seat back to seat back).
- Seating must be by household and 2 meters maintained between households.
- The Sunday School area is limited according to government guidelines with 2 meters of physical distancing.
- Outside doors will remain open to maintain "touch free" attendance; (volunteers will open the doors for people during cold months).

Cleaning

- We have implemented mandatory disinfecting of facility entrances/exits, hard and touched surfaces, door handles/railings, washrooms, seating, audio/video equipment between each gathering/service, rite, or ceremony.
- We have provided hand sanitizing stations at all public entrances and exits.

Other

- The health and safety policy of the Sudbury UPC Sunday School department will be adhered to.
- We will run our large industrial exhaust fans for the duration of time that the building is open to the public for service.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at Sudbury UPC:

- We will maintain accurate attendance records at each service and collect visitor contact information, including name, phone number/email.
- We will communicate any possible exposure risks by referring to the attendance records and contacting those who were in attendance. We will also protect the privacy of individuals who may be infected, by not sharing their identity without their permission.
- We will recommend those who may be exposed (those who were in attendance) to self-isolate immediately as per Ontario Ministry of Health guidelines and contact Public Health Sudbury and Districts (705.522.9200) or Telehealth Ontario (1.866.797.0000) for further direction.
- We will work in cooperation with Public Health as required (705.522.9200).

How we are managing any new risks caused by the changes made to the way we operate our business

- Any time attendance begins to approach capacity level, we will require advance sign-up (Eventbrite, Elvanto or some such method. Note: Facebook event responses are not a reliable indicator of attendance and should not be used for this purpose). Special events with historically high attendance will also require RSVPs.
- The attendance keeper will monitor for capacity and advise the pastor of any concerns.
- Ushers will assist with seating attendees at events with higher attendance.
- Sunday School class times will be staggered if the number of attendees is at capacity.
- House churches will be adjusted on a case by case basis, in response to changing gathering limits.

How we are making sure our plan is working:

- Pastor McQuinn will monitor attendance records each week in order to adjust processes for subsequent services as required.
- Pastor McQuinn, the church board and department leaders will evaluate and discuss current practices as needed.
- Pastor McQuinn will stay abreast of regulatory changes and communicate updates.
- Department heads will ensure compliance in their respective departments