

Saanich Peninsula Presbyterian Church COVID-19 Safety Plan (Updated: 2020-07-18)

Risk Assessment at SPPC

- Places where people Congregate
 - Sanctuary / Hall
 - Narthex
 - Bathrooms
 - Parking Lot
- What tasks or processes require close proximity
 - Entry & exit
 - Worship space
 - Accessing bathrooms
 - Office & Photocopier
- Contact points
 - Photocopier in office
 - Bulletins & Hymnbooks
- Contact surfaces
 - Pews
 - Light Switches
 - Door Handles
 - Bathroom door handles, taps, soap dispenser & towel dispenser

Measures to Reduce Risk

- Numbers & Occupancy
 - Total building occupancy is limited to 50 in keeping with BCCDC guidelines for worship meetings
 - For Worship the Greeter at the entrance will keep a count of those entering (or leaving) the building using markers
 - A maximum of 50 is allowed to be in the building
 - FM broadcast is provided into parking lot for those unable to enter
 - Sanctuary/Hall occupancy is limited to numbers that can be safely seated while maintaining 2 metre physical distancing between bubbles (approx. 40, but chairs can be added in the Hall to allow 50)
 - 2 metre spacing is mapped out and marked on the pews
 - Bathrooms are limited to a single occupant at a time
 - Provide space to line up at 2 metre distance on south wall of narthex using floor markers
 - Greeter in the Narthex monitors traffic into sanctuary and bathrooms
- Maintaining Social Distancing
 - Worship meetings

- The building will be open to worshippers starting at 9:30 a.m.
- Sanctuary seating is configured to maintain 2 metre physical distancing
- In addition to the pulpit there is a reader's lectern 2 metres to the side. Both are 4 metres from the congregation
- There are 2 metre spacing spots at entrance, and in Narthex leading into the sanctuary
- There is a "pathway" in Narthex created using a portable barrier extending from the south edge of the door about 2 metres in to create an entrance/exit "lane" from the sanctuary (including lining up outside sanctuary doors), as well as separated access to bathrooms (including a waiting line-up for bathroom)
- Office hours
 - During the week minister and secretary will work largely within their own offices
 - When coincident use of the main office is necessary, there is enough space to maintain 2 metre distance

Measures in Place

First Level: Social Distancing

- Clear alternatives to attending gatherings are provided
 - Online worship
 - FM transmission into parking lot
- Maximum building occupancy for gather of 50 (controlled by elder at the entrance door)
- Maximum occupancy for bathrooms (1), posted and controlled by elder in the Narthex
- Maximum occupancy for sanctuary/hall posted and controlled by elders at sanctuary doors
- Clear marked pathways with 2 metre spacing for entry and exit into sanctuary / hall
- Clear marked pathways with 2 metre spacing for bathrooms
- All smaller rooms (offices, classroom, family room, kitchen and storage area) are off limits
- Sanctuary seating is laid out and marked to maintain 2 metre distance and to prevent worshippers from sitting immediately behind one another
- A lectern will be provided for the reader, 2 metre's distant for the pulpit
- All meetings take place in the hall and are spaced with 2 metre distancing at separate tables
- In the office the photocopier is over 2 metres distant from secretary's station

Second Level: Barriers

- Rope barrier to separate entry/exit path from bathroom path
- Minister and secretary work in separate offices, sharing the photocopier only

Third Level: Rules and Guidelines

- Signage on social distancing, hand cleaning, health, open doors posted throughout the building
- Secretary and minister wipe down all shared high contact surfaces (eg. switches, door handles) before and after work
- Shared equipment (e.g. Photocopier) touch surfaces wiped down after use

Fourth Level: Using Masks

- Mask usage signs posted in Narthex (at the entrance hand-washing, masking station) and in offices
- Masks are strongly encouraged for all visitors
- Disposable and reusable masks provided at entrance.
 - Reusable masks are a gift for visitors who want them
 - Mask disposal bin at front door
- Minister and Secretary use masks when physical distancing is not possible

Fourth Level: Further Measures

- The Sanctuary has been opened into the Hall to increase the airspace
- Weather-permitting sanctuary and hall doors remain open to increase airspace
- Worship services are shortened to reduce exposure time
- With the elimination of bulletins and hymnbooks projection is used when appropriate
- No congregational singing will be permitted
- Music will be by solo, duet or instrument only. Singers will be so placed as to be at least 6 metres from the congregation
- Preacher will be at least 4 metres from the congregation
- All visitors will be encouraged to wear non-medical masks (obvious exceptions for those leading worship)
 - Both disposable and re-usable masks will be provided
- No passing of the plate for offering
 - Retiring offering only by the exit of the sanctuary
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Hygiene

- Sinks with soap and paper towels are available in bathrooms.
- Paper towel dispenser allows taking the towel without touching the dispenser
- Hand sanitizer station are provided on both sides of the Narthex. On the north wall for those entering or exiting the building, on the south wall and by the hallway for those accessing the bathrooms. Another station is available in the hall / sanctuary entrance for easy access
- All doors for sanctuary access will be left open (poster attached) to prevent contact

Cleaning Protocols

- The church will be cleaned before and after service, meetings, Bible study and any other church functions.
- Touch points to be cleaned
 - Entrance door outside touch points, as well as inside entrance door touch points.
 - Light switch plates
 - Alarm security pad
 - Office door knob
 - Ross lounge door knob.
 - Sanitizer tables
 - Doors on both sides leading into the Sanctuary, and Molloy hall.
 - Wood work on all pews and seating, in the Sanctuary and Molloy hall. Including collection plates.
 - Stanchions and counter tops in Narthex.
 - Doors and frames, leading into men's and women's bathrooms.
 - Inside bathrooms, counter tops, tap handles, paper towel dispenser, flush mechanisms and doors both side and out leading into each cubical. Urinals as well as walls around urinals. Light switch plates.
 - **In bathrooms all touch points sanitized are between each use.**
 - Plastic sheet covering mail slots in hallway is wiped with sanitizer.
 - Session Elders to wear gloves before retrieving mail from slots, to avoid sanitizing
 - All Tables and chairs in the Molloy hall when used for Bible study and other functions. As well as wall unit at the doors of Molloy Hall.
 - Kitchen will be only designated cupboards, sink and dishwasher, as well as one counter top, for employees only. Doors leading in and out of kitchen.
- All surfaces above to be cleaned with a solution of bleach and water, as per BC government guidelines of 5 tablespoons bleach to 1/3 cup water, mixed with room temp water. The surface is considered to be sanitized for 24 hours, but we will clean after our service, meetings and any other church event. Then some surfaces with high touch points will be sprayed with Microbantr[®] onto hard surfaces to insure the 24 hour longevity.
- The Narthex and Sanctuary have been cleared of all unnecessary furniture as well as hymnbooks, Bibles, sign-up sheets or posters
- Kitchen, Classroom, Family room and storage room will all be inaccessible to unauthorized individuals during public access times

- Prior to worship the Classroom will be available to the Choir Director and Singers for practice

Policies

- Anyone with symptoms of COVID-19 or who has travelled outside Canada or who has been in contact with a confirmed case of COVID-19 is forbidden from entering the building. Signage to this effect is prominently posted at the entrance to the building and to the sanctuary
 - A greeter is posted at the door. This elder monitors visitors for possible symptoms
 - This information is shared in the mail/email out to visitors and included in the *A Visit to Saanich Peninsula Presbyterian Church* Youtube video
- Employees have the option and means for working from home (apart from the Worship service)
- SPPC continues to produce online services and/or stream live services to allow those who feel unsafe or unable to attend to continue to participate in worship
- SPPC will transmit services by shortrange FM signal into the parking lot, so that those wishing to remain in their cars can do so
- **In case of increased risk due to credible contact with or likelihood of transmission from infected persons by Church employees or volunteers present in the building on the days preceding worship, worship will be cancelled until testing has been completed (and found negative) and/or all risk surfaces have been cleaned.**
- Meetings in the Church will be *scheduled* for *Mondays* and *Tuesdays* to increase the likelihood of testing being complete prior to Sunday Worship

Communication and Training

- Session will run through the procedures for worship prior to the first service
- Congregants will be mailed /emailed an information package
- There will be a Youtube video, *A Visit to Saanich Peninsula Presbyterian Church* to show procedures when one visits for worship or meeting
- Signage is posted throughout the building
 - Warnings against entry if at risk of carrying COVID-19 at entrances to building and sanctuary
 - Reminders to maintain 2 metre physical distance at entrances to building and sanctuary, in the narthex and in the sanctuary/hall
 - Proper hand washing / sanitizing procedures in bathrooms and kitchen as well as at all hand sanitizer stations
 - Reminders to cough / sneeze into elbow
 - Seating points in sanctuary/hall
 - Occupancy limits posted for sanctuary and bathrooms

Monitoring

- Re-opening Committee will continue to meet regularly to assess and improve procedures
- The committee will assess means of sharing communion once worship has been reestablished
- Visitors and employees are encouraged to give feedback to their elder or the Re-opening Committee
- SPPC will maintain a list of everyone attending with times and dates to enable possible contact tracing and follow-up
 - The elder at the entrance will have a check-list of all congregants for this purpose and will record any others attending in an attached list