

Grace United Church COVID-19 safety plan

Company details

Business Name: Grace United Church

Revision date: March 14, 2020

Date completed: March 16, 2021

Developed by: Bruce Coulter

Division/group: Reopening Committee

Others consulted: Grace United Church
Board of Management

Date distributed:

1. How will you ensure all workers know how and can keep themselves safe from exposure to COVID-19?

Actions:

- We will ensure that our procedures are up to date by a daily review of Ministry of Health guidance
- Emails with updated information will be sent to all staff and volunteers as new COVID-19 guidance arises that affects the operation of Grace United Church by the Administrative Assistant
- Health notices are posted by the door to inform all who enter Grace United Church
- We will train and retrain on procedures and policies as new COVID-19 guidance arises that affects the operation of Grace United Church

2. How will you screen for COVID-19?

Actions:

- All persons who enter Grace United Church are asked to sign the log initialing that they have completed the Covid-19 screening posted at the door
- All employees are asked to complete the provincial online self-assessment tool at [COVID-19 worker and employee screening tool](#) and follow the direction given at the end of the assessment. If they fail the health screening they will be asked to stay home and call their doctor and the health unit. They will also self-screen at the door by using the Covid-19 Checklist
- On Sundays for church services, the congregation will be checking in at the door and be asked the screening questions before being allowed to enter the building.

3. How will you control the risk of transmission in your workplace?

Actions:

- **Everyone must wear a mask while inside the church except children under 2 and those with respiratory issues**
- **Staff and volunteers will be reminded to always maintain the distance of 2 meters (6 feet) apart. When this is not possible, they must use a face shield or safety glasses or other barrier between them.**
- **Band and Choir members will need to use a barrier for singing and playing instruments**
- **Windows and doors will be opened to increase ventilation even in the winter**
- **Instruction on proper mask wearing will be provided through posters and by trained staff and volunteers**
- **Scheduled cleaning and disinfecting of high touch surfaces, common areas, and shared items**
- **Staff and volunteers are required to clean their hands with hand sanitizer or soap and water frequently and whenever needed**
- **Post signs for physical distance (arrows, decals, etc.)**
- **Limiting capacity in the rooms used (signs posted outside of each room)**
- **Work from home when possible**
- **Identify all the high touch areas and put in place a scheduled time to clean areas**

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Action.

- We will exclude the worker or person who informs us of sickness or close contact with someone who has symptoms of Covid-19 from entering Grace
- The symptomatic person will then be asked to call Telehealth, their doctor and/or the health unit
- The symptomatic person will need to self isolate and follow the public health unit's direction
- If the symptomatic person tests positive for COVID-19, close contacts will be informed by the Health and Safety representative with consultation with the M&P Committee
- The Health and Safety representative will report the case to the Ministry of Labour
- We have a checklist with the procedures of what to do if someone gets sick including key contact numbers of the Health Unit, Ministry of Labour, Telehealth and WSIB. This is posted in the office and in the sign-in book for easy reference

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- M&P will do regular check-ins with all staff to determine the effectiveness of the COVID-19 protocols with regard to their implementation.
- Staff and volunteers are provided with access to mental health resources, numbers, etc.
- There is open and frequent communication between our Board, staff, volunteers and committees

6. How will you make sure your plan is working?

Actions:

- **We will follow the guidelines of Peterborough Public Health and adapt or change our safety plan as required**
- **Input, ideas and concerns regarding the plan may be reported to any member of the Board of Management**
- **Changes to the plan will be communicated to staff and volunteers by email or phone by M&P and or the Health and Safety representative**

COVID-19 safety plan – a snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients, and other people entering the workplace will know what actions are being taken.

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Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

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How we're screening for COVID-19

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- On Sundays for church services, the congregation will be checking in at the door and be asked the screening questions before being allowed to enter the building.

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- **Everyone must wear a mask while inside the church except children under 2 and those with respiratory issues**
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Cleaning

- **Scheduled cleaning and disinfecting of high touch surfaces, common areas, and shared items**
- **Staff and volunteers are required to clean their hands with hand sanitizer or soap and water frequently and whenever needed**

Other

- **Windows and doors will be opened to increase ventilation even in the winter**

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

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

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