

# COVID-19 safety plan: Westdale United Church

*This plan has been developed in accord with the directions of the Peterborough Public Health Unit and the province of Ontario regulations. As required, the accountability for each action is noted in brackets (.....) at the end of each statement.*

## Company details

**Business name:** Westdale United Church

**Developed by:** Wendy Fucile

**Date completed:** February 19, 2021

**Others consulted:** Health & Safety

**Division/group:** Health & Safety  
Committee

Committee;

Staff;

Unified Board

**Date distributed:** March 12, 2021

**Revision date:**

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

### Actions:

- Screening signage, updated as requirements change, is posted at the Church entrances. (Chair, Health and Safety)
- Hand sanitizer, masks, face shields and gloves are provided for staff (Health and Safety Committee)
- Masks are required for all those entering the Church, for any reason. Additional masks are available at the door for those who wish/need to enter but do not have a mask (Entry screener for those attending services; staff for workers attending who do not have masks)
- Occupancy in the sanctuary is limited to 30% (72 total) and seating is marked to ensure physical distancing. (Health and Safety Committee; Ushers for each service)
- Flooring is marked, for entry and exit, to reflect physical distancing. (Custodian)
- A Safe Return to Worship document is posted on the Church website (Administrative assistant) and updated monthly (Chair, Health and Safety)
- This safety plan is posted on the Church website and a snapshot version is posted at each entrance (Administrative assistant).

- This safety plan will be forwarded by email to all congregants with the weekly on-line service for March 7, 2021. (Administrative assistant)
- The Peterborough Public Health site is reviewed weekly (Chair, Health and Safety)
- Public health communications are forwarded to the Chair of the Unified Board and the Chair of the Health and Safety Committee (Administrative Assistant)
- Cleaning protocols have been enhanced with more frequent cleaning of all surfaces with approved cleaning products after each use (Custodian)

## 2. How will you screen for COVID-19?

### Actions:

- All those entering the church self-screen each time they enter and those who do not meet the screening criteria are directed to return home and contact Peterborough Public Health for further direction (Individual accountability)
- Screening criteria for self-screening are posted on the entry doors to the Church (Chair, Health and Safety Committee)
- Screening criteria are reviewed and updated, as needed, in accord with the information on the Peterborough Public Health website (Chair, Health and Safety Committee)
- A sign-in sheet for all staff and anyone visiting the Church is maintained, including date/time/name and confirmation that the attendee is negative for all criteria on the screening list (Administrative assistant)
- All those attending service self-screen before being registered with name and phone number as 'in attendance' for that service (Door attendant)

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

#### Actions:

- Church occupancy is limited to 30% in accord with current guidelines (Health and Safety Committee)
- Additional multiple hand sanitizer stations have been installed, at each doorway/room entry including the washrooms (Custodian)
- Pews in the Sanctuary have been marked and relocated to ensure physical distancing is maintained (Health and Safety Committee)
- Those entering for Worship services are directed to their seats and are asked to remain in their seats until asked to leave, after the Service, by the Ushers. Pews are emptied from the back of the Church to the front and an exit separate from the entrance is used for all those who are not mobility impaired. Individuals with mobility challenges may use the designated entrance where socially distanced chairs for waiting have been provided. (Ushers)
- Soft surfaces (e.g. hymnals, Bibles) have been removed from the Sanctuary.
- In person singing has been discontinued. (Minister, organist)
- Online services, via YouTube, are available to support those who wish to reduce their risk by worshipping from home (Minister, technical support staff)
- Rentals have been suspended until September 2021 – for review in August 2021 (Unified Board)
- Sunday School has been suspended – for review in September 2021 (Unified Board)
- Kitchen services have been closed (Unified Board)
- A Health and Safety Committee has been established to ensure currency and compliance with directives and to provide staff with an avenue for communicating concerns. (Unified Board)
- Personal Protective Equipment is available on site (Health and Safety Committee)
- Staff are encouraged to work from home where/when possible (Individual accountability)
- During the work week, doors to the Church remain locked to ensure that there is no entry that is unsupervised or unknown (Administrative assistant)
- Entry to staff offices is limited to staff (i.e. the spaces are not used for other purposes and are not shared) (Staff)
- A portable air filtration unit, suitable for the office sized spaces at the Church) has been purchased and is available on site as desired by staff (Health and Safety Committee)
- Signage reinforcing hand sanitizing, masks and social distancing is posted throughout the Church.

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

**Actions:**

- Attendance logs for each service are maintained on site for 4 weeks to facilitate tracking in an exposure occurs (Administrative assistant)
- Attendance logs for staff and any others entry for business during the work week are maintained on site for 4 weeks (Administrative assistant)
- In the event of an exposure, the Peterborough Public Health Unit will be notified (Chair, Health and Safety Committee)
- Staff will be asked to isolate at home until directed otherwise by Health Unit staff

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

**Actions:**

- The risk of exposure when attending live services, even with precautions in place, is real. Online worship services are offered weekly, through YouTube, for all members should they wish to participate in that way. (Minister; support staff)
- When rentals resume the cost of additional cleaning will be factored into the rental rates. (Property committee)
- When rentals resume, occupancy capacities for each of the spaces within the church will be reduced to reflect the provincial guidelines in force at that time (Health and Safety Committee)

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

### Actions:

- The Peterborough Public Health Unit website is reviewed weekly (Chair, Health and Safety)
- The Safe Return to Worship document, including the Safety Plan, are reviewed, and updated monthly (Chair, Health and Safety)
- Monthly updates are provided to the Unified Board. (Chair, Health and Safety)
- The Health and Safety committee meets at least quarterly and as necessary in addition to frequent email communication as regards changes or questions that have arisen (Chair, Health and Safety)
- Changes are communicated to the Congregation by email, from the pulpit, on the church website through updated documents and through the online worship service. (Administrative assistant; Minister)
- The Chair, Health and Safety, communicates directly with staff to 'check in' and staff are invited to contact that Chair at any time with any concerns or questions. One staff member sits on the Health and Safety committee. (Chair, Health and Safety Committee)
- Questions/concerns from congregants typically come in through the Church office and are forwarded to the Chair, Health and Safety, to be addressed individually with those concerned (Administrative assistant, Chair, Health and Safety)

**COVID-19 safety plan – snapshot****Business name: Westdale United Church****Division: Health and Safety Committee****Date completed: February 19, 2012****Revision date:****Measures we're taking*****How we're ensuring workers know how to keep themselves safe from exposure to COVID-19***

- Daily screening; masking; face shields; gloves; social distancing; limited access; enhanced cleaning; portable air filtration unit available on site

***How we're screening for COVID-19***

- Using PHU guidelines to self screen and document the date/time/contact information for anyone entering the Church

**How we're controlling the risk of transmission in our workplace*****Physical distancing and separation***

- Seating in pews marked to support 6 foot separation; floors marked at 6 foot intervals; traffic flow marked by signage; capacity reduction in place; kitchen/meeting rooms closed; signage to remind everyone of protocols

***Cleaning***

- Hand sanitizer at every door; deep clean after every service; signage to remind everyone of protocols

***Other***

- Kitchen/meeting rooms closed; entry doors locked to restrict access and control via screening

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

- Notify PHU; staff to isolate until cleared; notify congregation or workers/visitor who may have been exposed (based on sign in logs)

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

- Rentals suspended until Fall 2021

**How we're making sure our plan is working**

- Monitoring for exposure; feedback sought from congregation and staff; websites such as Peterborough PHU reviewed weekly for updates