

# **WILLOW PARK CHURCH COVID 19 SAFETY PLAN**

In accordance with the Order of the Provincial Health Officer regarding Workplace COVID-19 Safety Plans, the following protocols have been put in place to protect staff and visitors on the Willow Park Church campuses.

These protocols have been directed by WorkSafeBC to ensure that the risk of transmission of COVID-19 at workplaces is minimized.

## **1. Keeping In-Person Contacts to a Minimum:**

- Staff are encouraged to continue to work remotely if possible,
- Staff members who are ill are not permitted to work on-site.
- Individuals who have the symptoms of a cold, flu, or Covid-19 including any coughing or sneezing should not come into the workplace.
- Individuals who develop symptoms of a cold, flu, or COVID-19 while in the office will be provided with a mask and asked to go home or seek medical attention.
- Routine screening/questions of staff for symptom checking will become common practice.
- Staff will be asked to make changes to their office hours in order to reduce the risk of exposure and maintain the physical distancing requirement.
- Occupancy limits in the office will be enforced.

## **2. Engineering Spaces to Keep People Apart:**

- Staff and visitors will be directed to enter and exit designated doors in buildings.
- Meetings or gatherings where physical distances cannot be maintained will be avoided.
- Workstations will be arranged at least 2 metres apart.
- Staff and clients will be directed as much as possible to use one-way pathways. General rule of moving through spaces is to “keep right”.
- Plexi-glass is installed at the front desk location.
- Signages and instructions will limit the number of staff and/or visitors in confined spaces.
- Meetings with visitors will be limited to rooms outside of the staff office.

## **3. Shared Spaces:**

- The number of staff allowed in common areas will be limited at any one time.
- Staff will be required to bring their own dishes and utensils. Or grab dishes and utensils from the kitchen and keep those as there dishes and utensils
- Communal doors will remain open throughout the workday to reduce contact with door handles
- Workers are encouraged to use their own equipment, such as pens, staplers, headsets, and computers and avoid sharing these items.
- Staff are asked to clean and disinfect shared equipment after each use. (photocopiers, coffee machines, microwave ovens, etc.)

#### **4. Enhanced Cleaning Protocols:**

- Staff are responsible for disinfecting their own workstations. Disinfectant spray and paper toweling is distributed throughout the office space.
- Hand sanitizer dispensers are available throughout the building.
- All meeting spaces must be booked through the Front Desk.
- At the time of booking, the person booking will be reminded of the disinfecting protocols.
- Each meeting space has a disinfecting kit and checklist.
- The person booking the space is tasked with ensuring that the room is disinfected according to the instructions provided.
- The person completing the cleaning, signs the checklist to confirm they've completed the cleaning.

#### **5. Food Service Protocols: (If Food Services begins)**

- Buffets and self-service amenities have been replaced with pre-packaged or portioned servings or grab and go type meals such as brown bag meals or boxed lunches that will be served in a manner that minimizes contact.
- Staff and volunteers will dispense water/coffee/cream/milk from food containers for congregants.
- Single use condiment packages will be provided rather than allowing access (touch) to any bulk food containers, e.g., salt/pepper/sugar/ketchup/mustard. Alternatively, staff and volunteers may dispense condiments from bulk food containers for clients.
- Barriers or tape markings on the floor will be utilized to encourage physical distancing between servers and those waiting in line.
- Servers will practice frequent hand-washing and practice physical distancing when possible.
- Hand sanitizers are available for guests and for servers.
- Signs that reinforce hand-washing messages and physical distancing are posted throughout food service areas.

#### **6. Personal Protection Supplies:**

- Single-use masks will only be available to staff for exceptional situations.
- Single-use masks will be available if a visitor requests or staff requires them to wear a mask.
- Upon request, staff can be issued single use gloves. The purpose of the glove use will be to avoid skin reactions to disinfecting materials.

These guidelines are in place until further notice and are subject to change based on directions from public health officials.

Please contact Glen Madden or Jeremy Crowe with any questions regarding these protocols.

Resources:

BC Health COVID-19 Guidance for Faith-Based Organizations

Work Safe BC - Protocols for Offices