



St. Davids-Queenston United Church

COVID-19 Safety Plan

The COVID-19 Safety Plan will document how St. Davids-Queenston United Church will keep workers and other people safe at our workplace during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#) explains what you should think about and gives examples to help you come up with your plan.

Company details

Business name: St. Davids-Queenston
United Church

Date completed: December 16, 2020

Date approved: January 19, 2020

Date distributed: January 20, 2021

Revision date:

Developed by: Steven Hardaker,
Resumption of In-person Worship
Committee Chair

Others consulted: Resumption of In-person
Worship Committee



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

Actions:

- The Administrative Assistant and the Cleaner will be able to work in the facility, but not on the same day.
- Our Choir Director will conduct online practices and participate in our Online Worship Service.
- A selection of worship leaders will join the Minister and Choir Director to conduct our Online Worship Service from the Sanctuary. Participants will wear masks or use the Plexiglas shielding in front of the Pulpit and Lectern.
- Ensure all participants in our online worship services are kept to a minimum number of no more than 10 and are a minimum of two metres apart.
- Ensure masks are always being worn when indoors.
- Ensure there is hand sanitizer readily available throughout the facility including all entrances and exits.
- Once the Church Board has approved the resumption of in-person worship services, ensure all the Congregation has a copy of the Resumption of In-person Worship Plan and has the opportunity to view the Resumption of In-person Worship Tutorial.
- Post this Safety Plan in plain view within the entrance to the Facility.
- Share this Safety Plan with all staff and Church Board Members
- Ensure our procedures are up to date by regularly reviewing both the Niagara Region Public Health and Ministry of Health COVID-19 websites.



2. How will you screen for COVID-19?

Actions:

- There is only one entrance to the facility that workers and church leaders have a key for entry. Other visitors and tradepeople must ring a bell to gain entry.
- Before entering the facility, there are posters on the door stating that masks are required when in the facility.
- Upon entering the facility, there is a large Niagara Region Public Health COVID-19 Symptoms Checklist plainly visible. This poster will be updated as Niagara Region updates.
- Every person entering the facility must fill out a contact information sheet and attest that they have answered NO to all the COVID-19 symptoms questions.
- There is hand sanitizer at the sign-in table for everyone to use.
- There is a quantity of pens at the entrance for filling out the contact information sheet. That pen will be left in a used pen container and then the used pens will be sanitized by the Administration Assistant before using again.
- When in-person worship services commence again, there will be a Greeter on hand at the entry door to complete the contact information, screen for symptoms and then sanitize the hands of each person entering.



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

Actions:

- **Elimination:**
 - Currently the church is closed to In-person worship service. Instead, a weekly online service is recorded on Wednesdays, uploaded to our YouTube channel and shared with the congregation.
 - All user group activities have been canceled.
 - Only autohoized staff and church leaders are able to enter the facility, with permission from the Church Board Chair.
 - Meetings have been moved on-line.
 - One staff member is permitted to work in the office.
 - All Hymn books and Bibles have been removed from the Sanctuary.
- **Engineering Controls:**
 - In preparation to reintroduce in-person worship services, Plexiglas shields have been installed in front of the pulpit and the Lectern/soloist position.
 - In preparation to reintroduce in-person worship services, a seating plan has been created that will ensure proper physical distancing.
 - In preparation to reintroduce in-person worship services, we will implement a live steam capability to permit congregation members to watch our Sunday services from home.
 - In preparation to reintroduce in-person worship services, we have outfitted our Christian Education Hall with a projector and the capability to live stream our worship service into the Hall thus providing for additional opportunities to limit contact with other worshipers.
 - Hand sanitizers have been made available at the entrances to the church as well as the exits. Hand sanitizing dispences have been installed in several locations within the facility.
- **Administrative Controls:**
 - We have developed a plan for the reintroduction of in-person worship services, that will be implemented once case numbers decline and only when the Church Board approves.



- We are following provincial and regional guidelines to limit the number of people permitted in the facility. For instance, once in-person worship services resume, we will use the 30% of capacity guideline for worship services.
 - We are using the United Church of Canada cleaning checklist to document areas and surfaces that are cleaned and disinfected following facility use.
 - Using resources supplied by Niagara Region Public Health, COVID-19 posters have been posted at the entrance to the facility, within the lobby, in all washrooms, on the handicap elevator doors.
 - Our Church Administrator uses approved disinfectant to clean all surface upon completion of work.
 - Our Church Cleaner continues to complete a facility cleaning using approved products on a weekly basis.
- Personal Protective Equipment (PPE):
 - All persons entering the facility must wear a Niagara Region Public Health approved face covering.
 - In preparation to reintroduce in-person worship services, Plexiglas shields have been installed in front of the Pulpit and the Lectern/soloist position to limit the risk of droplets and aerosols from being transmitted outwards into the Sanctuary.



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

Actions:

- There is a Niagara Public Health COVID-19 Screening Tool poster on the entrance to the church that can be read before entering that states if you are suffering from any of the identified symptom, to not enter, notify your workplace, go home and self-isolate right away. Call your health care provider or the COVID-19 Info-Line.
- Upon entering the facility, there is a contact information sign-in sheet that includes the date, person's name, phone number, purpose of visit and time in and time out. This record is kept for 30 days in a secure location, then destroyed.
- Upon entering the building, there is a large Niagara Public Health COVID-19 Symptoms Screening Poster. All people entering the facility must attest that they answered NO to each of the identified symptoms on the bottom of our contact information sign-in sheet by placing an 'X' beside their attestation.
- When in-person worship services resume, there will be a Greeter whose responsibility is to verify name, phone contact information, ask whether they answered NO to all symptom questions on the Niagara Public Health COVID-19 Symptoms Screening Poster, then sanitize the hands of the person.
- If there is a suspected case within our facility, all contact information will be gathered and Niagara Public Health will be contacted. We will follow their guidance on what we should do next.
- Immediately notify the congregation.



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

Actions:

- The Church Board has established a Resumption of In-person Worship Committee to develop policies and directives for reintroducing in-person worship services. At present, the Committee has recommended and the Church Board has agreed, that reintroducing in-person worship services should be delayed until case counts of COVID-19 are reduced.
- The committee conducted a congregational survey in order to gage the level of interest in returning to in-person worship services. The results were shared with the Congregation.
- The Committee did an extensive risk assessment of the facility with recommendations to reduce risks due to COVID-19.
- The Committee has created a seating plan for the worship spaces based on Niagara Public Health physical distancing guidelines.
- The committee has created a Resumption of In-person Worship Plan that describes what to expect when members return to in-person worship, what physical changes have been made to the facility and the cleaning protocols for pre- and post-worship services. The plan has received approval from the Church Board and will be distributed to congregation members prior to reintroducing in-person worship services.
- To compliment this plan, a short tutorial video has been created showing viewers what they can expect when they return to church.
- There is a weekly email sent to the Congregation and for those without email access, periodic phone calls are made.



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

Actions:

- The Congregational Chair will send a weekly email to the congregation with updates.
- Ministry staff and a selection of “friendly visitors” will phone those in the Congregation without email with updates.
- Periodic check-ins with Niagara Region Public Health in order to ensure all guidelines procedures reflect the current public health guidance. Update this plan as necessary.
- Seek the advice of Niagara Region Public Health when questions arise from the Congregation and church leadership concerning our stated procedures.
- We will have periodic meetings of our Resumption of In-person Worship Committee to update guidelines and procedures as well as discuss whether it is safe to recommend to the Church Board that in-person worship services can resume. The Minister is a member of this committee.



COVID-19 safety plan – snapshot

**Business name: St. Davids-Queenston
United Church**

Date completed: December 16, 2020

Date approved: January 19, 2021

Revision date:

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Providing government resources on COVID-19.
- Encouraging staff to work from home.
- Forbidding staff, church leaders and visitors from coming to the facility if they feel unwell

How we are screening for COVID-19

- Using a mandatory self-assessment at the front door
- Requiring staff, church leaders and visitors to complete contact tracing sign-in sheets and attesting to the fact they are symptom free.
- Encouraging all staff, church leaders and visitors to self-monitor their health

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Enforcing provincial restrictions on numbers permitted in doors and during worship services
- Ensure minimum 2 metres separation for those participating in our online worship services
- Ensuring there are seating plans for the Sanctuary and Christian Education Hall when in-person worship resumes.
- Restricting the use of the handicap elevator to 1 person.



Cleaning

- Using approved disinfectant to clean all touch points after facility use.
- Continuing with once weekly cleaning using approved disinfectant by our Cleaner.
- Using a cleaning checklist for personnel conducting cleaning duties.

Other

- Requiring all that enter the facility to wear a face mask.

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

- Saving contact tracing sign-in sheets for 30 days in a secure location and making them available to Niagara Region Public Health upon request.
- Contact Niagara Region Public Health and follow their guidance on what we should do next.
- Immediately notify the congregation.

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

- Conducting weekly online worship service for viewing from home.
- Established a Resumption of In-person Worship Committee
- Created a Resumption of In-person Worship Plan
- Created a Resumption of In-person Worship Tutorial video
- Sending a weekly congregational email with updates and information
- Those without email receive periodic phone calls.

How we're making sure our plan is working

- Weekly congregational emails and/or phone calls.
- Periodic check-ins with Niagara Region Public Health.
- Seek the advice of Niagara Region Public Health when questions arise.
- Have periodic meetings of our Resumption of In-person Worship Committee