

Trinity United Church Safety Procedures for Stage 1 of Reopening

Trinity United Church is committed to care for all who are part of the worshipping community and the day-to-day life of the congregation and building. We feel a special care for the vulnerable among us, and want to support and safeguard all who may be especially spiritually, mentally or physically vulnerable at this time.

The theology which informs our safety plan is the golden rule “do unto others” and we encourage everyone to make safety decisions as though someone with COVID was in the room with you, and to at all times keep yourself safe while being kind and gentle with yourself and others so that we do not inadvertently cause harm.

Therefore we have implemented the following procedures for Stage 1 of our reopening plan. Stage 2 and Stage 3 will be formulated as conditions evolve. Note that as we learn more and as situations change, this safety plan will be updated and posted at the main entrances to the church building. ***The chair for each gathering will be responsible for ensuring compliance, signing everyone in and out, sanitizing before and after each gathering using the sign in (track and trace) sheet and sanitation supplies found on the trolley in the entry way.***

If you have questions or concerns regarding compliance or safety protocols, please email or write to the church, attention Council Chair, trinityunited2@gmail.com. **Please note that only written questions or concerns will be responded to.**

Please do not attend any church or community events in or outside of the building if you are not feeling well. The BC COVID-19 Self-Assessment Tool is at the end of this document.

Stage 1 means allowing small groups (rental groups/church groups) to use the space under certain conditions; it also allows for outdoor worship or other gatherings in groups of 50 or less. **The keys to our policy for Stage 1 are KEEP IT SMALL; KEEP SPACE; KEEP IT CLEAN; and TRACK AND TRACE**

These safety protocols were approved at the [REDACTED] meeting of Trinity United Council.

Matthew 7:12 *So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.*

¹ The "Golden Rule" of Leviticus 19:18 was quoted by [Jesus of Nazareth \(Matthew 7:12\)](#); see also [Luke 6:31](#)) and described by him as the second great commandment. The common English phrasing is "Do unto others as you would have them do unto you".

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as at Aug 25

Contents

Rental Groups..... 4

Number Limits 4

General Protocols..... 5

Accessible Washroom 6

Assembly Area 6

Church Office 6

Choir room/Lounge 6

Kitchen 6

Meeting Room(s)..... 7

Minister’s Study: 7

Shared Spaces:..... 7

Sound Booth 7

Outdoor Worship: 7

Trinity Treasures Thrift Store..... 9

 Social Distancing: 9

 Staff and Volunteers: 9

 Customer Protocols: 9

 Maintenance and Cleaning Routines: 9

 Receiving Donations: 10

 Sorting and Pricing: 10

instructions from BC CDC 11

Waiver Release of Liability..... 13

Daily COVID Staff, Volunteer and Visitor Questionnaire 14

SIGNAGE..... 15

Rental Groups

A signed waiver will be required from each group renting or using space within the church. Recurrent renters will only need to sign the waiver once; single use groups will need to sign each time. (Waiver included at the end of this document)

Number Limits

Accessible Washroom 1

Other washrooms 0 *(not in use during phase 1)*

Kitchen 3 *(Wednesday Lunch volunteers only)*

Assembly Area 50

Choir Room 4

Meeting Room(s) 4

Secretary Office 1

Minister's Office 1

Sound Booth 1

General Protocols

- physical distancing of at least 2 metres will be required;
- for track and trace purposes, everyone must sign in and out of the building. Tracking sheet is on the sanitation trolley in the entry.
- Self assessment required – please follow the questions on the assessment sheet on the sanitation trolley.
- the wearing of masks is mandatory if two or more people are present in a room,
- cleaning supplies are provided, please sanitize your gathering space before you leave. The cleaning supplies (*sanitizer, spray cleaner, disposable masks and gloves, paper towels*) are on a trolley in the entranceway. Please return the trolley to the entrance after use. The church secretary will ensure enough supplies are on the cart. Cleaning supplies can also be found in the accessible washroom.
- A roll of every attendee and their contact information must be kept securely and confidentially for each meeting or gathering in case of the need to TRACK AND TRACE any COVID19 exposure. (*One idea for groups that need anonymity is to have people write their name and phone number on a slip of paper to go in an envelope which would then be sealed and dated and kept by a member of the group for the required period, then destroyed.*)
- No food or drink will be served on the church premises, though if people wish to bring a beverage for themselves alone that is OK – please, don't share, however counterintuitive that feels in a Christian community!

A member of the church Council or Property committee will meet with each group before and after the first of their meetings in the building to ensure they understand and will follow the agreed-upon procedures. (Members will be trained)

Each group will be required to sign an agreement stating they understand the procedures and they waive the church of responsibility should an outbreak occur.

The kitchen will not be available except for the Wednesday Lunch volunteers

Small church groups: Will be encouraged to meet in homes or outdoors with the same people each time they meet, and in smaller numbers if vulnerable persons are present (*anyone over 60, anyone who has a pre-existing medical condition such as Type 1 Diabetes or heart disease*). A reminder that our “bubbles” should stay small! Practicing safe distancing, good hand hygiene and wearing masks if possible will remain important. Please do not share food and drink. Should small groups wish to meet at the church the same principles apply as for renters. When we do worship in person, those bubbles may be retained within the worship space, in order to limit physical contacts.

All church groups, large or small, will be required to keep a complete and confidential roll of names and contact info for those in attendance AT EACH GATHERING in case of the need to TRACK and TRACE.

Accessible Washroom

All other bathrooms not in use during this time

Please use the cleaning supplies provided in the washroom to clean any surfaces which you touched (taps, levers, light switches, etc). The male/female washrooms are available for emergency use only.

Assembly Area

All will be provided with masks if they do not have their own, and will be asked to wash and/or sanitize their hands frequently. Extra volunteers will be required. Bulletins will not be handed out. Ushers will be equipped with 6 ft. poles to monitor distances and to ensure compliance with safety protocols.

Chairs will be set up before each gathering. Please do not move any chairs or tables, as they will have been set up to comply with safety protocols.

Pianist will be permitted to sing and play the piano. A soloist may be permitted.

(When we reach 2nd or 3rd stage we will arrange for hymnbooks and pew bibles to be taken out of the pews and signed out so that people who wish to can bring them to church and take them home again. Bulletins may or may not be made available. We will continue to stream worship even when some in -person worship has been restored.)

Church Office

The **church office** can have only one person in that space at a time. The secretary's computer and telephone is for her use alone. Anyone using the photocopier in the secretary's absence should wipe down surfaces after use using sanitizer or cleanser. Wash hands and use sanitizer before and after entering the space. Wear a mask if anyone else is nearby. Please use the sliding glass window and the counter when you need to talk with the church secretary

The computer in the hallway is for the treasurer's (or their designate) use only.

Choir room/Lounge – 4 people maximum, sanitize after each use. Masks must be worn if there are more than 2 people in the room.

Kitchen – NO USE OTHER THAN WEDNESDAY LUNCH.

- Maximum 3 volunteers
- Stay 6' apart or wear masks
- Gloves recommended

- Sign in and out, and take the self assessment test
- Bagged lunches only, placed on trolley and wheeled to the front door for distribution
- Sanitise kitchen by 12:30

Meeting Room(s)

Meeting room A – 2 person maximum

Meeting room B – 2 person maximum

Meeting rooms A and B combined – 4 person maximum

Please sanitize all touched surfaces after each use. Cleaning supplies provided on a trolley in the entranceway.

Minister's Study: single person use only. Please call the minister to make arrangements to meet in a mutually agreed upon location.

Shared Spaces: Hallways, entranceways and gender neutral bathroom. Will be cleaned before and after any group is in the building, and before and after worship, including high-touch surfaces such as railings, the doorknobs, light switches, etc. A

Sanitizer, paper towels, disposable gloves and masks will be available on a trolley in the main entranceway. **All users will be required to sanitize their space(s) and the common areas after each use.**

Sound Booth

Sound person only allowed in the sound booth; power point will be introduced again during 2nd or 3rd phase. Please sanitize after use. Microphones must be designated as single use only, other than the pulpit microphone.

Outdoor Worship:

When worship is held outdoors the same rules apply: Keep gatherings small (under the 50 number set by government); physical distancing must be in place (at least 2 metres apart whether you are sitting in a vehicle, on a chair on or the grass) and washing and sanitizing your hands and your belongings before and after is recommended. PLEASE WEAR A MASK IF YOU CAN DO SO WITHOUT RISK TO YOUR HEALTH! You may sit with your household or those in your "bubble" but please ensure that you are 2

metres in all directions from the next “bubble”. Ushers will be present to help you find a safe place to sit.

You will be required to contact the church ahead of time to let us know you would like to attend, as we can only have 50 people in attendance at one time. If you are not able to come the first time, we will put your name at the top of the list for the next service. Priority will be given to those unable to watch the services online.

On entering the worship space, names and contact info will be taken and you will be checked off the list of those expected (a few spaces will be reserved for “rush” seating). We must be able to TRACK AND TRACE in the event of exposure to COVID19. Please wait for an usher to record your names and then direct you before you park your vehicle or chair.

Offering plates will not be passed but ushers will have donation boxes or barrels in which you can drop your offering as you enter or leave the premises, should you wish to do so. Communion will be served outdoors only during Stage 1.

We have been advised that even outdoors, group singing is not recommended, so we will not be singing hymns or joining in congregational prayers together. The service will also be shorter, in order to limit the time of potential exposure. Please greet each other at a safe distance: wave, bow, air hug, etc.

Trinity Treasures Thrift Store

Covid -19 Safety Plan

Social Distancing:

1. Occupancy within the store will be limited to 14 shoppers. Our square footage is 3600 square feet.
 - a. This will be posted at the entrances (church and front entrance)
2. Signage will be posted at entrance and throughout the store reminding customers and volunteers to physically distance.
3. There will be a worker available to direct customers at the entrance.
4. The cash register check out desk has been moved to allow for physical distancing.
5. We have one way entrance and exit which will be clearly marked.
6. X's have been marked on the floor for the checkout line 6 feet apart.

Staff and Volunteers:

1. Staff will be provided with cloth and/or disposable masks. Masks will be available for staff and volunteers.
2. Anyone showing symptoms of COVID-19 or have had symptoms within the last 10 days a prohibited from entering the premises. There will be signage posted at the entrance.
3. Anyone who has traveled outside Canada within the last 14 days is prohibited from entering the premises.
4. When the store is open staffing will be limited. The volunteers who will be within the shopping area will be no more than 3 or 4
5. Staff and volunteers will wash hands or use hand sanitizer frequently.
6. Staff and volunteers will physically distance from each other and the customers.

Customer Protocols:

1. Customers will not be permitted to shop if they are sick.
2. Customers are required to use hand sanitizer before entering the store.
3. Customers will be provided with a disposable mask upon request.
4. Customers may not try on clothing or jewelry
5. Physical distancing is to be practiced. Signage will be placed at entrance and throughout the store to remind people to do so.

Maintenance and Cleaning Routines:

1. Washrooms are only allowed to be used by customers in the case of emergency. Only one person permitted in the washroom at a time. Washrooms will be cleaned following customer use.
2. Staff and volunteers will clean the check out desk and all high touch areas (eg handles) frequently.

3. The plexiglass barrier will be cleaned at the beginning of every shift.
4. The sorting tables will be cleaned at the beginning and end of each time they are utilized.

Receiving Donations:

1. Donations will only be accepted on Saturdays between the hours of 11:30am and 1:00pm.
2. None of the donated items will be touched by the staff or volunteers for 72 hours.

Sorting and Pricing:

1. Sorting and pricing will be done on Tuesdays and Wednesdays.
2. The store will not be open to the public during sorting/pricing days. This will provide a safer environment for volunteers who may be more at risk.
3. Volunteers will adhere to physical distancing.

The Church Council moved and passed a motion on June 9, 2020 to open the store while practicing the safety plan. The safety plan will be altered as necessary.

instructions from BC CDC

To help prevent COVID-19 virus transmission there are plenty of practices that your organization can take to ensure that you are doing your part in preventing the spread of infection. As there are confirmed COVID-19 cases in B.C., the following are activities you should undertake:

- Wherever possible, use online tools to connect with others virtually for services, meetings and events. Consider cancelling all non-essential in-person services, meetings and events. • If you do still hold services, meetings, or events, ensure that people gather in small groups of 5 to 10, and that social distancing (2 metres / 6 feet) between members can be maintained.
- Remind congregants and members to stay at home if any of their direct family members (or people they have regular contact with) are unwell. • The most important thing you can do to prevent COVID-19 is to wash your hands regularly and avoid touching your face.
- Ensure the washrooms are always well stocked with liquid soap and paper towels and that warm running water is available. Antibacterial soap is not required to prevent the spread of COVID-19.
- Cover your mouth and nose with your elbow when coughing or sneezing and avoid others who are unwell. Cough into your elbow or use a tissue to avoid coughing or sneezing into either your hands or into the air. Dispose of used tissues right away into an appropriate receptacle and immediately wash your hands.
- Provide COVID-19 prevention supplies during services or events, such as plain soap, hand sanitizer that contains at least 60% alcohol, tissues, and waste baskets. • Minimize religious or cultural practices that involve person-to-person contact such as hands and faces, shared cups or vessels. If there are practices which must take place, ensure all sanitary and safety measures are taken, including hand washing or using hand sanitizer after each contact/ every person, but minimize all unnecessary contact whenever possible.
- When collections are taken, all those who handle cash or coins must wash their hands frequently with soap and water. There is currently no evidence that COVID-19 can be passed on to others by touching or handling cash.
- Instruct congregants not to share food, utensils, glasses and dishes. COVID-19 is spread through respiratory droplets released when you cough or sneeze and is left on shared items and eating implements, such as forks and glasses.
- Avoid communal or buffet style meals but identify an alternative, such as pre-packaged meals.

- Encourage everyone to wash their hands with plain soap and water OR an alcohol-based hand sanitizer (with a minimum of 70% alcohol content before and after services, meetings, or events).
- Clean and disinfect frequently touched surfaces such as doorknobs, countertops, bathrooms and other surfaces at least once a day. Regular household cleaning products are effective at eliminating COVID-19. Follow the directions on the product label.
- Encourage members to greet each other with a smile and wave, as opposed to any direct person-to-person contact.
- For any religious or cultural burial or funeral practices, please take the time to review the updated BC CDC provincial guidance for handling deceased persons:
<http://www.bccdc.ca/health-professionals/clinicalresources/covid-19-care/deceased-persons>

Waiver Release of Liability, Waiver of all Possible Claims and Assumption of Risk

****Please review before signing****

I hereby acknowledge that I have agreed to meet with _____ (name rental group) within the space provided at Trinity United Church, 10th Ave, Creston, BC.

I acknowledge and accept that there is a risk that I could be exposed to COVID-19 while attending. I also acknowledge and accept that while attending/participating this group gathering, I acknowledge and confirm that I am willing to accept this risk as a condition of attending. In consideration of the Trinity United Creston agreeing to allow rental groups to gather in person at the church, I agree to release Trinity United Church Creston, their officers, directors, employees, agents and volunteers (the "Releasees") from any and all causes of action, claims, demands, requests, damages or any recourse whatsoever in respect of any personal injuries or other damages which may occur or arise as a result of exposure to COVID-19 during my visit to the building.

I do hereby acknowledge and agree that notwithstanding the generality of the foregoing, I declare that I will not commence litigation or otherwise seek to recover damages or other compensation against the Releasees based on any action, claim, demand, request, loss or any recourse whatsoever arising from any potential or actual exposure to COVID-19 while attending at the church and/or through the provision of services to me by staff or volunteers of the church.

I further acknowledge that the Releasees can rely on this Release of Liability, Waiver of all Possible Claims and Assumption of Risk as a complete defence to any and all claims, damages, causes of action, or recourse or liability that may arise at any time. I have carefully reviewed this Release of Liability, Waiver of all Possible Claims and Assumption of Risk and acknowledge that I fully understand the terms as set out above. I acknowledge that I am signing this Release of Liability, Waiver of all Possible Claims and Assumption of Risk voluntarily.

Name of Rental Group _____

Name of Rental Group Representative _____

Date and Signature _____

TRINITY UNITED CHURCH - CRESTON**Daily COVID Staff, Volunteer and Visitor Questionnaire**

Risk Assessment and Screening ***note that verbal responses are acceptable as long as the meeting organizer keeps track of the responses.***

1. Do you have any of the symptoms below which are new?	Please Circle	
Fever greater than 38C	YES	NO
Cough	YES	NO
Shortness of breath	YES	NO
Difficulty breathing	YES	NO
Sore throat or painful swallowing	YES	NO
Runny nose	YES	NO
2. Have you returned to Canada from outside the country, or returned to BC from visiting another province?	YES	NO
3. Do you live with a person with an influenza like illness who has travelled outside of the province in the last 14 days?	YES	NO
4. Did you provide care or have close contact with a person with confirmed COVID-19?	YES	NO
5. Do you live with a person displaying any COVID-19 symptoms? If yes, please indicate their symptoms: Fever over 38C; Cough; shortness of breath; sore throat; painful swallowing; runny nose; difficulty breathing	YES	NO
6. Did you carpool with anyone today? If so, please note their contact information below.	YES	NO

If you answer "yes" to any of questions 1-4, you will not be permitted to enter the building at this time.

If you answer 'yes' to question 5 or 6, you will be permitted to enter the building, but will need to check in with the people you will be with and let them know.

Printed Name

Signature

Date

SIGNAGE

Things we need:

1. Out of service signs (2) for hallway washrooms
2. Trolley with:
 - a. Disposable gloves and masks
 - b. Sanitizer
 - c. Paper towels
 - d. Spray cleanser
3. Sugar tongs (for communion wafers)
4. Communion wafers (these have been ordered)
5. Small disposable cups (for communion)
6. 6' stick for measuring safe distances
7. Thermometer (forehead model)
8. Sanitation supplies in bathrooms

Worship plans

- a. Mid week chapel service (max 10 people) in the church with transportation provided. This service focussed on those who are high risk and/or not able to leave home easily. Could be live streamed???
- b. First Sunday in September outdoor communion service. Need to name location
- c. Sunday services continue as we have been doing until we get everything else sorted

BATHROOM CLOSED

PLEASE USE THE ACCESSIBLE BATHROOM
Located across from meeting room in the main hallway.

This bathroom for emergency use only.
Please sanitize after use.



THOU SHALT WEAR A MASK

(when within 6' of another person)

HYGENESIS 20:20

WHETHER PRAYING OR

WASHING YOUR HANDS

PLEASE DO SO FOR 60 SECONDS.

HYGENESIS 20:21

Reserved for Elijah Only

Remember when the Lord put a “flaming sword” at the entrance to the garden of Eden so Adam and Eve wouldn’t go there? “Flaming Sword” can also be translated as “green tape”

Abraham was 100 years old when Isaac was born And if he were with us today, he still wouldn’t be allowed to sit here.

Zacchaeus climbed a sycamore tree to get a better seat. Keep looking. This seat was not it.

Jesus sat the 5000 down in rows. Just not this one.

I have prepared a place for you, says Jesus. Just not this chair.

