

Pacific Spirit United Church “COVID-19” Plan for User Groups

This document is to be used by user groups in preparing and submitting their plan for re-opening or starting activities at Pacific Spirit United Church.

EXECUTIVE SUMMARY

- Individuals who exhibit any symptoms that may be related to COVID-19 are not to attend any activities.
- Each user group (referred to as Licensee in their Booking Agreement with Pacific Spirit United Church) will designate a Responsible Person who will ensure all requirements are met and who will be the contact with Pacific Spirit United Church and any required contact with Public Health authorities.
- Groups will fix the maximum number of participants (including all staff and leadership) for their activity in the Premises to be used which will not be more than the maximum occupancy number set by Pacific Spirit United Church.
- Physical distancing measures are implemented for volunteers and participants.
- Clearly defined entry/exit doors and procedures are identified
- The Responsible Person shall ensure a record with contact information is kept for all persons attending.
- If multiple consecutive groups are required there will be 30-minute intervals between sessions to allow for cleaning and minimize overlap of participants.
- Additional hand hygiene practices and enhanced cleaning procedures are in place.
- Each group will specify the maximum length of each session recognizing that longer sessions increase the risk to participants.

ASSESSMENT AND REDUCTION OF RISKS

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

The following are identified as areas where there may be risks, either through close physical proximity or through contaminated surfaces, and the protocols used to mitigate or eliminate those risks:

<p>General risk due to the potential for community transmission.</p> <p>Ensuring that participants have been screened.</p>	<p>Protocols to mitigate risk of potential community transmission.</p> <p>Participants will be screened upon arrival. They will be asked the following questions when they arrive:</p> <p><i>1. Do you have any of the following symptoms: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite.</i></p> <p><i>2. Are you, or anyone you are living with, either sick, self-isolating, or quarantined?</i></p> <p>Any patron who answers 'yes' to the questions above, should not be permitted to enter the facility. It is recommended that anyone with symptoms of COVID-19 call 811 for guidance.</p>
<p>General risk due to gatherings of people from different households / prohibition of gatherings greater than 50 people.</p>	<p>A) Occupancy Limit is signed and indicated as maximum ___ occupants. B) At least one Responsible Person will be on site at all times during sessions. C) Signage is posted throughout the facility to educate all volunteers and participants about symptoms of COVID-19, physical distancing requirements, and sanitation procedures</p>
<p>Risks due to close physical proximity:</p>	<p>Protocols to mitigate or eliminate these risks:</p>
<p>Members entering / exiting, and/or congregating before and after classes and outside washrooms</p>	<p>A) Participants are encouraged to arrive no more than 10 minutes prior to the session time. B) Participants will enter by designated door and follow arrows. C) Participants are to exit quickly at the conclusion of session keeping physical distancing and following arrows to exit.</p>
<p>Participants physical interactions</p>	<p>A) All transactions and paperwork must be completed prior to class to minimize interactions. B) All participants will be advised and reminded to remain at least 2 meters from others at all times. C) Participants will be encouraged to bring non-surgical face masks and to wear them if they are able.</p>
<p>Infrequent need for first aid support in the case of an injured participant.</p>	<p>In the rare case where a person requires assistance, the Responsible Person will don gloves and a non-medical mask prior to making contact. If possible, the member will also be offered gloves and a non-medical mask, to protect the person providing aid even with mild symptoms</p>
<p>Risks due to contaminated surfaces:</p>	<p>Protocols to mitigate or eliminate risks:</p>
<p>Normal contact with any surface</p>	<p>A) All participants must wash hands or use hand sanitizer at the beginning of session, and before leaving. B) All participants are encouraged to wash hands or use hand sanitizer additionally before touching shared surfaces, after coughing/sneezing/using a tissue, and before touching their face. Appropriate supplies will be provided to facilitate compliance.</p>

Shared materials, supplies, equipment	A) There will be no shared use of materials, pencils, pens etc.
High-touch areas – doorknobs/handles, light switches, bathroom faucets, toilet handles	These areas will be disinfected at the end of every session by the user group. Pacific Spirit United Church will provide cleaning supplies.
Drinking water.	All participants are encouraged to bring a full personal water bottle and to take it with them when they leave. No disposable bottles may be left on site.
Food and refreshments	No food or refreshment is allowed on premises.
Chairs are to be set up and remain at least two (2) metres apart.	A) Chairs are to be set up by the user group at least two metres a part. B) All participants are encouraged to remain spaced greater than 2 metres apart.
Cleaning and storing of chairs	B) Participants will be provided with disinfecting wipes to wipe down their chair/area before leaving. The Responsible Person will ensure that the tables and chairs used will be wiped before being put away.

POLICY DEVELOPMENT

These are the necessary policies to manage our space, including policies around who can be at the location, how to address illness during the session and/or to ensure appropriate reporting after the session, and how everyone can be kept safe in adjusted COVID-19 pandemic conditions.

Anyone showing symptoms of COVID-19 is prohibited from the facilities, including:

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case.

Visitors not participating in Licensee's activity are discouraged from attending or waiting inside the buildings of Pacific Spirit United Church.

Staff, volunteers, and participants who may start to feel ill while attending events at Pacific Spirit United:

- *Those feeling ill even with mild symptoms during or after the session should report immediately but safely to the Responsible Person.*
- *People feeling ill should be asked to wash or sanitize their hands, provided with a mask, isolated, and asked to go straight home. [Consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation.] Licensees are encouraged to develop their*

own contingency plans for such circumstances consistent with the needs and risks of their participants.

- *If the individual is severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the person has come into contact with.*

COMMUNICATION AND TRAINING

Everyone entering the facility, including staff, workers from other agencies, volunteers, and participants in user groups should be directed how to keep themselves safe while at our facility. Suggested means to do so are:

- Reminding all staff, volunteers, and participants about staying home when sick or experiencing any symptoms.
- Posted signage at the facility, including occupancy limits and effective hygiene practices.
- Posted signage at the main entrance indicating who is restricted from entering the premises, including participants in user groups, workers from other agencies, volunteers, and staff with symptoms.
- The Responsible Person of each user group is to ensure policies and procedures are being followed.
- Participants know who the Responsible Person is to go to with health and safety concerns.

MONITORING AND UPDATING AS NECESSARY

- Things may change as we move forward in re-opening. If new areas of concern are identified, or if a policy or procedure is not working, changes may be made to our policies and procedures. We will continue to monitor risks including receiving feedback from user groups and following revised Public Health advisories and recommendations. We will make changes to our policies and procedures, as necessary.
- User groups will be required to follow any revised policies and procedures.