

WILLOW PARK CHURCH COVID-19 OFFICE

PROTOCOLS

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. Entrance & Exit:

- Please come and go through the staff office entrance on the side of the building.
- Upon entry, please use the hand sanitizer before continuing into the building.
- Allow distance between others while going up or down the stairs.
- Remember that this entrance is shared with Multiply.
- Building Hours:
 - Monday – Thursday the office is opened from 9-3
 - Friday-Sunday the office is closed

2. In Office:

- As much as possible, please follow the arrows on the floor while moving around the office.
- You are responsible for cleaning and sanitizing your desk space. Cleaning supplies provided in office spaces. Checklist on door to sign off office is cleaned
- Do not share desk space or office equipment, such as pens, staplers, computers, etc.

3. Meeting Rooms:

- Please respect the occupancy limits posted on each meeting room door.
- ALL ROOMS need to be booked through Louisa.
- Meetings rooms must be wiped down after each meeting:
 - Chairs
 - Armrests
 - Tables
 - Whiteboard pens (if used)
 - Light switch
 - Door handle
- Be sure to turn off lights and lock doors behind you!

4. Outside Visitors:

- Please note: No guests or visitors are allowed in the staff office space. Meetings with non-staff guests must be outside, in designated meeting spaces downstairs, or outside.

- The waiting room is not available for non-staff visitors. Please request visitors to wait in vehicles and text message or call when ready.
- Keep a record of visitors to the church.
- When booking appointments, remind people to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.

5. Shared Spaces:

- The number of staff allowed in common areas will be limited at any one time.
- Dishes and utensils are no longer provided for your use.
- You must bring your own dishes and utensils.
- Please keep dishes and utensils at your desk.
- The dishwasher is off-limits...hand-wash or take home!
- Communal doors will remain open throughout the workday to reduce contact with door handles.
- Staff are asked to clean and disinfect shared equipment after each use. (photocopiers, coffee machines, microwave ovens, etc.)

6. Personal Protection Supplies:

- Upon request, single-use masks and gloves are available to staff.

7. ZERO TOLERANCE

- Anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days.
- 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](#)

