

1332 Lahakas Blvd. N. Kitimat BC V8C 2M5 250-632-4658

office@mountainviewalliance.ca

COVID-19 SAFETY PLAN

Last Updated July 30, 2020

Introduction

This COVID-19 Safety Plan was created due to the order, Workplace COVID-19 Safety Plans, by BC Health Official, Dr. Bonnie Henry. This order will remain in place until such time as it is removed and as such this COVID-19 Safety Plan does not have an end date. All staff, volunteers, and attendees are to adhere to all of the COVID-19 Safety Plan to assist in mitigation of the risk of COVID-19. This is a living document and will be continually updated as BC changes its level of caution and/or implements new protocols for existing levels. The latest version will always be available on our church website http://mountainviewalliance.ca/ and posted in the church foyer.

In writing this plan we considered both the health and wellbeing of all who will come to MVAC and the MVAC Mission and Vision.

Great Commandment people living Great Commission lives.

All Staff and Ministry Leaders are required to train their volunteers to follow the COVID-19 Safety Plan while still creating a welcoming place of ministry and fellowship. In following this plan we can't forget that we are here to be together, to become influential followers of Jesus Christ.

Changes to this plan will take place as we move from Phase to Phase in the BC restart Plan as well as when new science becomes available to aid in ensuring everyone stays healthy. Changes must submitted to the Board for approval. Upon the board's approval Staff and Ministry Leaders will be informed of changes to the plan and are required to implement them immediately.

We welcome your feedback and concerns. Please email Charlotte at office@mountainviewalliance.ca.

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 $^{^1\} https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/covid-19-and-the-workplace.$

Office and Worker Safety

- 1. First Level Protection (elimination of exposure)
- a. All MVAC staff are to practice social-distancing, and to consider working from home when possible. Follow the WorkSafe BC advice when working from home.² Working from a public venue such as a cafe is not considered a safe practice. When possible continue to meet via online or phone but essential meetings can take place in person.
- b. Persons should not come to the church and should leave immediately if any of the following is applicable:³
 - 1. anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms
 - 2. anyone under the direction of the provincial health officer to selfisolate must follow those instructions
 - 3. anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
 - c. Persons should consider personally if they have underlying health and medical conditions, factors which increase their risk or risk to a close contact and use judgement on whether or not they wish to volunteer or enter the building as a guest. MVAC staff will work with the pastor to determine how their health needs will be accommodated.
 - d. All offices are limited to one person at a time.

If anyone enters an office other than their own, touched surfaces must be disinfected. Pastor will only meet with people in the sanctuary where appropriate distancing can occur.

- e. The foyer is to be used only for entering and exiting the building. The announcement TV is unplugged and access to the coat rack is blocked off. The coffee bar will not be operational. The mail folders are to only be accessed by one party at a time.
- f. There is a hand sanitizer station immediately inside the main door. Everyone entering is to sanitise their hands.
- g. Washrooms are limited to the upper floor and only one person at a time. Direction arrows will guide people to line up from the right and exit around the back of the baptistery.

 $^{^2\} https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/health-safety-responsibilities-when-working-from-home.$

³ Cf. http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks

- h. The basement is closed to all church attendees. Therefore
 - 1. The library is closed.
 - 2. The kitchen is closed.
 - 3. The nursery is closed.
- i. Hands must be washed or sanitized before roll down blinds are adjusted.
- j. MVAC will not be serving anything via self-serve drinks or food.

 Not allowed: plates of desserts or other foods, coffee, tea, jugs of water, water fountains/cooler, potlucks, or candies.

Allowed: Cans of soda, boxes of juice, bottles of water and personal sized chip bags or snacks. Hot food can be ordered in personal size servings (pizza, six inch sub, individual take-out) or a bag lunch can be brought by the individual (no sharing allowed).

- k. High touch areas/door handles/light switches/ must be off limits or cleaned twice a day (noon and before leaving). When possible leave lights on and doors propped open for the day.
- 1. Unnecessary items will be removed from desks and countertops to enable consistent cleaning.
- m. Collection of offering will be done using pole and basket. Envelopes will be deposited in safe until counted.
- n. Counting donations: This will be done in the downstairs open area on one table. Use gloves when counting and have all supplies ready to limit touching unnecessary areas. Once the count has been completed and ready for the bank, the entire work area must be cleaned and disinfected. The counters must wash their hands once the count is complete.
 - 2. Second Level Protection (Barriers and partitions)

Areas that would require barriers are to be off limits (coffee bar) or used by only one person at a time (Ark sound booth; Charlotte's office).

- 3. Third level protection (administration)
- a. A record of all church attendees will be kept for at least 30 days for the purposes of enhanced cleaning and contact tracing. A checklist of church members and adherents will be maintained. For guests, the following info will be recorded: date/time, name, phone number, and location in church. A picture of the sanctuary will be taken each Sunday during announcement time. This info will not be used for any other purpose but cleaning and contract tracking if directed by health officials. When no longer required, these records will be confidentially destroyed.

- b. Signs indicating the need for social distancing and the need to remain home if unwell must be posted at the front door and sanctuary doors.
- c. Handwashing, social distancing, and visitor checklist posters from WorksafeBC must be posted in the appropriate locations.⁴
- d. Sanctuary seating is limited to 49 + 1 in the Ark sound booth. Chairs are to be set out in appropriate locations and grouped according to family/bubble units. In the event that 50 persons is exceeded or social distancing cannot be maintained pastor will ask some to leave.
 - 4. Fourth level protection (using masks and other control measures)
 - a. Persons are encouraged to wear non-medical masks in common areas.
- b. Persons who must come closer than two meters or are working together to move furniture or place markings are required to wear non-medical masks. If they are unable to wear a mask for health reasons another staff member or volunteer must be found to complete the task.
 - c. Instructions on how to use a mask:
 - Before donning a face mask, wash your hands with soap and water for 20 seconds or, if not available, use alcohol-based hand sanitizer (ABHS).
 - Put the face mask on, ensuring a good fit behind your ears or around the back of your head.
 - Wash your hands after applying your mask and avoid touching the mask or your face and eyes with your hands.
 - If you inadvertently touch your face mask, wash your hands again.
 - If your mask becomes soiled or damp, remove and replace it with a clean mask.
 - When you need to remove your mask, carefully touch the ear straps or head straps and remove the mask and discard. Wash your hands after removal.
 - If you need to re-use a mask, place it carefully, with the outside surface down, on a paper towel. Wash your hands after removal. When ready to re-apply, follow the same procedure described above.

5. Cleaning protocols:

a. All staff are to wash or use hand sanitizer upon arrival to the office, moving into another area, and often throughout the day.

- b. All cleaning is now a two step process:
 - Clean by removing any surface dirt or debris
 - Once the surface is clean of all dirt, apply disinfectant.

⁴ https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en

- c. The foyer and sanctuary will be cleaned and disinfected at least twice a week: after the work week and before the Sunday service and after the Sunday service. Attention to high touch areas, and restrooms.
- d. Staff will disinfect between visitors if they have more than one meeting in the church in one day.
- e. Janitor to ensure all disinfectants and hand sanitizers are on Heath Canada list of disinfectants with evidence for use against COVID-19 and not expired.⁵ All expired products to be removed from the church.
 - Pine Sol is temporarily allowed to be used. To disinfect it must be used at full strength and the surface must remain wet for 10 minutes before being wiped off.
 - Veridex must remain on the surface wet for 10 minutes. The surface must be sanitized by the Pink No Rise Sanitizer after if it will be in contact with food.
 - Bleach and water solution can be used as disinfectants. It is important to use the correct ratio based on the bleach solution and remember the solution only lasts for 24 hours. The BC CDC's recommendation must be followed.⁶

f. Laundering used cleaning rags:

- Prep a disposable bag to dispose of rags hands free. Each disposable bag will only hold one load.
- Once the bag is full, the hands must be washed before tying the bag off and bringing it home to be washed.
- Care will be used in putting the laundry in the machine and the correct soap to water ratio must be followed. The disposable bag will be immediately safely disposed of in the garbage.
- Once washed and dried the clean rags will be put in a new disposable bag to return them back to the church.

⁵ https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html.

⁶ http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting

Pastoral Care

Those providing pastoral care at the church must follow all the guidelines in office and worker safety.

- 1. First Level Protection (elimination of exposure)
 - a. Refrain from home and hospital visits and transportation of others in your vehicle to minimize physical contact.
 - b. Where possible, provide virtual pastoral care for guests and offer in-person services only if necessary. If counselling people virtually is not an option:
 - Use a schedule that reduces the number of visitors and allows time between visitors so that there is no overlap.
 - Ensure that all in-person appointments are scheduled and staggered to allow time to sanitize surfaces between appointments (e.g., schedule a break or virtual session following an in-person appointment) and to minimize contact with others.
 - All in-person appointments will take place in the sanctuary.
 - Restrict access: ask those coming for a scheduled meeting to come alone when possible to minimize persons in the building.
 - c. For couples or family counselling, ensure that clients who attend are from the same family unit.
 - d. No food or communal drink is to be provided. Individual bottle drinks may be given out with a disinfectant wipe to clean the drink container.
 - e. Use alternative forms of greetings and avoid hand shaking or close contact.
 - f. Practice hand hygiene and avoid face touching with unwashed hands.
 - g. Ensure good respiratory etiquette by covering the mouth and nose with the crease of the elbow or with a disposable tissue when coughing or sneezing. Encourage others to do the same.
- 2. Second Level Protection (Barriers and partitions)
 - a. Keep boxes of tissues 2 meters away from personal bubbles.
- 3. Third level protection (administration)
 - a. Staff providing pastoral care and clients must check in.
 - b. Ask clients when booking whether they have symptoms of COVID-19. Ask them to cancel or reschedule their appointment if they develop symptoms or have a family member who has confirmed or suspected COVID-19. Remind clients of this policy when they arrive for their appointment.
- 4. Fourth level protection (using masks and other control measures)
 - a. Masks are strongly encouraged.
- 5. Cleaning protocols
 - a. Ensure used tissues, disinfectant wipes, and safety equipment are properly disposed of in a lined hands free garbage can that is emptied at the end of the day.

b. Staff should ensure that they are sanitizing all high touch surfaces (e.g. door handles, light switches, chairs or couches) before and after a client attends an inperson appointment.

Meeting Protocols

Micro Groups (6 or less)

Church run small group meetings are currently suspended. When they resume groups smaller than 7 they may meet in someone's home as long as they are able to maintain 2 meters apart and they are required to follow all instructions the BC government requires for in person dining in restaurants. Time limit for in house meetings will be 90 minutes.

Mass Gatherings (up to 50)

- 1. First Level Protection (elimination of exposure)
- a. Event maximum 50 persons including technicians, pastoral staff, etc. during event. This will be ensured by the removal of all but 49 chairs from the sanctuary area (+1 person in the sound booth).
- b. Event duration should not exceed 90 minutes.
- c. Persons should not be a part of the mass gathering or as a guest, volunteer or staff if any of the following is applicable:
 - anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms
 - anyone under the direction of the provincial health officer to self-isolate must follow those instructions
 - anyone who has had symptoms of COVID-19 in the last 10 days must selfisolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
 - http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks
 - Persons should consider personally if they have underlying health and medical conditions, factors which increase their risk or risk to a close contact and use judgement on whether or not they wish to volunteer or enter the building as a guest.
 - Childcare will not be available, so parents/guardians should exercise personal judgment on their children's attendance.
- d. Upon entering the building guests, volunteers, and staff are asked to wash their hands or use hand sanitizer. Wearing non-medical masks is strongly encouraged.
- e. Set-up requirements

⁷ https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safeoperation/restaurant-cafes-pubs

- Before setting up for an event all persons are required to wash their hands or use hand sanitizer. Hand sanitizer will be available immediately inside the entry.
- Set-up will be done by one person unless the equipment is too heavy or bulky. When a second person assists with set-up both individuals must wear a mask. If possible bring your own mask to use. A limited supply of masks are available if needed.
- f. At the beginning of the event the host must address site safety:
 - Evacuation Safety: reminder to maintain social distance, remain calm, location of closest exit as directed and muster area (site plan on bulletin board).
- g. Guests, volunteers, and staff are asked to use alternative forms of greetings and avoid hand shaking or close contact.
- 2. Second Level Protection (Barriers and partitions)
- a. Identify areas of event and post signage to prohibit entrance and/or lock doors to other areas of church during any event.
- b. Post at entrance to building:
 - Entry check for visitors poster (BC WorkSafe)
 - Occupancy limit poster (50)
 - Physical distancing in progress poster
- c. Post in rooms used for events
 - Cover coughs and sneezes poster
 - Physical distancing in Progress poster
- d. Post in washrooms
 - Occupancy limit poster
 - Handwashing poster
- 3. Third level protection (administration)
- a. A record of all involved will be kept for at least 30 days for the purpose of enhanced cleaning and contact tracing. The following info will be recorded: date/time, name, phone number, location in church, and staff present. Location in church will be recorded by photography during announcement time. This info will not be used for any other purpose but cleaning and contact tracing if directed by health officials. When no longer needed for this purpose, records will be confidentially destroyed.
- b. Ushers at entrance, particularly during start/finish, to ensure no bottlenecking of people entering the building.
- c. Have floor demarcations 2 metres apart for persons waiting in line to washrooms.
- d. Washrooms are limited to one person at a time.
- e. Chair care:
- Chairs in the auditorium to be spaced to allow 2 meters between each person or family "bubble" group.
- f. Limit stage presence to a maximum of 2 on stage at any time. Each team member will be given a zone and no one may use any of the equipment in someone else's zone and will remain in their designated zone for the event duration. Zones must be three meters

apart. One person (eg. Pastoral staff or guest speaker) at the podium area at a time. Speakers enter and exit from the same side. Provide sanitizer on podium (in case someone needs to adjust mic) and/or have 1 person assigned to do the mic adjustments. If the mic is touched, hands must be sanitized.

- h. Limit to people in the sound booth is one person.
- i. All volunteers and staff participants will receive training prior to the event. Training will include a review of all safety guidelines, how to assist guests to adhere to safety guide-lines, safe site evacuation, and the opportunity to ask questions and clarify individual roles.
- j. Sanitizers will be provided in prominent locations throughout the designated event area for the duration of the event.
- k. Hands-free garbage cans will be provided in all event rooms/areas of use.
- l. Demarcations (arrows, x's, etc.) on floors and stage to direct flow of movement, areas to stand as needed for the event. (This will depend on event setup and specific needs). m. Event displays (eg. on tables), will have demarcations on floors in front of tables and arrows to allow people to move through the display while maintaining physical distancing. Displays will be "hands free" (eg. no photo albums where people have to turn a page).
- o. MVAC will not be serving anything via self-serve drinks or food:
- Not allowed: plates of desserts or other food, coffee, tea, jugs of water, water fountains, potlucks, or candies.
- Allowed: Cans of soda, boxes of juice, bottles of water and personal sized chip bags or snacks. Hot food can be ordered in personal size servings (pizza, six inch sub, individual take-out) or a bag lunch can be brought by the individual (no sharing allowed).
- 4. Fourth level protection (using masks and other control measures)
- a. Instructions on how to use a mask:
 - Before donning a face mask, wash your hands with soap and water for 20 seconds or, if not available, use ABHS.
 - Put the face mask on, ensuring a good fit behind your ears or around the back of your head.
 - Wash your hands after applying your mask and avoid touching the mask or your face and eyes with your hands.
 - If you inadvertently touch your face mask, wash your hands again.
 - If your mask becomes soiled or damp, remove and replace it with a clean mask.
 - When you need to remove your mask, carefully touch the ear straps or head straps and remove the mask and discard. Wash your hands after removal.
 - If you need to re-use a mask, place it carefully, with the outside surface down, on a paper towel. Wash your hands after removal. When ready to re-apply, follow the same procedure described above.
- 5. Cleaning protocols: Enhanced cleaning before/after event

- A. Responsibility of the Event organizers/volunteers:
 - Chairs that are used for an event in the church will not be used again until at least 72 hours have passed.
 - Tables to be sanitized, must dry for ten minutes before being put away.
- b. Responsibility of the Sound tech/worship team:
 - Equipment (eg. sound recording, electronics, etc.) must be cleaned and disinfected after each use, with special attention to high touch areas. When using disinfectant wipes follow the instructions on the container to identify the length of time the surface must remain moist.
- c. Janitor's responsibility
 - All common areas and surfaces should be regularly cleaned, including wash-rooms, and common areas. Frequently touched items, often called "touch points" such as light switches and door handles, handrails, tables, will be cleaned and disinfected after each event.
 - The main auditorium will going into a 72 hours hour time out before cleaning after the event and before the next event.
 - All supplies will be restocked at the end of the event. Extra supplies put out for the event, including hand sanitizers, soap and paper towels.
 - All garbage cans will be emptied after the event and new bag liners will be replaced. Extra cans will be disinfected and stored when not in use.

Communion

Communion will continue to take place on the first Sunday of each month. Participants are encouraged to evaluate if they should bring their own elements from home. For those who do not bring their own elements individual sets will be provided.

- 1. Preparation of Communion Elements
 - Elements will be prepared by Doug or designate.
 - Hands will be thoroughly washed.
 - Mask and gloves will be worn during set up.
 - Both the cup and bread will be packaged together in a single paper cup.
- 2. Distribution of Communion
 - Elements will be distributed solely by Pastor Tom or designate.
 - Elements will be held extended on tray for people to easily pick up.
- 3. Clean up of Cups
- Each person will need to throw out their own cup in garbage can placed by exit to sanctuary.

Baptism

Not at this time

Weddings/Funerals/Memorial Services

Can be conducted according to applicable guidelines concerning pastoral care and public meetings listed above.

Public Use of Church Building

Groups that make use of the church basement, specifically AA and Al-Anon, can continue meeting in the basement and using the basement washrooms. All entry and egress must be made through the basement exit door. Groups will be responsible for sanitizing the area immediately after their meetings. All supplies will be provided by the groups. Group leadership is to be aware of BC CDC guidelines on COVID-19 precautionary requirements and the cleaning procedures outlined in this document.

COVID-19 Outbreak Protocol

The purpose of this document is to provide guidance to members of MVAC so that we can protect all who access the services of our church, as well as those who work within our church. One way this may be accomplished is by recognizing and screening for the symptoms of a COVID-19 infection, then being aware of the actions to be taken.

- 1. Symptoms of COVID-19
 - a. Symptoms include:
 - Fever
 - Chills
 - Cough
 - Shortness of breath
 - Sore throat and painful swallowing
 - Stuffy or runny nose
 - Loss of sense of smell
 - Headache
 - Muscle aches
 - Fatigue
 - Loss of appetite

b. Symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. There is an assessment tool available on the website.

www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms

2. Identifying COVID-19

a. People entering MVAC must self assess and be asked for their name, phone number, consent to group photo (if applicable) and agree to their understanding of the risk of a possible exposure (14 day self isolation period). For special

events there will also be a volunteer at the entrance to provide screening for the above symptoms and directing them to clean their hands.

- b. Anyone identified with symptoms will not be allowed to enter the building. As a caring community, we will inquire if the person has a safe environment to go to.
- c. It is very important that anyone with the above symptoms should call the COVID-19 assessment number 8-1-1 (particularly with a fever, new cough or are having difficulty breathing). They will be directed to be tested by appointment at the Kitimat Hospital.
- d. People with symptoms must self isolate for a minimum of 10 days or until symptoms resolve. If they develop worsening symptoms of chest pain, difficulty breathing or severe bleeding, they must call 9-1-1.
- e. When the test results are available, there will be no further action if they are negative.

www.bccdc.ca/health-info/diseases-conditions/covid-19/testing

3. Positive COVID-19 test results

- a. If the result of the test is positive, the person is diagnosed with COVID-19 and Northern Health will be informed by the testing staff.
- b. MVAC office will be contacted by a public health nurse for further information and contact tracing; leadership will be informed. Public health will give direction as to informing MVAC members as appropriate.
- c. If the member diagnosed with COVID-19 has self reported the positive test information to MVAC, they will be required to give their consent in order to inform members of the church.
- MVAC leadership must call public health at 8-1-1 before beginning contact tracing unless otherwise directed by Northern Health.
- d. Those exposed to a case of COVID-19 should self isolate for 14 days from the last contact with the case of COVID-19. If symptoms develop, they should continue to self isolate for at least 10 days from when the symptoms started or 14 days from when the self isolation started, whichever is longer. If the symptoms worsen, they should contact a healthcare provider or call 8-1-1.
- e. For people diagnosed with COVID-19, the following precautions must be taken:
 - Self-isolate for a minimum of 10 days and until the symptoms have resolved. This includes staying home, avoiding contact with others, and keeping a distance of 2 meters between people.
 - Wear a face mask.
 - Cover coughs and sneezes with a tissue or cough/sneeze into the elbow.
 - Wash hands often with soap and water for at least 20 seconds, or use an alcohol based hand sanitizer.
 - Avoid touching eyes, nose, and mouth with unwashed hands.
 - Do not share household items.
 - Flush the toilet with the lid down.

• General cleaning should be done with water and detergent or household wipes, followed by a disinfectant or diluted bleach solution, particularly for high-touch surfaces.⁸

f. There is detailed information on the BCCDC website in regards to self-isolation and self-monitoring. There is also information for close contacts such as caregivers and household members. www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation

4. Cleaning after a COVID-19 outbreak

A combination of good cleaning and disinfection is essential to prevent the spread of COVID-19 in BC.

a. For cleaning, water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes should be used, along with good physical cleaning practices (i.e. using strong action on surfaces). All visibly dirty surfaces should be cleaned before disinfecting.

b. For disinfection, see Health Canada's List of hard surface disinfectants for use against COVID-19 for specific brands and disinfectant products. Common, commercially available disinfectants such as ready to use disinfecting wipes and pre-made solutions can be used. The manufacturer's instructions for dilution, contact time and safe use, printed on the bottle should always be followed. Ensure the disinfectant product has a Drug Identification Number (DIN) on its label.

c. In the event of a COVID-19 outbreak, the areas where the individual who tested positive for COVID-19 has visited will be closed until enhanced cleaning has been completed, including a 5 day period to ensure the virus is no longer surviving on surfaces.

d. If the individual who tested positive for COVID-19 was in an area where fabric chairs were used, they will be cleaned as much as is possible, but the fabric chairs must sit unused for 3 days.

https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces e. General cleaning and disinfecting of surfaces should occur at least once a day if the facility is being used daily. In the case of MVAC as a public setting, the facility will be cleaned twice per week after members have been present in the facility.

f. High touch surfaces should be cleaned and disinfected at least twice a day when visibly dirty (e.g. door knobs, light switches, cupboard handles, handrails, tables, phones, bathrooms, keyboards).

g. Items that cannot be easily cleaned should be removed. www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting

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⁸ www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick